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| **Title:** | **Glen St – children/school groups** | | **TRIM Number:** |  | **Reason:** | **Manager request** |
| **Service:** | **Glen Street Theatre** | | **Date of RA:** | **14/11/2016** | **Date for review:** | **14/11/2018** |
| **Task / Equipment / Job being assessed:** | | **Group Manager Approval/Notification required? Yes / No -** *if Yes, Group Manager Name & Signature***:** | | | | |
| **Events - Children (school) groups at Glen St Theatre** | | **No** | | | | |
| Risk assessments must be completed for tasks such as but not limited to: confined spaces, diving, tree lopping, risks of drowning, working near traffic, work where a regulator is required, hazardous chemicals and dangerous goods, risk of falls more than 2 meters, asbestos management and high risk construction (refer to WHS Regulation 2011 clause 291.) If in doubt, complete a Risk Assessment. | | | | | | |

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | RISK ASSESSMENT  **MATRIX** | | LIKELIHOOD | | | | | **VL** | **L** | **UL** | **VU** | | **CONSEQUENCE** | **A** | **1** | **1** | **2** | **3** | | **B** | **1** | **2** | **3** | **4** | | **C** | **2** | **3** | **4** | **5** | | **D** | **3** | **4** | **5** | **6** |  |  |  |  |  | | --- | --- | --- | --- | | **HAZARD CONTROL TIMEFRAMES** | | | | | Risk Severity | 1. Implement controls | Risk Rating | Implement controls | | 1 | 1. Immediately | 4 | 1. Within 1 month | | 2 | 1. Within 24 hours | 5 | Within 3 months | | 3 | Within 5 working days | 6 | Within 6 months | | **Hierarchy of Controls** 1st  Eliminate  2nd Substitute  3rd Isolate  4th Engineering  5th Administration  6th PPE | |  |  |  |  | | --- | --- | --- | --- | | RISK ASSESSMENT CODE | | | | | CONSEQUENCE | | LIKELIHOOD | | | **A** | Death or permanent disability, or  Major operational disruption | VL | Very likely -  could happen any time | | **B** | Long term serious illness or injury, or  Significant disruption to operations | L | Likely -  could happen at sometime | | **C** | Need for medical attention and several days off work, or  Minor disruption to operations | UL | Unlikely -  could happen but rarely does | | **D** | Minor discomfort  May need for First Aid, or  Negligible disruption to operations | VU | Very unlikely - probably will never happen | |

| **Hazard / Issue being assessed** | **Risk(s)** | **Inherent Risk Level** | | | **Safety Control Measure(s)** | **Residual Risk Level** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **C** | **L** | **S** | **C** | **L** | **S** |
| Emergencies requiring evacuation | Slips, trips and falls  Crowds | B | UL | 3 | * Emergency Management Plan has been developed for reasonably expected emergencies requiring evacuation. * Staff will provide evacuation instructions and supervision in the event of an evacuation. * Venue has a compliant fire detection and suppression system. | C | VU | 5 |
| Accidents or incidents at the venue | Slips, trips or falls  Food allergies / chocking  Medical emergencies | C | UL | 4 | * First aid staff, equipment and procedures are in place. * Regular inspections of facility to identify potential hazards and risks. | D | UL | 5 |
| Access to and movement within facility | Lighting changes  Slips, trips and falls  Stairs | C | UL | 4 | * Regular inspections of physical environment to identify slip trip and fall hazards. * External stairs checked regularly for drainage and general condition. * Access stairs to the stage area blocked. | D | UL | 5 |
| Construction areas around site | Access to equipment  Vehicle/pedestrian conflicts  Noise | B | UL | 3 | * All construction areas securely fenced to prevent access. * Truck and vehicle access to construction areas directly from street rather than carpark. * Noisy work conducted outside of performance times. | B | VU | 4 |
| Child safety | Lost or separated from group  Access to licensed areas of premise.  Access to isolated areas  Undesirable interactions with other persons | B | UL | 3 | * Staff have applicable working with children checks. * Students are to be advised to remain in a group * Students groups assemble in foyer prior to exiting the facility. * Staff have developed a venue search and sweep process. * 1:15 teacher to student supervision ratio. * Children to attend toilet facilities in pairs or under supervision of carer. | B | VU | 4 |
| Access to performance equipment or other staff-only areas | Contact with electrical equipment  Access to stage areas  Access to serving counter | C | UL | 4 | * Audio desk supervised at all times or isolated in locked room. * All equipment is inspected and tagged in accordance with normal council electrical procedures. * Stage area stairs from theatre is covered to prevent access. * Counter is supervised at all times by staff. * Staff only areas are clearly marked, doors closed and locked where appropriate. | D | UL | 5 |
| Hazardous chemicals | Contact with hazardous chemicals (cleaners, solvents). | C | UL | 4 | * All hazardous chemicals stored in secure facilities with no public access. * Common household (cleaning) chemicals maintained in locked cabinets in supervised areas (such as behind the counter). | D | UL | 5 |
| Walking between areas well-lit and minimally lit areas (in theatre) | Trip/fall, bumping into people or other objects |  |  |  | * Entry/exit areas to the theatre seating areas are maintained clear of obstacles and trip hazards. * Lighting checked as part of regular inspections. |  |  |  |

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| **Legislation, Codes of Practice:** |
| Work Health and Safety Act 2011  Work Health and Safety Regulation 2011  NSW WorkCover Codes of Practice:   * Managing Work environment and Facilities * First Aid in the Workplace   NSW WorkCover Guides:   * Preventing Slips, Trips & Falls |

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| **Name Manager/Supervisor** | **Signature** | | | **Approval Date** | **Date Review Completed** |
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| **Names & positions of the people involved in the RA:** | | | | | |
| 1. ***Risk Assessment Team Leader*** |  | | | | |
| 1. ***Worker from the area/Worker performing the task*** |  | | | | |
| 1. ***Other Risk Assessment Team members*** |  | | | | |
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|  | **RISK SCORE** | **RISK LEVEL** | **RISK ASSESSMENT REVIEW TIME FRAMES** | | |
|  | 1-2 | HIGH | No later than 7 calendar days post risk control implementation | | |
|  | 3-4 | MEDIUM | No later than 45 calendar days post risk control implementation | | |
|  | 5-6 | LOW | No later than 90 calendar days post risk control implementation | | |