

WHS Risk Assessment Form

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|---------------------------------|---|--------------------------|--|
| Area / Activity Assessed | Riverside Theatres – Theatres and Stage (Generic) – | Assessment date: | 1/03/2022 |
| Directorate / Team | Community Services – Riverside Theatres | Persons involved: | Operations Manager, Technical Coordinator, Facilities/ Maintenance Coordinator & Tech Team Leader. |
| Completed by: | David Storey | | |
| Signature: | <i>David Storey</i> | Revision Due: | 10/05/2024 |

Part 1: Task Details

| ACTIVITY / JOB STEPS <i>Break the job down into steps. What are you doing?</i> | POTENTIAL HAZARDS <i>Identify the hazards with each step. What could harm you, others, the workplace or environment</i> | RAW RISK <i>Before controls are implemented</i> | CURRENT CONTROLS <i>List the current controls in place to reduce risk</i> | CURRENT RISK <i>After controls are implemented</i> | ADDITIONAL CONTROLS <i>Determine additional suggested controls using the hierarchy of controls</i> |
|--|---|--|--|---|---|
| Bump-In, Rehearsal, Performance & Bump Out of Production. General Theatre hazards | <ul style="list-style-type: none"> - Noise - Children - Lack of supervision - Blocked egresses - Housekeeping - Manual handling - Slip, trip, fall | 1 - 4 Minor | <p>Toolbox talk must be conducted at the commencement of bump in/out</p> <p>Provide a plan for the activity Sound levels to be no greater than speaking volume</p> <p>No persons under the age of 14 years during a bump in/out</p> <p>Appropriate levels of staff to perform tasks and provide proper supervision</p> | 1 - 4 Minor | - N/A |

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|---|--|--|--|---|---|
| | | | No egress to be blocked at any time Practice good housekeeping procedures | | |
| Exceeding recommended capacities for dressing rooms and other areas | <ul style="list-style-type: none"> - Delays with evacuation in case of emergency - Crush at exit doors - Discomfort, illness - Dizziness, nausea | 5 - 10 Moderate | <p>Area supervisor allocated per dressing room / area and present at all times dressing room / area is exceeding capacity.</p> <p>Dressing room allocation to be provided in advance</p> <p>Contact names and numbers of dressing room supervisors provided to venue</p> <p>Area supervisors inducted into venue and emergency procedures</p> <p>Nominated first aider and first aid equipment to be provided by visiting production</p> <p>Room should be well ventilated</p> | 1 - 4 Minor | - N/A |

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|--|---|---|--|--|--|
| Fall from height | Fall from stage, raised platform, stage element. | 5 - 10 Moderate | Persons to be inducted to the venue and familiarized with the space Lighting levels to be appropriate to task Use of glow in the dark tape where appropriate to indicate edge of platforms Use of barricades where required Appropriate handrails, guard rails and fall arresters to be used as required Heights greater than 1m require rail installation (BCA requirement) Use of fall arresters as required Appropriate warning signage to be in place as required | 1 - 4 Minor | - N/A |

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| | | | Planned falls require a risk assessment, should be rehearsed under work light conditions, and include a rescue plan as required | | |
| Food and beverage onstage / backstage | Intoxication of performers or audience Food poisoning Slips, trips and falls | 1 - 4 Minor | Risk Assessment for consumption of alcohol as part of performance to be submitted. Alcohol Management Plan required RSA qualified person may be required to serve. Limited quantities of alcohol to be provided to artists backstage and monitored by RSA qualified person. Food to be stored at correct temperature and sealed. Cleaning equipment to be readily available on stage. | 1 - 4 Minor | - N/A |

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|--|--|---|---|--|--|
| Lighting, including strobe, lasers, and UV | Strobe lighting can affect persons with brain function abnormalities (eg epilepsy) Strobe operates at high electrical voltage, risk of fire Lasers can cause damage to skin and eyes Radiation exposure from UV light use including skin or eye burns | 5 - 10 Moderate | Flash rate no greater than 4 flashes per second Avoid using strobes for longer than 20 seconds continuously When multiple strobes are in use, ensure they are synchronized Mount strobe lights as high above head as possible Equipment must be tested and tagged Risk Assessment must be submitted for use of lasers Lasers can only be used in accordance with Australia Standard 2211 Laser safety officer may need to be engaged | 1 - 4 Minor | - N/A |

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|--|--|---|--|--|--|
| | | | Risk Assessment and prior approval is required for UV light use Notify audience of use of strobe, laser and/or UV through Front of House signage and auditorium announcements; and website content / Box Office | | |
| Small children / youths | Risks resulting from employment Unaware of hazards in venue Unaware of etiquette and appropriate behavior Personal harm or injury | 1 - 4 Minor | Comply with Children and Young Persons Act and Children and Young Persons Regulation 2010 Working With Children Check may be required and copies provided to venue Under 14's must be supervised at all times and are not permitted during bump in or bump out | 1 - 4 Minor | - N/A |

Part 2: Actions required

Further Controls to be Actioned (These three columns must be copied onto Corrective Action Register)

| Corrective Action | Allocated To (Person) | Due By (Date) |
|-------------------------------------|----------------------------------|-------------------------------|
| 1. Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| 2. Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| 3. Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| 4. Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| 5. Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| 6. Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| 7. Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |

Part 2: Approvals

Management Agreement to Corrective Actions

| | | | |
|-------|----------------------------------|-------|-------------------------------|
| Name: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
|-------|----------------------------------|-------|-------------------------------|

Follow up and Review

| | | | | | |
|----------------|-------------------------------|----------------------|----------------------------------|-------|-------------------------------|
| Reviewed Date: | Click or tap to enter a date. | Review Completed by: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
|----------------|-------------------------------|----------------------|----------------------------------|-------|-------------------------------|

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| City of Parramatta Council Risk Matrix | | Consequences | | | | |
|---|--|--|--|--|--|--|
| | | Very Low 1 No injuries or minor first aid | Low 2 Medical treatment req. Lost time <5 days | Medium 3 Lost time >5 days & <1 month | High 4 LTI>1 Month, long term disability, single fatality | Very High 5 Multiple long term injuries or fatalities |
| Likelihood | Almost certain 5 The event is expected to occur in normal circumstances | 5 Moderate | 10 Moderate | 15 Significant | 20 Extreme | 25 Extreme |
| | Likely 4 Will probably occur. Some recurring past event history | 4 Minor | 8 Moderate | 12 Significant | 16 Extreme | 20 Extreme |
| | Possible 3 The event may occur sometime. Some past warning signs or previous event history | 3 Minor | 6 Moderate | 9 Moderate | 12 Significant | 15 Significant |
| | Unlikely 2 Could happen at some time. No past event history | 2 Minor | 4 minor | 6 Moderate | 8 Moderate | 10 Moderate |
| | Rare 1 May happen only in exceptional circumstances | 1 Minor | 2 Minor | 3 Minor | 4 Minor | 5 Moderate |
| <p>To use the Risk Matrix to estimate a Risk Rating:</p> <ol style="list-style-type: none"> 1. Estimate the most likely potential severity of the consequences 2. Estimate the likelihood that the hazard could cause that consequence 3. Find the cell of the matrix where the row corresponding with the likelihood intersects with the column corresponding to the consequence, read the risk level written in that cell, and record it in the Risk Rating column. 4. Ensure all risks are controlled as per the below Risk Tolerance table. | | | | | | |
| Risk Level | Risk Tolerance – Based on the Current Risk Level | | | | | Risk Review Period – Based on Raw Risk |
| Extreme | Immediate action required – Activity must not proceed until steps are taken to reduce risk to as low as reasonably practicable, using level 1 or 2 controls | | | | | TBC 3 months |
| Significant | Activity may proceed if a SWMS or SWI/ SOP is in place, however further risk control measures must be considered for future work, in order to reduce risks to as low as reasonably practicable | | | | | 1 year |
| Moderate | Further risk control measures should be considered, in order to reduce risk to as low as reasonably practicable | | | | | 2 years |
| Minor | Maintain effectiveness of current controls | | | | | 2 years |