

Production Hazard Identification and Risk Assessment The Riverside Theatre

Production Name:	Generic Riverside Risk Assessment	Name of Assessor:	Josh Stringer
Venue:	Riverside Theatre	Assessment Date:	7/08/2024

Production Details				
Production Main Contact:	N/A	Bump In Start:	N/A	N/A
Phone Number:	N/A	Bump Out Start:	N/A	N/A

Personnel & Contacts	
Persons involved in the undertaking of this task:	Technicians, Duty Technicians, Technical Coordinators, Custodians, Building and Facilities Coordinator, Technical Services Team Leader, CeX staff, FOH Supervisors, CeX Duty Manager, Technical and Facilities Operations Manager, CeX Manager

Agreement:	By signing below, I indicate that the attached risk assessment document is an accurate representation of the venue and all generic activities. I understand my responsibilities; both those assigned to me in the process of hazard mitigation, and for the overall health & safety of the venue. If necessary, I will ensure all persons identified in this document are aware of and agree to their responsibilities. If any changes are required I agree to, where necessary, update this document to reflect these changes.		
Accessor:	Josh Stringer	Riverside Theatres Technical and Facilities Operations Manager:	Mike Brew
Signed:	<i>Jstringer</i>	Riverside Theatres Customer Experience Manager:	Jordan Vassallo
Date:	7/08/2024	Signed & Date:	

INITIAL HAZARD						SAFETY CONTROLS		RESIDUAL RISK			
HAZARD	DETAILS	POTENTIAL HARM	LIKELIHOOD	IMPACT	RATING	ACTIONS TAKEN	WHO RESPONSIBLE?	RESIDUAL HARM	LIKELIHOOD	CONSEQUENCE	RATING
eg. Rostra above 400mm	Audience member slips off side or back of seating block	Injury to audience, damage to venue	Possible	High	Significant	Kickrail installed on edges of all rostra, Handrail installed behind and beside any seating above 400mm. 200m step height for all	Producer, Show Technical Manager	Injury to audience, damage to venue	Rare	High	Minor
eg. Sharp edges on set	Set has sheet metal finishing with sharp corners	Injury to performer	Likely	Medium	Significant	Edges blunted with an angle grinder and sandpaper, tested for potential injury by Stage Manager. Performers walked through the set with these potential hazards identified.	Technician Stage Manager	Potential harm is reduced, as well as likelihood of an injury occurring	Unlikely	Low	Minor
Bump-in/Out	Injuries and risks associated with bump-in and Bump-out periods	Noise Lack of supervision Blocked egresses Housekeeping Manual handling	Likely	High	Extreme	Toolbox talk must be conducted at the commencement of bump in/out Provide a plan for the activity Sound levels to be monitored by Duty technicians and ear protection provided if required	Technical Staff, Duty technicians, Technical Coordinators	Noise Lack of supervision Blocked egresses Housekeeping Manual handling	Possible	Medium	Moderate
Chemicals	Use of chemicals for cleaning & painting	Poison Burns Respiratory illness Slip Fire	Likely	Medium	Significant	Material Safety Data Sheet located onsite and staff informed of the location Chemicals must be stored and labeled in the correct method Adequate ventilation when using the products Eye wash stations present onsite	Facilities Staff, Technical Staff	Poison Burns Respiratory illness Slip Fire	Unlikely	Low	Minor
Electrical Fault	Incident caused by an electrical fault in equipment or infrastructure	Electrical shock Electrical fire Personal injury Damage to property	Possible	Very High	Significant	All electrical equipment used on site must have current tag and test label Cables to be checked for fraying or other signs of wear Power load should never exceed safe loading levels on dimmer boards, circuit breakers, power points etc Equipment must be used as fit for purpose only	Technical Staff, Facilities Staff	Electrical shock Electrical fire Personal injury Damage to property	Rare	Medium	Minor
Elevated Work Platform	Incorrect use of EWP	Incorrect use resulting in accident, injury or damage to property	Possible	Very High	Significant	Equipment must be used in accordance with specifications and Australian Standards Only competent operators to use Yellow ticket required for external persons wishing to use venue manlift Must have second person in venue for welfare check	Technical Staff	Incorrect use resulting in accident, injury or damage to property	Unlikely	Medium	Moderate
Over BOH room capacities	BOH rooms over capacity limits	Delays with evacuation in case of emergency Crush at exit doors Discomfort, illness, Dizziness, nausea	Possible	Medium	Moderate	Hirer must provide a supervisor allocated per dressing room / area who is present at all times to ensure area is not exceeding capacity. Dressing room allocation to be provided in advance (If over 18 years old) Dressing Room capacities provided to the hirer in advance Contact names and numbers of dressing room supervisors provided to venue (Must be over 18 years old) Area supervisors inducted into venue and emergency procedures Nominated first aider and first aid equipment to be provided by visiting production Rooms should be well ventilated	Technical Coordinators, BOH Supervisor, Duty Technicians, Venue Hire	Delays with evacuation in case of emergency Crush at exit doors Discomfort, illness, Dizziness, nausea	Unlikely	Low	Minor
Fall from height	Fall from ladders, raised platforms or stage.	Personal Injury	Possible	High	Significant	Persons to be inducted to the venue and familiarised 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 hand rails, guard rails and fall arresters to be used as required Heights greater than 800mm require rail installation (BCA requirement) Appropriate warning signage to be in place as required	Technical Staff	Personal Injury	Unlikely	Low	Minor
Flown elements/equipment rigged above stage	Equipment, soft and hard goods flown/rigged overhead	Hit with flying equipment Hit with equipment falling from overhead Personal injury Damage to property	Unlikely	Very High	Moderate	Only experienced, trained and approved users of the fly system SWMS controls to be used at all times when operating fly system All equipment overhead to have secondary fall arrester (eg safety chain) installed Bar maximum weight loading must not be exceeded at any time Use of hard hats may be required Clear space with signage may be required Engineers certification / additional certification may be required	Technical Staff	Hit with flying equipment Hit with equipment falling from overhead Personal injury Damage to property	Unlikely	High	Moderate
Food & Beverage BOH	Consumption of food and beverages in BOH spaces and on stage.	Intoxication of performers or crew Food poisoning Slips, trips and falls Damage to equipment or property	Unlikely	Medium	Moderate	Alcohol Management Plan required RSA qualified person is 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 No food or drinks are to be consumed in control positions near technical equipment	CEX Staff, Technical Staff	Intoxication of performers or crew Food poisoning Slips, trips and falls Damage to equipment or property	Rare	Low	Minor
Health & Wellbeing	Staff physical and mental health and wellbeing	Fatigue Dehydration Long term health issues Personal injury Damage to property	Likely	Medium	Significant	Staff should not work more than 6 consecutive days Staff should not be rostered more than 48 hours in a week Staff should avoid working more than 12hours in one day (not including meal breaks) A minimum 30 minute meal break is required within every set of 5 hours worked Staff rostering should allow staff time to adjust between day / night shifts Correct amount of time and resources allocated to tasks. Staff should have no less than 10hour gap between shifts Staff sent home if too fatigued to work	Technical Services Team Leader, Technical Coordinators, FOH Duty Manager	Fatigue Dehydration Long term health issues Personal injury Damage to property	Unlikely	Low	Minor

Inexperienced persons operating equipment	Inexperience staff or production crews operating technical equipment	Injury to person Damage to property	Possible	High	Significant	Venue technician always in theatre with visiting company unless there is prior approval from Technical Coordinators or Technical Services Team Leader Venues to be locked when not in use Users to hold appropriate certificates / proven competency levels Site induction for all users of the theatres Specific training for users of equipment SWMS documents provided and signed off for equipment use	Technical Staff, Technical Coordinators, Technical Services Team Leader	Injury to person Damage to property	Unlikely	Medium	Moderate
Lighting including stobe & lazars	Use of strobes, flashing lighting effects and lasers	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	Unlikely	High	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 will need to be engaged Notify audience of use of strobe, laser and/or UV through Front of House signage and auditorium announcements; and website content / Box Office	Technical Staff, CEX Staff, Marketing Staff	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	Unlikely	Low	Minor
Loading and unloading trucks	Incidents caused by the manoeuvring and loading/unloading of trucks	Hit by moving vehicle Personal injury Manual handling injury, strain or Sprain Slip,Trip,Fall	Possible	Medium	Moderate	Vehicle to be switched off and in gear Closed toe steel/composite toed shoes must be worn Gloves may be required Trained Staff to direct the truck according to SWMS Hi-vis to be worn when directing trucks Ramp to be used as practical	Technical Staff	Hit by moving vehicle Personal injury Manual handling injury, strain or Sprain Slip,Trip,Fall	Rare	Medium	Minor
Manual Handling	Manual Handling of large and heavy objects	Muscular strain Skeletal injury Cuts, bruises long term loss of movement Damage to property through incorrect movement of equipment	Possible	High	Significant	All venue staff to be trained in correct manual handling techniques, including identifying weight and planning movement 2 or more person lift as required and if safe to do so Appropriate equipment available and used by staff to assist with moving items Sturdy enclosed footwear to be worn in theatre by back of house crew (including visiting companies, contractors) at all times PPE (eg gloves) to be available as required and upon request Lifting aids such as trolleys and dollies to be used as practical	All Staff	Muscular strain Skeletal injury Cuts, bruises long term loss of movement Damage to property through incorrect movement of equipment	Unlikely	Low	Minor
Noise	Sudden Loud noises or prolonged loud noise	Hearing damage or loss	Unlikely	High	Moderate	Persons must not be exposed to noise levels of 85 decibels over the equivalent of 8 hours, or a peak of 140 decibels Hearing protection if required	Technical Staff	Hearing damage or loss	Unlikely	Low	Minor
Construction	Construction/Deconstruction of set peices during bump-in/bump-outs	Personal injury Damage to property Fire hazard	Unlikely	High	Moderate	Construction materials must be fire retardant Tools must be tagged and tested and only operated by competent persons Manual handling protocols to be followed Additional certifications may be required to conduct work (eg Construction Induction Card) Must comply with regulatory requirements (eg BCA, Aust Standards) Scenic elements and/or props may be required to be fire retardant Signage required on the door warning persons entering of hazards	Technical Staff, Facilities Staff	Personal injury Damage to property Fire hazard	Rare	Low	Minor
Slip, Trip, Fall	Slips, trips and falls in BOH areas	Slip on wet surface Personal injury Trip over cables or other equipment	Possible	High	Significant	Cleaning equipment readily available in theatre Staff to secure area and clean up any spills promptly Buckets to be used to collect water from leaks Equipment to be inspected regularly for signs of leaks. Safety checks to be completed by venue technical staff	Technical Staff, Facilities Staff	Slip on wet surface Personal injury Trip over cables or other equipment	Unlikely	Low	Minor
Children under 18	Child Safety	Injury to person Welfare Reputational risks	Possible	High	Significant	Riverside Theatres is strongly committed to the safety and wellbeing of all children visiting and working with us and to creating and maintaining a child safe environment. The welfare of children entrusted to our care is a top priority and we have zero tolerance for child abuse. All children working with, engaged by or visiting Riverside Theatres have a right to feel and be safe, respected, valued and protected from harm. Children should be made aware of and feel confident in their rights and responsibilities. City of Parramatta is committed to fulfilling its duty of care to ensure that children and young people who access Council services are safeguarded from harm, recognising that feeling safe can be as important to children and young people as being safe. Child safety and protection is everyone's responsibility, including Council workers, families and carers of children and young people. Riverside Theatres will take all necessary steps to prevent and protect children from physical, sexual, emotional, psychological, and cultural abuse and neglect. Council's response to any report, complaint, incident or allegation will be Child-focused, prioritising the safety, interests and wellbeing of the Child or Children involved.	All Staff	Injury to person Welfare Reputational risks	Rare	High	Minor

Unauthorised Access	Unauthorised access to BOH areas or venues	Injury to person Damage to property Property Theft	Possible	High	Significant	Venues & Dressing rooms to be locked when not in use BOH supervisor rostered on when patrons are in the venue to prevent unauthorised access BOH Authorised persons only permitted backstage / via stage door signing in using the contactor management system Security personnel may be required Signage on doors warning persons entering of hazards during bump in / out Production codes to be limited to selected doors and time periods Staff instructed to never pass on their personal door code	Technical Staff, Facilities Staff	Injury to person Damage to property Property Theft	Unlikely	Medium	Moderate
Use of Smoke/Haze	Use of theatrical smoke or haze in the theatre venues	False fire alarm Slip on fluid Chemical risk Respiratory illness	Possible	Low	Moderate	Staff trained in evacuation procedures Material Safety Data Sheet to be documented onsite Unit must be checked regularly for signs of fluid leak Use of mats to control slip hazards where required All areas where this equipment is used should be well ventilated Notify audience of use of smoke via Front of House signage, Website information and auditorium announcements	Technical Staff, CEX Staff, Marketing Staff	False fire alarm Slip on fluid Chemical risk Respiratory illness	Rare	Very low	Minor
Working at Heights	Conducting work in the theatre venues at heights	Fall Personal injury Hit by a falling object	Possible	Very High	Significant	Completed SWMS to be read and signed by the staff to address risk of falling due to working at height, including rescue procedure Harness will be required Loose articles must be secured Certificate / proven competency is required Must have second person in venue for welfare check	Technical Staff, Facilities Staff	Fall Personal injury Hit by a falling object	Rare	High	Minor
Fly Tower Operation	Operation of the counterweight fly tower	Hit by falling object Hit by a moving object Damage to equipment Damage to Property	Possible	Very High	Significant	Completed SWMS to be read and signed by staff and production crew to address the risks of operating, loading/unloading, swinging and rigging on the counter weight fly system Annual inspection completed of the Counterweight fly system Staff and production crew trained/inducted in the safe operation of the fly system Production crew only authorised to fly with a staff member approval and observation Production crew are not authorised to fly during bump-in or bump-out periods	Technical Staff	Hit by falling object Hit by a moving object Damage to equipment Damage to Property	Unlikely	High	Moderate
Emergency Evacuation	Evacuating the venue in the event of an emergency	Personal Injury Crowd Crush Panic & Anxiety Incomplete Evacuation Exposure	Possible	Very High	Significant	Emergency Evacuation plans are documented and available for staff Emergency Evacuation training is provided to all wardens Evacuation resources are provided to all staff to assist in the running of an evacuation External companies and staff are inducted into the venue and evacuation procedure Announcements and staff body language in a evacuation to be clear and calm All emergency exits and egress pathways to be kept clear Adequate lighting to be turned on to allow safe travel to the emergency exit	Fire Wardens	Personal Injury Crowd Crush Panic & Anxiety Incomplete Evacuation Exposure	Rare	Medium	Minor
Orchestra Pit Operation	Operation of the Riverside orchestra pit lift	Hit by a moving object Damage to equipment Damage to Property	Possible	Very High	Significant	Completed SWMS to be read and signed by staff to address the risks of operating the orchestra pit Pit E-stop to be pressed and controller put away after each use to prevent unauthorised use Only trained staff to operate the pit Barrier must be put across stage, box booms and auditorium if the pit is going lower than A&B row	Technical Staff	Hit by a moving object Damage to equipment Damage to Property	Rare	High	Minor
Fire	Fire due to electrical equipment or theatre lighting	Burns Damage to Equipment Damage to property Smoke inhalation	Possible	Very High	Significant	All drapes and set items must be treated with flame retardant Electrical items must be Test and tagged Fire hose reels, extinguishers and exits must be kept clear at all times Lighting bars should not be in a position that touches drapes or set items	Technical Coordinators, Technical Staff	Burns Damage to Equipment Damage to property Smoke inhalation	Rare	Medium	Minor
External Equipment	Hired lighting, sound, AV or other equipment	Electrical shock Electrical fire Personal injury Damage to property	Unlikely	Very High	Moderate	All external equipment must be Test and tagged External equipment must be utilised as it is intended according to manufacturers specifications External equipment should be documented and photographed prior to leaving the venue for return	Technical Staff	Electrical shock Electrical fire Personal injury Damage to property	Rare	Medium	Minor
Waste	Excess rubbish and waste left after an event	Additional labour Damage of property	Possible	Low	Moderate	A wastage fee is added to the hirer if the venue or BOH areas are left with excess rubbish or waste BOH Supervisors to monitor BOH areas to ensure they are treated according to Riverside policy Clients are inducted into the venue on arrival and reminded of the importance to keep the spaces clean	Venue Hire, Technical Staff, Facilities Staff	Additional labour Damage of property	Unlikely	Low	Minor

Glitter	Use of Glitter and single use confetti	Glitter and single use confetti can pollute the environment Additional labour to clean	Possible	Medium	Moderate	Glitter and Single use confetti is not permitted at Riverside Theatres Reusable/recyclable confetti can be used but must be discussed with Technical Coordinators as it may require a cleaning fee	Technical Staff	Glitter and single use confetti can pollute the environment Additional labour to clean	Unlikely	Low	Minor
Technical Equipment Malfunction	Technical equipment failure or malfunction	Show stop or cancellation Reduced performance quality Damage to reputation	Unlikely	High	Moderate	Technical Equipment to be regularly maintained and assessed All Electrical equipment to be test and tagged Riverside to hold spare Technical equipment where possible and have contingencies for critical equipment failure	Technical Staff	Show stop or cancellation Reduced performance quality Damage to reputation	Rare	Medium	Minor
Offensive content, Mature Themes, Drug use, Nudity	Patrons not warned of content warnings	Mental harm to patrons or ushers in the theatre	Likely	Medium	Moderate	Correct FOH and website warning signage. Warning communicated via Cex staff.	FOH Supervisor and FOH staff	Mental harm to patrons or ushers in the theatre	Likely	Low	minor
Smoking	Smoking in Venue	Show stop Fire alarm Respiratory illness	Likely	Low	Moderate	Cex staff to patrons that no smoking is allowed in the venue or courtyard. No smoking signage.	FOH Supervisor and FOH staff	Show stop Fire alarm Respiratory illness	Unlikely	Low	Minor
Intoxicated Patrons	Patron intoxication	Personal injury Damage to property Injury to patrons or Staff Slips, trips and falls	Likely	High	Significant	Refusal of service to patrons showing signs of intoxication Patrons who act inappropriately will be asked to leave the venue by Cex staff. Police called if refusing to leave the venue.	FOH Supervisor and FOH staff	Personal injury Damage to property Injury to patrons or Staff Slips, trips and falls	Unlikely	Low	Minor
Cash Handling	Cash in venue	Personal harm Theft Damage to property	Likely	Very High	extreme	Card payment preferred at the bar Cash to be taken as last resort Staff always accompanied by another staff member while transporting cash	FOH Supervisor, FOH staff and Box Office staff	Personal harm Theft Damage to property	Likely	High	Moderate
Medical Emergency	Medical emergency of staff or patrons	Personal Injury Show stop Panic and anxiety	Possible	Very High	Significant	EMP to remain updated Staff trained on Emergency procedures every 6 months EMP procedure to be followed by staff First aid to be administered where possible	B&F Coordinator FOH Supervisor and BOH Supervisor	Personal Injury	Possible	Medium	Moderate
Aggressive Patrons	Aggressive patrons toward staff or patrons	Personal Injury Show stop Panic and anxiety Property Damage	Possible	High	Moderate	Calling 000 if patrons remain aggressive or if there is a threat to patrons or staff Lock down procedures to be followed where possible. Staff trained in EMP every 6 months Security to be contracted for high risk events.	FOH Supervisor, F&B Coordinator	Threat to patron and staff safety	Possible	Low	Moderate
Crowd control	Keeping control of crowd before and after performances	Delays with evacuation in case of emergency Crush at exit doors Discomfort Illness, Dizziness, nausea	Possible	Low	Moderate	Keeping emergency and egress pathways clear at all times Cex staff to guide patrons to lower density areas and exits.	FOH Supervisor and FOH staff	Personal harm, Damage to property	Likely	Low	Minor
CEX Equipment Malfunction	CEX equipment failure or malfunction	Electrical shock Electrical fire Personal injury Damage to property	Unlikely	Low	Minor	Electrical items must be test and tagged, Electrical equipment regularly maintained	FOH Staff and Technical Staff	Show stop or cancellation Reduced performance quality Damage to reputation, Evacuation of venue	Rare	High	moderate
Food Preparation Hygiene & Health	Maintaining food preparation and health hygiene	Patron and staff illness	Unlikely	Low	Minor	All food safe steps taken when preparation of food. Any external catering to have a food safety certificate and be gold star rated.	FOH Supervisor and FOH staff	Personal illness	Likely	Low	minor

City of Parramatta Council Risk Matrix		Consequences				
		Very Low 1	Low 2	Medium 3	High 4	Very High 5
		No injuries or minor first aid	Medical treatment req. Lost time <5 days	Lost time >5 days & <1 month	LTI>1 Month, long term disability, single fatality	Multiple long term injuries or fatalities
Likelihood	Almost Certain 5	5 Moderate	10 Moderate	15 Significant	20 Extreme	25 Extreme
	The event is expected to occur in normal circumstances					
	Likely 4	4 Minor	8 Moderate	12 Significant	16 Extreme	20 Extreme
	Will probably occur. Some recurring past event history					
	Possible 3	3 Minor	6 Moderate	9 Moderate	12 Significant	15 Significant
	The event may occur sometime. Some past warning signs or previous event history					
	Unlikely 2	2 Minor	4 minor	6 Moderate	8 Moderate	10 Moderate
	Could happen at some time. No past event history					
	Rare 1	1 Minor	2 Minor	3 Minor	4 Minor	5 Moderate
	May happen only in exceptional circumstances					

Rating Guidelines	
Minor	Acceptable as is, no further action required
Moderate	Controls required
Significant	Immediate and strict controls required
Extreme	Process should be stopped immediately, consult TM

Likelihood Guidelines	
Rare	This hazard may create harm in exceptional circumstances.
Unlikely	This hazard is unlikely to cause harm
Possible	Without further action, this hazard could create harm
Likely	This action is likely to lead to harm without further control
Almost Certain	If this action proceeds without control, the potential harm is almost certain

Consequences Guidelines	
Very Low	<ul style="list-style-type: none"> This hazard will cause very little to no harm to people or property.
Low	<ul style="list-style-type: none"> Minor injury or discomfort, basic First Aid required. Some cleaning or repainting of venue required. Incident report completed and filed internally.
Medium	<ul style="list-style-type: none"> Moderate injury (cut, large graze, deep tissue, discomfort to the senses, temperature extremes) requiring medical treatment. Minor damage to the venue or equipment, repairs to property required. Incident report completed and passed to Operations Manager for investigation. Production is stopped.
High	<ul style="list-style-type: none"> Singular serious injury (concussion, deep cuts, broken limb, crush injury, hearing or vision damage, burns) requiring hospitalisation. Significant damage to the venue or equipment, financial and/or time costs to repair property. Trauma or other psychological/mental health impact on an audience member. Incident report completed and WorkSafe involved with possibility of prosecution. Disruption to season and ticket sales, potential media coverage.
Very High	<ul style="list-style-type: none"> Fatalities and/or multiple serious injuries requiring hospitalisation. Permanent and compromising damage to the venue or equipment, disruption to structural or electrical integrity requiring urgent and immediate repair. Serious disruption to season and other productions across the venue. WorkSafe investigation with probable prosecution. Significant media coverage compromising the Basement Theatre as well as the producing company.