

LIVE AT PHIVE - RISK ASSESSMENT

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. 200mm 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
Children under 18	Child Safety	Injury to person Welfare Reputational risks	Possible	High	Significant	Riverside Theatres will take all necessary steps to prevent and protect children from physical, sexual, emotional, psychological, and cultural abuse and neglect. The Child Safe Code of Conduct and Child Safe Policy must be followed by all Riverside team members, Presenters, Contractors and Volunteers – these are available publicly on https://www.cityofparramatta.nsw.gov.au/council/child-safe 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
Offensive content, Mature Themes, Drug use, Smoking onstage, 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 Customer Experience staff (CeX).	FOH Supervisor and FOH staff	Mental harm to patrons or ushers in the theatre	Likely	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 Cables to be appropriate length for task, tidy and tied, flown or under cable trays / carpet. Equipment to be stacked neatly. Avoid leaning equipment up against a wall where possible and lay equipment flat. Lighting levels to be appropriate so trip hazards can be seen Identified hazards should be marked with white glow tape	Technical Staff, Facilities Staff	Slip on wet surface Personal injury Trip over cables or other equipment	Unlikely	Low	Minor
Lighting including stobe & lazars	Use of strobes, flashing lighting effects and lazars	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
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
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

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 swipe passes can be provided for limited doors and time periods	Technical Staff, Facilities Staff	Injury to person Damage to property Property Theft	Unlikely	Medium	Moderate
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	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
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 high risk equipment use	Technical Staff, Technical Coordinators, Technical Services Team Leader	Injury to person Damage to property	Unlikely	Medium	Moderate
Emergency Management	Venue response in the event of an emergency	Personal Injury Crowd Crush Panic & Anxiety Incomplete Evacuation Exposure Negative Media	Possible	Very High	Significant	Emergency Management plans are documented and available for staff Emergency response 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
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
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 Duty Technicians and Customer Experience Supervisors (CeX) trained in first aid and CPR. First aid to be administered where possible	B&F Coordinator FOH Supervisor and BOH Supervisor	Personal Injury	Possible	Medium	Moderate
First Aid	No First Aider Onsite	Personal Injury Illness	Possible	Medium	Moderate	Duty Technicians, Duty Supervisors, FOH Supervisors must all be first aid trained. These roles are to provide first aid to staff and patrons. Production companies are required to provide a first aid officer and kit to provide first aid for their company.	Duty Technicians, FOH Supervisors, Technical Duty Supervisors	Personal Injury Illness	Rare	Medium	Minor
Heat	Excessive heat exposure	Heat stroke Fainting Dehydration Hyperthermia	Unlikely	Medium	Moderate	Riverside to ensure schedule are provided to the building services team at PHIVE to ensure BMS is programmed for all activity in the Discovery space. Riverside to be given access to adjust temperature when required.	Building Services Team, Technical Duty Supervisors, FOH Duty Supervisor	Heat stroke Fainting Dehydration Hyperthermia	Rare	Medium	Minor
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	Rare	Low	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 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
Construction	Construction/Deconstruction of set pieces 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
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
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
Smoking	Smoking in Venue	Show stop Fire alarm Respiratory illness	Likely	Low	Moderate	Customer Experience staff (CeX) to patrons that no smoking is allowed in the venue. 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 Customer Experience staff (CeX) . 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	Only card payment accepted at the bar	FOH Supervisor, FOH staff and Box Office staff	Personal harm Theft Damage to property	Rare	Very low	Minor
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 Customer Experience staff (CeX) to guide patrons to lower density areas and exits.	FOH Supervisor and FOH staff	Personal harm, Damage to property	Likely	Low	Moderate
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	Minor

Chemicals	Use of chemicals for cleaning & painting	Poison Burns Respiratory illness Slip Fire Environmental damage	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 Spill kits onsite Fire response plan documented Chemicals must be disposed of in accordance with appropriate guidelines and manufacturer's instructions	Facilities Staff, Technical Staff	Poison Burns Respiratory illness Slip Fire Environmental damage	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
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

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 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

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.

CEX (CeX, CEx)	Customer Experience staff, including box office and front of house staff.
FoH (FOH)	Front of House (staff)
RSA	Responsible Service of Alcohol
EMP	Emergency Management Plan
CPR	Cardio Pulmonary Resuscitation
B&F (F&B) staff	Building & Services Manager
BMS	
PHIVE	Phive Library, 5 Parramatta Square
	Basement level, Phive Library, converted into Riverside Theatre's
Discovery Space	temporary performance space, 'Live at Phive'
Live at Phive	Riverside Theatre's temporary performance space