




Generic Risk Assessment Form

Risk Assessment # 0001 – VERSION 2	Business / Service Unit Riverside Theatres	Date of Assessment July 2018
Physical location of hazard/work typically undertaken: Riverside Theatres – Theatres and Stage (Generic)		
What is the job/task called? Bump-In, Rehearsal and Performance of Production. General theatre hazards	Who is Involved in the job/task? Full time / casual staff, Client and performers, contractors, general public.	
Description of Plant /Equipment Not applicable		
Who supervises the job/task? Operations Manager	What is the purpose of the job/task? This Risk Assessment is looking at the operation of Bump-In, Rehearsal and Performances of productions in Riverside Theatres. This document is not exhaustive and may require review as new risks are identified and should be reported to the venue Operations Manager.	
Persons involved in undertaking the risk assessment: Operations Manager, Technical Coordinator and Tech Team Leader. Consultation with Elizabeth Ross-Ward, Peter Duffy, Peter Francis, Mitchell Kroll, Mike Brew, Ian Marshall, Martin Shaw, Wayne Park and Renee McLenahan. Review : Operations Manager, Technical Coordinator, Consultation with Mitchell Kroll, Josh Stringer, Ryan Garreffa, Martin Shaw, Ian Marshall		

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		 CONSEQUENCE				
		SIGNIFICANT (F) (Fatality)	MAJOR (PI) (Permanent impairment)	SEVERE (S) (Serious injury/long term illness)	MODERATE (MT) (Medical Treatment)	MINOR (FA) (First aid)
PROBABILITY	VERY LIKELY (VL) (>99%)	1	1	2	2	3
	LIKELY (L) (70 < 99%)	1	2	2	3	4
	POSSIBLE (P) (50 < 70%)	2	2	3	4	5
	UNLIKELY (U) (20 < 50%)	2	3	4	5	6
	VERY UNLIKELY (VU) (<20%)	3	4	5	6	6

Dependent upon the level of identified risk, the time frames below need to be considered when implementing controls

Red	The hazard is to be addressed immediately. (Task/process ceased, corrective actions started immediately To reduce level of risk to a level as low as practicably possible).
Orange / Yellow	The hazard is addressed as soon as possible and recommended corrective actions implemented within the month (reduce risk levels to 5 or 6).
Green	The hazard may not need immediate attention but is regularly monitored by Supervisor until addressed. (controls to be implemented sometime in the near future according to budget and /or project timeframes).

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Hazards	Description	Pre Risk Score			Safety Controls	Person Responsible	When	Post Risk Score		
		Probability	Consequence	Score				Probability	Consequence	Score
Animals	<ul style="list-style-type: none"> - Bites - Illness transfer from animal - Contamination from animal waste - Escape - Negative PR around animal use in production 	V L	S	2	<ul style="list-style-type: none"> - Animals to have health certified by a vet - Risk Assessment to be submitted to include handling, containment, access to food and water, waste disposal and emergency planning - Animals must be rehearsed under controlled conditions prior to performance - Adherence to legislation - Wording for FOH/Box Office in case of customer complaint - Media Communications Plan 	Technical Coordinator, Technical Team Leader, Technicians	Pre-production planning and onsite supervision	U	F A	6
Bump In / Bump Out	<ul style="list-style-type: none"> - Noise - Children - Lack of supervision - Blocked egresses - Housekeeping - Manual handling - Slip, trip, fall 	L	S	1	<ul style="list-style-type: none"> - Toolbox talk must be conducted at the commencement of bump in/out - Provide a plan for the activity - Sound levels to be no greater than speaking volume - No persons under the age of 14years during a bump in/out - Appropriate levels of staff to perform tasks and provide proper supervision - No egress to be blocked at any time - Practice good housekeeping procedures 	Technical Coordinator, Technical Team Leader, Technicians	Pre-production planning and onsite supervision	U	F A	6

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Chemicals / Painting	<ul style="list-style-type: none"> - Poison - Burns - Respiratory illness - Slip - Fire - Environmental damage 	L	F	1	<ul style="list-style-type: none"> - Material Safety Data Sheet must be provided - Chemicals must be stored and labeled in the correct method - Adequate ventilation - Must not be brought onsite without prior approval - Risk assessment must be submitted identifying first aid / fire response plan - Chemicals must be disposed of in accordance with appropriate guidelines and manufacturer's instructions 	Technical Coordinator, Technical Team Leader, Technicians	Pre-production planning and onsite supervision	U	M T	6
Electrical Fault	<ul style="list-style-type: none"> - Electrical shock - Electrical fire - Personal injury - Damage to property 	P	F	2	<ul style="list-style-type: none"> - All 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 Coordinator, Technical Team Leader, Technicians	Program of maintenance for venue equipment. Hired equipment checked on arrival. Continuous monitoring	V U	F A	6
Elevated Work Platform	<ul style="list-style-type: none"> - Incorrect use resulting in accident, injury or damage to property 	P	F	2	<ul style="list-style-type: none"> - 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 Coordinator, Technical Team Leader, Technicians	Pre-production planning and onsite supervision	V U	F A	6

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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 	V L	F	1	<ul style="list-style-type: none"> - Area supervisor allocated per dressing room / area and present at all times dressing room / area is exceeding capacity. - Dressing room allocation to be provided in advance - Contact names and numbers of dressing room supervisors provided to venue - Area supervisors inducted into venue and emergency procedures - Nominated first aider and first aid equipment to be provided by visiting production - Room should be well ventilated 	Technical Coordinator, Technical Team Leader, Technicians	Pre-production planning and onsite supervision	P	F A	5
Fall from height	- Fall from stage, raised platform, stage element.	P	PI	2	<ul style="list-style-type: none"> - 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 1m require rail installation (BCA requirement) - use of fall arresters as required - appropriate warning signage to be in place as required - Planned falls require a risk assessment, should be rehearsed under work light conditions and include a rescue plan as required 	Technical Coordinator, Technical Team Leader, Technicians	Pre-production and Bump In .	U	M T	6

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Fire Arms, Replicas and Weapons	<ul style="list-style-type: none"> - Theft of weapon - Use for criminal activity - Reputational damage if weapon is stolen - Mistaken for proper weapon - Police arrest 	P	F	2	<ul style="list-style-type: none"> - May only be used, stored and kept secure by someone who holds a Theatrical Armourer's Dealers Licence and Commissioner's Permit - Firearms / weapons may only be used in line with NSW legislation and regulation - Ammunition kept separate from ignition source - Copies of the licences must be provided to the venue in advance - Swords, knives and blades must be blunt - All weapons to be rehearsed under controlled conditions prior to performance - Audience to be made aware of loud noises by Front of House signage and auditorium announcement - Media communication policy 	Technical Coordinator, Technical Team Leader, Technicians	Pre-production planning and onsite supervision	V U	F A	6
Flying elements / equipment rigged above stage	<ul style="list-style-type: none"> - Hit with flying equipment - Hit with equipment falling from overhead - Personal injury - Damage to property 	L	F	1	<ul style="list-style-type: none"> - 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 Coordinator, Technical Team Leader, Technicians	Pre-production planning and onsite supervision	U	F A	6

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Food and beverage onstage / backstage	<ul style="list-style-type: none"> - Intoxication of performers or audience - Food poisoning - Slips, trips and falls 	U	M T	5	<ul style="list-style-type: none"> - 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. 	Front of House Coordinator, Technical Coordinator, Technical Team Leader, Front of House Supervisor	Pre-production planning and onsite supervision	V U	F A	6
Hazard unidentified within this risk assessment and intrinsic to the visiting production	<ul style="list-style-type: none"> - Unable to exercise appropriate controls resulting in injury to person or property damage 	L	S	2	<ul style="list-style-type: none"> - Risk assessment should be received from all touring productions. - Discussion of any risks between venue technicians and touring production pre event and daily onsite. - Risk Assessments and outcome of any identified risks should be conveyed to the Duty Technician who should then provide information via toolbox talk to other technicians. 	Technical Coordinator, Technical Team Leader, Duty Technician	Pre-production planning and onsite supervision	V U	F A	6
Health and Wellbeing	<ul style="list-style-type: none"> - Fatigue - Dehydration - Long term health issues - Personal injury - Damage to property 	V L	PI	1	<ul style="list-style-type: none"> - Staff should not work more than 6 consecutive days. - Staff should not be rostered more than 40 hours per 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 	Technical Coordinator, Technical Team Leader	Pre-production and continuously monitoring	P	M T	4

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					<ul style="list-style-type: none"> 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 					
Inexperienced persons operating equipment	<ul style="list-style-type: none"> - Injury to person - Damage to property 	P	S	3	<ul style="list-style-type: none"> - Venue technician always in theatre with visiting company - 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 	Technical Coordinator, Technical Team Leader, Technicians	Induction on arrival and ongoing supervision	V U	F A	6
Lighting, including strobe, lasers and UV	<ul style="list-style-type: none"> - 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 	L	F	1	<ul style="list-style-type: none"> - 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 - 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 	Technical Coordinator, Technical Team Leader, Technicians	Pre-production planning and onsite supervision	U	M T	5

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Loading / Unloading trucks	<ul style="list-style-type: none"> - hit by moving vehicle - personal injury - manual handling injury, strain or sprain 	L	M T	3	<ul style="list-style-type: none"> - vehicle to be switched off and in gear - closed toe sturdy shoes must be worn - gloves may be required - correct manual handling techniques to be observed 	Technicians	Bump In, Bump Out	V U	F A	6
Manual Handling	<ul style="list-style-type: none"> - muscular strain - skeletal injury - cuts, bruises - long term loss of movement - damage to property through incorrect movement of equipment 	V L	S	2	<ul style="list-style-type: none"> - 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 	Technicians	Continuous	V U	M T	6
Naked Flame	<ul style="list-style-type: none"> - Fire - Smoke inhalation 	L	PI	2	<ul style="list-style-type: none"> - Risk Assessment must be submitted - Naked flames are only permitted on stage and must be rehearsed under controlled conditions - Fire Safety Officer may be required - Use of LPG gas bottles must be with prior approval and stored correctly - Candles used in other areas of the venue must be placed in votive and placed 1m above the ground on a stable surface. 	Technical Coordinator, Technical Team Leader, Technicians	Pre-production planning and onsite supervision	U	F A	6
Noise	<ul style="list-style-type: none"> - Hearing damage or loss 	L	PI	2	<ul style="list-style-type: none"> - 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 	Technicians	Continuous monitoring	V U	F A	6

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<p>Offensive Content, mature themes, drug use, images that may offend Aboriginal and Torres Strait Islanders</p>	<ul style="list-style-type: none"> - Venue reputation - Trauma counseling - Disgruntled patrons - Refund of tickets, loss of patronage 	P	PI	2	<ul style="list-style-type: none"> - Notification of content from client to venue (incl marketing, box office, technical and front of house) - Training in appropriate handling of sensitive materials and audience response - Employee Assistance Program available for staff - Audience made aware via Front of House signage and auditorium announcements; and website content / Box Office 	<p>Technical Coordinator, Technical Team Leader, Technicians</p>	<p>Pre-production and during rehearsals</p>	V U	F A	6
<p>Pyrotechnics</p>	<ul style="list-style-type: none"> - Fire - Personal injury - Burn 	L	PI	2	<ul style="list-style-type: none"> - Pyrotechnics must not be used without prior approval from venue - Pyrotechnics must be operated by accredited persons only, copy of license is to be provided and on the person at all times - Pyrotechnics must be rehearsed prior to performance under controlled conditions - Correct approvals (WorkCover, Council etc) must be submitted to the venue in advance - Must comply with appropriate regulatory Acts - Risk Assessment must be submitted - Smoke Isolation may be required - First Aid / Fire Response Plan must be submitted - Correct fire extinguishers / blankets to be in place - Fire Safety Officer required - In the event of a pyrotechnic fail all pyrotechnic activities are to be 	<p>Technical Coordinator, Technical Team Leader, Technicians</p>	<p>Pre-production planning and onsite supervision</p>	U	M T	5

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					suspended until the appropriate checks are re-completed - Audience to be made aware of use of pyrotechnics through Front of House signage and auditorium announcements					
Set Construction, including set up, packdown and movement of set / props	<ul style="list-style-type: none"> - Personal injury - Damage to property - Fire hazard 	L	S	2	<ul style="list-style-type: none"> - Closed toe shoes to be worn at all times - 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) - Structural certification as required - Scenic elements and/or props may be required to be fire retardant - Signage required on the door warning persons entering of hazards 	Technical Coordinator, Technical Team Leader, Technicians	Pre-production planning and onsite supervision	V U	F A	6
Slip	<ul style="list-style-type: none"> - Slip on wet surface - Personal injury 	P	S	3	<ul style="list-style-type: none"> - 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. 	Technicians	Immediately	V U	F A	6
Small children / youths	<ul style="list-style-type: none"> - Risks resulting from employment - Unaware of hazards in venue - Unaware of etiquette and appropriate behavior 	L	S	2	<ul style="list-style-type: none"> - Comply with Children and Young Persons Act and Children and Young Persons Regulation 2010 - Working With Children Check may be 	Technical Coordinator, Technical Team	Pre-production planning and onsite supervision	U	F A	6

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	- Personal harm or injury				required and copies provided to venue - Under 16's must be supervised at all times and are not permitted during bump in or bump out	Leader, Technicians				
Smoking	- Smoke inhalation - fire	U	S	4	- Risk Assessment must be submitted - Method of extinguishing must readily available (eg sandbox)	Technical Coordinator, Technical Team Leader, Technicians	Pre-production planning and onsite supervision	V U	F A	6
Trip	- Trip over cables or other equipment	P	S	3	- 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	Technicians	Continuous monitoring and response	U	F A	6
Unauthorised Access to Theatres	- Injury to person - Damage to property	P	S	3	- Venues to be locked when not in use - Authorised persons only permitted backstage / via stage door - Signage on doors warning persons entering of hazards during bump in / out	All venue staff	Continuous	V U	F A	6
Use of Theatrical Smoke / Haze / Dry Ice requiring isolation of smoke detectors	- Lack of early warning in case of fire may result in serious injury / death - Slip on fluid - Chemical risk - Respiratory illness	L	F	1	- Where possible, isolate only within the area in use - Fire Safety Officer required to continually monitor the isolated area for signs of fire - Staff trained in evacuation procedures	Technical Coordinator, Technical Team Leader, Technicians	Pre-production planning and onsite supervision	V U	F A	6

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	- Burn from handling dry ice				<ul style="list-style-type: none"> - Material Safety Data Sheet to be submitted for fluid use - Unit must be checked regularly for signs of fluid leak - Use of mats to control slip hazards where required - PPE is required for handling dry ice - All areas where this equipment is used should be well ventilated - Notify audience of use of smoke via Front of House signage and auditorium announcements 					
Vehicles on stage, in courtyard or foyer	<ul style="list-style-type: none"> - Explosion - Collision with equipment or person 	U	PI	3	<ul style="list-style-type: none"> - Risk Assessment should be submitted to include loading level - Spotter to be used when vehicle is moving - Car to have near empty tank of petrol - Vehicle should have registration (ie be roadworthy) otherwise be stripped of operating parts - Drip tray may be required 	Technical Coordinator, Technical Team Leader, Technicians	Pre-production planning and onsite supervision	V U	F A	6
Working at Heights	- Fall, personal injury	P	F	2	<ul style="list-style-type: none"> - Risk assessments should be completed to address risk of falling due to working at height, including rescue procedure - Harness may be required - Loose articles must be secured - Certificate / proven competency may be required - Must have second person in venue for welfare check 	Technical Coordinator, Technical Team Leader, Technicians	Pre-production planning and onsite supervision	V U	F A	6

Group	Signature/Initial	Date
Risk Control Member Name:	Linda Taylor	___/___Feb___/2016___

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Service Unit Manager Name:	Robert Love	___ / April ___ / 2016_
Employee reporting hazard:		___ / ___ / ___
WHS Service Unit Partner Name:		___ / ___ / ___

Date to be Reviewed ___ / December ___ / 2018__

Review Outcomes

Subsequent Review Date ___ / ___ / ___

Date risk assessment fwd. to WHS Team
for entry onto Safe Hold Hazard / Incident Register: ___ / ___ / ___

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