

## WHS Risk Assessment Form

<b>Area / Activity Assessed</b>	Riverside Theatres – Theatres and Stage (Generic) –	<b>Assessment date:</b>	1/03/2022
<b>Directorate / Team</b>	Community Services – Riverside Theatres	<b>Persons involved:</b>	Operations Manager, Technical Coordinator, Facilities/ Maintenance Coordinator & Tech Team Leader.
<b>Completed by:</b>	Peter Duffy		
<b>Signature:</b>	Click or tap here to enter text.	<b>Revision Due:</b>	1/03/2023

### Part 1: Task Details

<b>ACTIVITY / JOB STEPS</b> <i>Break the job down into steps. What are you doing?</i>	<b>POTENTIAL HAZARDS</b> <i>Identify the hazards with each step. What could harm you, others, the workplace or environment</i>	<b>RAW RISK</b> <i>Before controls are implemented</i>	<b>CURRENT CONTROLS</b> <i>List the current controls in place to reduce risk</i>	<b>CURRENT RISK</b> <i>After controls are implemented</i>	<b>ADDITIONAL CONTROLS</b> <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"> <li>- Noise</li> <li>- Children</li> <li>- Lack of supervision</li> <li>- Blocked egresses</li> <li>- Housekeeping</li> <li>- Manual handling</li> <li>- Slip, trip, fall</li> </ul>	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"> <li>- Delays with evacuation in case of emergency</li> <li>- Crush at exit doors</li> <li>- Discomfort, illness</li> <li>- Dizziness, nausea</li> </ul>	5 - 10 Moderate	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	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.

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
<b>Likelihood</b>	<b>Almost certain 5</b> The event is expected to occur in normal circumstances	5 Moderate	10 Moderate	15 Significant	20 Extreme	25 Extreme
	<b>Likely 4</b> Will probably occur. Some recurring past event history	4 Minor	8 Moderate	12 Significant	16 Extreme	20 Extreme
	<b>Possible 3</b> The event may occur sometime. Some past warning signs or previous event history	3 Minor	6 Moderate	9 Moderate	12 Significant	15 Significant
	<b>Unlikely 2</b> Could happen at some time. No past event history	2 Minor	4 minor	6 Moderate	8 Moderate	10 Moderate
	<b>Rare 1</b> May happen only in exceptional circumstances	1 Minor	2 Minor	3 Minor	4 Minor	5 Moderate

To use the Risk Matrix to estimate a Risk Rating:

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