



<p><b>Venue Use</b></p>	<p>Induction failure (venue hire)</p>	<p><b>Major</b></p>	<p><b>Possible</b></p>	<p><b>Medium</b></p>	<p>* The venue supervisor will induct the group organiser, nominated person/people or team  * After the venue induction has taken place the group organiser (In all cases) is responsible to for the induction of its participants and workers not present. It is the responsibility of the organiser to continue communicating the correct use of the venue and to highlight and report any known or considered risks/hazards  * The group organiser is responsible to induct participants who missed the initial venue induction. By signing the venue induction the group organiser agrees to continue inductions, understands the requirements of venue use and reporting  * Venue users and event participants must sign in and out while using the venue. Where possible all participants should use the venue sheets. In the case of large groups - School presentation, school dance festival or similar local school rolls or sign in sheets can be used. Confirmation of which system being used must be decided by the venue and group organiser  * The group organiser is responsible for development of its own event risk assessment. The risk assessment must be sent to the venue prior to occupation and any work begins</p>	<p><b>Major</b></p>	<p><b>Unlikely</b></p>	<p><b>Medium</b></p>
<p><b>Entering and exiting building from drop off location</b></p>	<p>Fall on road or surface or contact with moving vehicles due to uncontrolled environment</p>	<p><b>Major</b></p>	<p><b>Unlikely</b></p>	<p><b>Medium</b></p>	<p>* Venue to remind group organiser to drop and pick up in safe locations. Where possible nominate a location  * Group organiser to conduct own risk assessment and traffic management plan  * Group organiser is responsible for management of vehicle movements and disembarkation/embarkation of vehicles  * Venue to ensure all entry/exit points are clear and safe to use</p>	<p><b>Major</b></p>	<p><b>Rare</b></p>	<p><b>Low</b></p>

<p><b>Arrival and departure to venue</b></p>	<p>Vehicle striking participants during bus/vehicle disembarkation/embarkation or access to venue. Potential serious injury or fatality</p>	<p><b>Major</b></p>	<p><b>Unlikely</b></p>	<p><b>Medium</b></p>	<p>* Group organiser to be aware of bus/vehicle movements  * Supervising School / group staff to be onsite and managing participants until all movements are complete and all have been picked up  * Arrival and pick up times should be scheduled by the group organiser  * Disembarkation point designated for each venue allowing safe disembarkation from vehicle. Group organiser to confirm location prior to arrival  * If road crossing is required then children or less mobile should be escorted by teachers / school staff  * Participants to be supervised at all times by supervising staff, take into account children's youth and inexperience, to ensure they keep to a designated route, away from vehicle movements</p>	<p><b>Major</b></p>	<p><b>Rare</b></p>	<p><b>Low</b></p>
<p><b>Arrival and departure to venue</b></p>	<p>Multiple bus arrival, leading to large numbers of young persons at road side. Injury from collision with vehicles due to overcrowded pavement</p>	<p><b>Major</b></p>	<p><b>Unlikely</b></p>	<p><b>Medium</b></p>	<p>* One bus at a time to disembark, marshalled by staff  * Staggered arrival time should be considered when multiple schools/participants arrive at once. Group/ Event Coordinator to coordinate schedule  * All students to be supervised and marshalled by teaching staff directly from bus into venue, eliminating waiting time and reducing numbers of students on paths</p>	<p><b>Major</b></p>	<p><b>Rare</b></p>	<p><b>Low</b></p>
<p><b>Operating equipment</b></p>	<p>Incorrect induction, training and or operation resulting in injury or damage to equipment</p>	<p><b>Minor</b></p>	<p><b>Possible</b></p>	<p><b>Medium</b></p>	<p>* Qualified Entertainment Venues staff member to train/induct person operating equipment  * Only persons inducted and trained in equipment use able to operate. Approval gained prior to the event</p>	<p><b>Minor</b></p>	<p><b>Unlikely</b></p>	<p><b>Medium</b></p>

<p><b>Cable runs</b></p>	<p>Injury or equipment damage due to poorly run or protected cables</p>	<p><b>Minor</b></p>	<p><b>Possible</b></p>	<p><b>Medium</b></p>	<p>* Entertainment Venues to tape or cover cable runs (with cable trays or similar) placed by them prior to the arrival of the group. If possible get them off the ground and in the air          * Group to advise Entertainment Venues if they have run additional cables and assess how to treat. Group is responsible for any cable run themselves          * Group organiser to inspect venue prior to the arrival of participants ensuring they can operate safely. The group organiser should report observed risks/hazards to the venue supervisor for action          * Venue to highlight cable run locations using fluro tapes, fencing, barriers, lighting (blue if in show conditions)</p>	<p><b>Minor</b></p>	<p><b>Possible</b></p>	<p><b>Medium</b></p>
<p><b>Trips and falls</b></p>	<p>Uneven surfaces, obstacles, storage build up</p>	<p><b>Major</b></p>	<p><b>Possible</b></p>	<p><b>Medium</b></p>	<p>* No running policy in venues          Entertainment Venues to inspect area(s) prior to the arrival of group          * Entertainment Venues to store equipment and materials in appropriate locations          * Group organiser to report build up of gear and any hazards          * Group Organisers to monitor conduct of participants and prevent inappropriate behaviour          * Group organisers to brief participants on conduct and behaviour prior to using the venue (Note: Entertainment Venues - venues have many steps and changes in level that whilst not inherently dangerous, might result in injury to persons unaware of their locality)          * Groups should report all risks/hazards to the venue supervisor enabling them to act and make safe</p>	<p><b>Major</b></p>	<p><b>Unlikely</b></p>	<p><b>Medium</b></p>
<p><b>Uneven path, steps</b></p>	<p>Surface movement</p>	<p><b>Minor</b></p>	<p><b>Possible</b></p>	<p><b>Medium</b></p>	<p>* Notifications placed on or near surface once identified          (Note: Entertainment Venues - venues have many steps and changes in level that whilst not inherently dangerous, might result in injury to persons unaware of their locality)</p>	<p><b>Minor</b></p>	<p><b>Unlikely</b></p>	<p><b>Medium</b></p>

<b>Movement around Venue</b>	During or after entry to the venue, participants enter hazardous technical areas, increasing risk of injury	<b>Minor</b>	<b>Likely</b>	<b>Medium</b>	* Ushers (FOH) on duty at key locations to prevent access by participants to other areas * Where required fencing and bollards in place to prevent access to hazardous areas * Venue staff to check all areas checked and cleared prior to arrival of participants, to ensure no hazards which may cause slip, trip or other incidents	<b>Minor</b>	<b>Possible</b>	<b>Medium</b>
<b>Auditorium use</b>	Overcrowding of public areas, standing areas, aisles during performance, slips, trips, falls	<b>Minor</b>	<b>Unlikely</b>	<b>Medium</b>	* Tickets sold/issued do not exceed venue capacities * Group organiser to ensure participants arrive with enough time for checks to take place and are seated in the allocated areas/seats * Groups of students/minors seated in the auditorium must be supervised. The supervisor must be seated amongst participants when in the venue (not at one side or away from the group) to control behaviour and access/egress * Supervising staff must ensure students/participants are not running or climbing on furniture to reduce any injuries due to slips, trips, falls	<b>Minor</b>	<b>Rare</b>	<b>Low</b>
<b>Transport to venue</b>	Private transport to and from the venue – risk of road accident	<b>Insignificant</b>	<b>Unlikely</b>	<b>Low</b>	* Group organiser should only use approved bus companies, or own well maintained minibuses and is the responsibility of the School or group	<b>Insignificant</b>	<b>Rare</b>	<b>Low</b>
<b>Venue use</b>	People in an unfamiliar space	<b>Insignificant</b>	<b>Possible</b>	<b>Low</b>	* Group organisers to brief people about potential hazards before visit, and reinforce behaviour codes: e.g. no running, no unsupervised explorations, no touching equipment * Venue staff will arrange pre-visit to site if requested	<b>Insignificant</b>	<b>Rare</b>	<b>Low</b>

<p><b>Overhead lighting, electrical equipment</b></p>	<p>Risk of equipment falling, injury, electrocution</p>	<p><b>Major</b></p>	<p><b>Unlikely</b></p>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>* Overhead equipment fitted with safety chains</li> <li>* Cabling stored neatly to avoid trip hazards using cable trays or off ground (if possible)</li> <li>* All equipment is maintained by venue technicians or hiring company</li> <li>* Group organisers to brief participants not to touch any equipment in the venue or enter restricted areas</li> </ul>	<p><b>Major</b></p>	<p><b>Rare</b></p>	<p><b>Low</b></p>
<p><b>Auditorium and back of house use</b></p>	<p>Crowded area, darkness and dim lighting levels – risk of fear, panic, trip slip or fall</p>	<p><b>Minor</b></p>	<p><b>Likely</b></p>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>* Ushers with torches near exits</li> <li>* Exits lead directly to the foyer or outdoor areas</li> <li>* Cabling installed neatly to avoid trip hazards using cable trays or off ground (if possible)</li> <li>* Ground cable runs will be highlighted with fluro, tape, fencing or barriers (most appropriate for the job used)</li> <li>* Equipment stored within a restricted fenced off area and every attempt should be made to not store near passage ways</li> <li>* Group organisers to discuss the environment and conditions with children/participants in advance, arrange extra care of particularly vulnerable or nervous group members</li> <li>* Participants should only be in areas they have been inducted to and scheduled to be in</li> <li>* Venue to install lighting in dark areas. In most cases this will be blue event light</li> </ul>	<p><b>Minor</b></p>	<p><b>Possible</b></p>	<p><b>Medium</b></p>

<b>Venue use</b>	Risk of fire and smoke during event	<b>Major</b>	<b>Unlikely</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>* Fire alarm system in operation (TRECC and the Capitol only)</li> <li>* Fire-fighting equipment in place throughout venue, and regularly maintained by Fire Services</li> <li>* Venue has Fire Plan and evacuation procedures in place</li> <li>* 'No smoking signs displayed</li> <li>* The Venue Supervisor is available in the venue during occupation, and, in the event of a fire, will lead an evacuation</li> <li>* Exit routes always checked prior to an event</li> <li>* Ushers briefed as to their role and nearest exit</li> <li>* In some cases nominated participants will be used to assist in evacuations. Nominated people to be approved and inducted prior to event</li> <li>* School based events (excursion or performance). Teachers will be responsible for students and their safe exit from the venue. Venue to advise teachers where to go.</li> </ul>	<b>Major</b>	<b>Rare</b>	<b>Low</b>
<b>Weather</b>	Sunburn, dehydration, cold, wet when waiting for transport	<b>Insignificant</b>	<b>Possible</b>	<b>Low</b>	<ul style="list-style-type: none"> <li>* Group organiser should check weather forecast and ensure children/participants are appropriately equipped:</li> <li>**Hot weather: hat, water and sunscreen</li> <li>** Cold/wet weather: warm waterproof clothing</li> <li>* In extreme conditions groups can use venue foyer or auditorium</li> </ul>	<b>Insignificant</b>	<b>Unlikely</b>	<b>Low</b>
<b>Performance effects</b>	Theatrical effects including but not limited to: smoke, mist, fogs, bright or flashing lights, strobe, loud and/or sudden noises with potential to scare or induce a medical reaction	<b>Minor</b>	<b>Possible</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>* Warnings are displayed at venue entrance doors prior to patrons entering</li> <li>* Venue to issue details of all theatrical effects being used in any shows on request</li> <li>* Venues to ensure all effects comply with standard WH&amp;S procedures.</li> <li>* Group organisers/patrons to assess the potential impact of effects while in the venue</li> </ul>	<b>Minor</b>	<b>Unlikely</b>	<b>Medium</b>
<b>Venue use</b>	Failure to report hazard	<b>Major</b>	<b>Possible</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>* Venue induction to inform group coordinator how to report risks/hazards</li> <li>* Venue supervisor available to rectify and make safe</li> </ul>	<b>Major</b>	<b>Possible</b>	<b>Medium</b>

<b>Transport to venue</b>	Delayed arrival	<b>Minor</b>	<b>Possible</b>	<b>Medium</b>	* Group coordinator to contact venue of delay * Venue along with event main contact to determine if holding the show is possible	<b>Minor</b>	<b>Unlikely</b>	<b>Medium</b>
<b>Public Safety</b>	Staff to children ratio: not enough supervision for children, participants lost child/children/person	<b>Major</b>	<b>Possible</b>	<b>Medium</b>	* Group organiser to follow NSW dept. of Education's excursion Legislation and or organisations policies. * The group coordinator to supply additional supervision position(s) for any person with behavioural needs or disability requirements	<b>Major</b>	<b>Unlikely</b>	<b>Medium</b>
<b>Venue use</b>	Lost or distressed person	<b>Minor</b>	<b>Possible</b>	<b>Medium</b>	* Report to venue staff * Venue staff to provide assistance, provide first aid and call emergency services 000 (if required) * Venue staff to make public announcements * Venue staff are not to hand person over unless reasonable proof of identity is supplied and details noted * Group organiser to nominate a meeting point - stage door, foyer	<b>Minor</b>	<b>Possible</b>	<b>Medium</b>
<b>Venue Use</b>	School excursion - incident	<b>Minor</b>	<b>Possible</b>	<b>Medium</b>	* Teachers are responsible for students while in the venue * The venue will make accessible areas safe * Venue staff will communicate directions as required	<b>Minor</b>	<b>Unlikely</b>	<b>Medium</b>
<b>Venue use</b>	COVID 19	<b>Major</b>	<b>Possible</b>	<b>Medium</b>	* Entertainment Venues are committed to the safety of venue users and will continue to follow NSW public health orders * Venue hirers are permitted to put in place their own COVID 19 requirements * Sanitiser will be available at or near main entry points * Venue users are permitted to wear masks if they choose	<b>Major</b>	<b>Possible</b>	<b>Medium</b>
				<b>0</b>				<b>0</b>
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				<b>0</b>				<b>0</b>



**PERSONS COMPLETING RISK ASSESSMENT**

Name: Rebecca Harding	Signature:		Position: Operations and Production Coordinator
Name:	Signature:		Position:
Name:	Signature:		Position:
Name:	Signature:		Position:
Name:	Signature:		Position:
Name:	Signature:		Supervisor:

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