

SAFETY Risk Assessment and Management Plan 2023



| | | | |
|---------------------|---|---------------------------|----------------------------------|
| Venue Name | Seymour Centre | | |
| Location | Cnr City Road &, Cleveland St, Chippendale NSW 2008 | | |
| Venue Contact Name | Colette Vella | Venue Phone Number | 9351 7921 |
| Venue Contact Email | Colettev@seymour.sydney.edu.au | Venue Alt Number | N/A |
| Insurance | Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | | |
| TAU Coordinator | Joanne King | Phone Number | 0407 413 153 |
| Accompanying Staff | Jacqueline Guy MacPherson, Chloe Woodward | Number of students / Ages | K-12 1200 students |
| Program | Dance | Event | NSW PS State Dance Festival 2023 |

| Situation | Anticipate | Find out | | Eliminate or control | | Talk to others | You |
|---|---|--|-------------|---|----------------------|---------------------------------|---|
| List the details of the activity, event or task | What could go wrong? | What current controls are in place? | Risk rating | What else can be done to control this risk? | Residual risk rating | Controls to be actioned by who? | When do you need to review the control? |
| Event Planning | | | | | | | |
| Event Planning | Damage to the reputation of the NSW DoE | <ul style="list-style-type: none"> Risk Assessment available to all visitors and supervisors Information regularly updated Event appropriately planned to account for all circumstances | 4 | <ul style="list-style-type: none"> Adequate information provided to all visitors regarding the event Venue evacuation plans provided in all rooms Emergency Management Plan available to staff | 4 | Coordinator | Prior |

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| Event Planning | Financial Risk to the NSW DoE | <ul style="list-style-type: none"> Budget planning completed and approved prior to event minimizing financial risks. Contingency built in and contractual agreements in place. | | <ul style="list-style-type: none"> Follow Arts Unit financial process guidelines Have expenditure approved by line management | 4 | Coordinator | Prior and during |
| Event Planning | Failure of the duty of care for students. | <ul style="list-style-type: none"> Child protection strategy implemented All TAU staff, contractors and supervisors to complete child protection clearances prior to the event Adequate DoE supervision planned for the students at all times Each school group accompanied by their own teacher | 3 | <ul style="list-style-type: none"> Ensure that DoE staff are present at all times throughout Local area command notified if the event has large numbers of students and audience attending Additional parental consent will be sought in line with department guidelines for outside of school hours, off site specific activities. Communication channels in place to advise schools of any change to the event. | 4 | All Staff | Prior/during/after |
| Outbreak of infectious diseases Infection Control Fact Sheets for classroom teachers, school | <ul style="list-style-type: none"> Lack of awareness of infection control at the workplace. Shared facilities increase risk of infectious diseases | <ul style="list-style-type: none"> COVID-19 HUB Consistently apply Standard precautions for infection control Incorporating them into daily practice and use specific controls for particular situations. Ensure all appropriate staff understand and apply the | 2 | <ul style="list-style-type: none"> TAU staff will notify line management if they become aware of a positive COVID -19 case in any of the staff, tutors or students on site. RAT kits will be available to support symptomatic testing. Anyone who tests positive to COVID-19 is encouraged to register their RAT results to Service NSW website or app. | 3 | All staff/ Event organisers | Prior/during/after |

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| environment, shared vehicles and use of use of Personal Protective Equipment Protective procedures | <ul style="list-style-type: none">Difficulty of reliably identifying all persons carrying infectious diseases. | <p>Department's Infection Control Guidelines and procedures.</p> <ul style="list-style-type: none">Staff to report injuries and illnesses to the Incident Report and Support Hotline 1800 811 523Students and staff should not attend rehearsals if they are unwell.If a student or staff member has tested positive to COVID-19 they can return to rehearsals when they have a negative RAT or no longer have any symptoms.Spaces used will be naturally ventilated where possible and fans or cooling systems will be used to ensure fresh air is circulated. | | <ul style="list-style-type: none">Parents are encouraged to notify their school if their child tests positive to COVID. Schools are asked to notify the program coordinator if they test positive to COVID.TAU staff will notify management if they area aware of a positive COVID-19 case in any of the staff or students on site.TAU to notify parents and community of any known cases and to prioritise student, staff and community safety and wellbeing.Provide medical assistance and isolation areas where possible for anyone displaying symptoms of infectious diseases. Provide masks and RAT kits for symptomatic testing.DoE liaising with the Department of Public Health on COVID 19 | | | |
| Arrival on site of outside personnel | <ul style="list-style-type: none">Transmission of virus through lack of hand washing | <ul style="list-style-type: none">Hand sanitizing station at entryVisitors on site to use the stage door entrance. | 2 | <ul style="list-style-type: none">Entry door to be regularly wiped down with sanitizer <p>Poster for schools - response to COVID-19 (PDF 98KB)</p> | 3 | Event organiser and production crew | Prior/during |
| Evacuation | Fire | <ul style="list-style-type: none">Emergency Evacuation Plan and Assembly Points in place. | 4 | <ul style="list-style-type: none">Emergency Plan and procedures explained to staff. | 5 | All staff | During |

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| | | <ul style="list-style-type: none"> Venue evacuation plan located in all rooms. Emergency Warning and Intercom system (EWIS) installed and functioning. Mobile Phones on hand to contact emergency services. On site fire extinguishers maintained to relevant regulations and standards by the venue. Fire procedures indicated on evacuation plan and fire extinguishers, fire hose reels and fire blankets clearly marked. On site first aid available. TAU staff on hand to assist. | | <ul style="list-style-type: none"> Evacuation Drills done Communication to Ambulance, Hospital, Fire Service readily on hand, and mobile phone communication available – call 000 Call Incident Report & Support Hotline 1800 811 523 Contact student counsellors if required Contact staff EAP 1800 060 650 if required | | | |
| Evacuation | Terrorism/Bomb | <ul style="list-style-type: none"> Emergency Evacuation Plan and Assembly Points in place Venue evacuation plan located in all rooms Emergency Warning and Intercom system (EWIS) installed and functioning On site first aid available TAU staff on hand to assist | 4 | <ul style="list-style-type: none"> Emergency Plan and procedures explained to visitors by filming coordinator Communication to Ambulance, Hospital, Fire Service readily on hand, and mobile phone communication available – call 000 Call Incident Report & Support Hotline 1800 811 523 Contact student counsellors if required Contact staff EAP 1800 060 650 if required | 5 | Event organiser/Venue staff, TAU staff | During |

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| | | What current controls are in place? | Risk rating | What else can be done to control this risk? | Residual risk rating | Controls to be actioned by who? | When do you need to review the control? |
| Lockdown | External Threat | <ul style="list-style-type: none"> Emergency Evacuation Plan and Assembly Points in place Venue evacuation plan located in all rooms. Emergency Warning and Intercom system (EWIS) installed and functioning. On site first aid available. TAU staff on hand to assist | 4 | <ul style="list-style-type: none"> Emergency Plan and procedures explained to visitors by coordinator. Communication to Ambulance, Hospital, Fire Service readily on hand, and mobile phone communication available – call 000 Call Incident Report & Support Hotline 1800 811 523 Contact student counsellors if required Contact staff EAP 1800 060 650 if required | 5 | Event organisers/Venue staff, TAU staff | During |
| Venue - | Visitors to a site co-located with a public venue | <ul style="list-style-type: none"> Code of conduct for all tutors Students supervised whilst on site by tutors. Students advised to only bring essential equipment. Child Protection strategy implemented. All committee, staff, contractors and supervising teachers to complete child protection documentation (Working with Children Checks/ Employments Screening). Staff notified of any potential or emerging issues during events. | 3 | <ul style="list-style-type: none"> Information from event coordinator read and adhered to regarding venue restrictions | 4 | All staff | Before, during and after event |

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| Venue | Damage to venue location facilities during event | <ul style="list-style-type: none">Students supervised by accompanying staff at all times.Incident reportingCare taken when bumping equipment in and out of the venue.Trip hazards removed to allow safe egress to venue.Equipment installed correctly and operated by trained staff | 4 | <ul style="list-style-type: none">Public access routes established and clearly marked.Incident reporting.Trip hazards monitored throughout the day by all staff.Correct lifting moves used when moving equipment.Accompanying staff to supervise students and ensure the exclusion of visitors to site at all times | 5 | All staff | Before, during and after event |
| Venue | Inclement or hot Weather | <ul style="list-style-type: none">Adequate cover provided to students and staff. | 4 | Keep access points clear. | 5 | All staff | Before / During |
| Electrical appliances | Workplace Health and Safety related injury. Shock or electrocution. | <ul style="list-style-type: none">All equipment checked regularly.All electrical services installed by qualified electricians and independently checked.All electrical equipment tagged and tested periodically according to schedule – either annually or every 5 years. | 3 | <ul style="list-style-type: none">WHS guidelines adhered to by staff and students | 5 | Venue Coordinator venue staff All staff | Prior and during |

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| | | <ul style="list-style-type: none">All electrical equipment used supervised by staff. | | | | | |
| Venue Movement around site | Workplace Health and Safety related injury. Staff falls and hurts themselves. | <ul style="list-style-type: none">Emergency service attendance required – venue staff on hand to assist.Public entrance areas to be kept clear at all times.First Aid Kit provided and available on site.Emergency Care administered by supervising coordinator.Multiple phones available to call emergency service to attendance if necessary. | 4 | <ul style="list-style-type: none">WHS briefing by venue staff at the beginning of the workshop. | 5 | All staff | On arrival, during and after |
| External media including social media | Social Media and photography. | <ul style="list-style-type: none">Staff and students advised to refrain from using texts and images on social media that may be harmful to the reputation of the DoE and others. | 3 | <ul style="list-style-type: none">Vigilance and monitoring. | 4 | All staff | Prior / during |
| Venue – Lifting, trips and falls | Workplace Health and Safety related injury Back Strain Personal Injury | <ul style="list-style-type: none">Movement of equipment pre-organised.WHS manual handling guidelines adhered to by staff.When group lifts are required they are to be controlled and | 3 | <ul style="list-style-type: none">TAU lifting equipment to be made available at all timesSTRETCH manual handling program | 4 | All staff Venue Coordinator and venue staff | Prior/during/after |

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| | | supervised by competent staff members. <ul style="list-style-type: none"> Major lifting to be done using the TAU lifting equipment or venue equipment. | | | | | |
| Rehearsals and performances | | | | | | | |
| Rehearsals and performances | Physical injury to students whilst engaged in performances or rehearsals. | <ul style="list-style-type: none"> Brief students at the beginning of the event to work within physical limitations. All students are to follow the instructions provided by the teacher and per the student code of conduct. | 3 | <ul style="list-style-type: none"> Coordinator/ production crew/ teachers present to remedy potential risk. | 4 | All staff | Before |
| Rehearsal and performances | Current medical conditions of participants | <ul style="list-style-type: none"> Staff have relevant training allowing them to carry out emergency CPR, anaphylaxis treatment and /or use of an Epipen. Student's medical information and emergency numbers are collected and available to supervising staff. First aid kit and Epipen on site | 3 | <ul style="list-style-type: none"> Vigilance and ongoing training | 4 | All staff | Before and during |
| Site team | Transmission of virus due to visitors and other staff on site | <ul style="list-style-type: none"> Sanitizing wipes and disinfectant sprays available for staff use | 2 | <ul style="list-style-type: none"> TAU staff who work with visitors and site staff reminded to maintain hygiene, encourage physical distancing | 4 | All staff | Before and during |

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| General Site maintenance | | | | | | | |
| Tech rehearsals and performances | Physical injury to students whilst engaged in workshops or rehearsals. | <ul style="list-style-type: none">Brief students at the beginning of the event to work within physical limitations.All students are to follow the instructions provided by the teacher and per the student code of conduct.Students supervised during break times. | 3 | Coordinator/ supervisor present to remedy potential risk. | 4 | All staff | Before, during and after event |
| Rehearsal and performances | Current medical conditions of participants | <ul style="list-style-type: none">Staff have relevant training allowing them to carry out emergency CPR, anaphylaxis treatment and /or use of an Epipen.Student's medical information and emergency numbers are collected and available to supervising staff.First aid kit and Epipen on site | 3 | <ul style="list-style-type: none">Vigilance and ongoing training | 4 | All staff | Before, during and after event |

Relevant information attached: Yes ☐ No ☐ (Venue Map, Evacuation Procedures, Venue Risk Assessment, Public Liability)

You should report, monitor and review:

Prepared by:

Joanne King

Position:

Dance Performance Officer

Signed

SAFETY Risk Assessment and Management Plan 2023

Endorsed by:

Ashley Napoleoni

Position:

Student Dance
Development and Delivery
Officer

Signed



Sign off Authority:

Lisa van den Dolder

Position:

Arts Programs and
Initiatives coordinator

Contact no.:

0436 816 066

Signature:



Template prepared in consultation with:

Work Health and Safety Adviser, Safe Working and Learning, DoE

Review Date:

Communicate to - *List all staff, communicate in all staff meeting, sign off OR attach agenda and attendance sign on sheet*

| Name | Signature | Date |
|------|-----------|------|
| | | |
| | | |
| | | |

NOTE: ARE THERE ANY ASSESSED RISKS AFTER CONTROLS THAT NEED TO BE ESCALLATED?

Yes ☐ No ☐

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Likelihood criteria

Consequence criteria

| Qualitative criteria <i>Hazard is:</i> | Description |
|---|--|
| Very likely | Will probably occur in most circumstances |
| Likely | Might occur occasionally |
| Unlikely | Could happen at some time |
| Very Unlikely | May happen only in exceptional circumstances |

| Category | Impact |
|----------|--|
| Extreme | Death or permanent injury |
| High | Long Term illness |
| Medium | Medical attention and several days off |
| Low | First aid needed |

Risk rating matrix

| Consequence criteria | Likelihood criteria <i>Hazard is expected to occur</i> | | | |
|----------------------|---|--------|----------|---------------|
| | Very Likely | Likely | Unlikely | Very unlikely |
| Extreme | 1 | 1 | 2 | 3 |
| High | 1 | 2 | 3 | 4 |
| Medium | 2 | 3 | 4 | 5 |
| Low | 3 | 5 | 5 | 6 |

Sign-off authority - *Based on highest residual risk*

| | Acceptability | Sign-Off Authority | |
|-------|---------------|---|--|
| | | Schools | Corporate |
| 1 | Unacceptable | Principal to talk to staff about reducing the risk and contact: <ul style="list-style-type: none"> Director Educational Leadership for review Health and Safety Directorate for review, and Legal as required. | Executive Director or delegate to talk to staff about reducing the risk and contact: <ul style="list-style-type: none"> Health and Safety Directorate for review, and Legal as required. |
| 2 | Undesirable | Principal to sign off. Contact <ul style="list-style-type: none"> Health and Safety Directorate for review Legal as required. | Executive Director or delegate to sign off. Contact: <ul style="list-style-type: none"> Health and Safety Directorate for review, and Legal as required. |
| 3 & 4 | Tolerable | School Principal or delegate | Senior Manager or Director |
| 5 & 6 | Acceptable | School Principal or delegate | Immediate Supervisor or Workplace Manager |

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Relevant information: [Response to COVID-19 Posters](#)

Infection control procedures: [Infection Control Procedures \(PDF 452.69KB\)](#).

Infection control appendices

- [Appendix A - Standard precautions for Infection Control \(PDF 182.82KB\)](#)
- [Appendix B - Procedures for Spills or Blood and Other Body Substances \(PDF 181.15KB\)](#)
- [Appendix C - Procedures for Contact with Blood or Body Fluids \(PDF 167.88KB\)](#)
- [Appendix D - Procedures for Sharps Handling and Disposal \(PDF 246.14KB\)](#)
- [Appendix E - Procedures for Food Handling \(PDF 196.1KB\)](#)
- [Appendix F - Departmental Vaccination Guidelines \(PDF 255.5KB\)](#)

Infection control fact sheets

- [Infection Control Practical guide for classroom teachers](#)
- [Infection Control Practical guide for school environments](#)
- [Infection control Practical Guide for shared vehicles](#)
- [Infection Control Practical guide for use of Personal Protective Equipment](#)

Health and hygiene support materials

- [Hygiene – Hand washing and gloving demonstration video](#)
- [Personal Protective Equipment \(PPE\) demonstration video](#)
- [Cough etiquette](#)[External link](#)
- [5 steps to stop the spread of respiratory illness](#)
- [How to wash and dry hands with soap and water](#)[External link](#)
- [How to clean hands using an alcohol based liquor or hand rub](#)[External link](#)
- [How to fit and remove protective gloves](#)[External link](#)
- [Travel Health \(PDF 106.54KB\)](#).
- [Protect yourself from viruses.](#)
- [Poster for schools - response to COVID-19 \(PDF 98KB\)](#)

A number of FAQ's and information on the Department's response to COVID-19 are accessible via the links below:

- [COVID-19 advice for principals](#) including principal FAQs
- [COVID-19 advice for staff](#) including links to staff FAQs
- [COVID-19 advice for the public](#)

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