

Work Health and Safety
Risk assessment plan

Venue	Seymour Centre	Program/Activity/Event	State Dance Festival – student workshops
Venue address	Cnr City Road &, Cleveland St, Chippendale NSW 2008	Program date/s	Monday 16 – Friday 20 September 2024
Venue contact name	Colette Vella	TAU Coordinator	Chloe Woodward
Venue contact email & phone	Colettev@seymour.sydney.edu.au 9351 7921	TAU Contact number	0410 252 505
Venue Public Liability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Student details	K-12, 250 students
Accompanying Staff	Joanne King, Jacqueline Guy MacPherson, Glynis Cochrane	Risk Register Number	24049

Assessed by	Chloe Woodward	Role	Student Dance Development and Delivery Officer	Signature		Date	23/08/24
Approved by	Lisa van den Dolder	Role	Arts Programs and Initiatives Coordinator	Signature		Date	27/08/24

Relevant information attached (Venue Map, Evacuation Procedures, Venue Risk Assessment, Public Liability)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there any assessed risks after controls that need to be escalated?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Risk Management process

(insert rows as required)

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
What presents the potential risk to health and/or safety?	What might happen, how likely is it and what could be the consequence/s?	Apply WHS Risk Matrix	What action/s will be taken to eliminate the risk/s or at least reduce them to an acceptable level?	Apply WHS Risk Matrix	Who is responsible for putting controls in place?	When should the controls be put in place?	When were controls implemented?
Event Planning	Damage to the reputation of the NSW DoE Failure of the duty of care for students.	2	<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 Risk Assessment communicated to all visitors and supervisors Event appropriately planned with consideration and awareness of all relevant DoE policies and guidelines. Venue evacuation plans provided in all rooms Emergency Management Plan available to staff Adequate DoE supervision planned for the students at all times Each school group accompanied by their own teacher 	1	All staff	Before, during and after the event	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<ul style="list-style-type: none"> Adequate information provided to all parents regarding the event. Information regularly updated Communication channels in place to advise schools of any change to the event. 				
Access/Egress	<p>Ensuring wheelchair access is clear.</p> <p>Trip hazards in spaces could cause falls</p>	4	<ul style="list-style-type: none"> Active personnel to assist with safe access to venue including keeping access points cleared. All visitors to access the site via the main entrance and to be marked off by TAU staff on attendance roll Visitors will be directed to their workshop studio Advise all attending staff of the correct access and egress points strategies in place to avoid overcrowding in entrance ways and corridors. Venue/setting clear to allow freedom of movement Display conditions of entry for any customers or visitors Prior arrangements made for students/visitors requiring disability support 	2	TAU staff. venue staff	Before, during and after the event	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Illness/ COVID	<p>Shared facilities increase risk of infectious diseases</p> <p>Difficulty of reliably identifying all persons carrying infectious diseases.</p> <p>The event could be a spreader of disease and students with low immunity could be severely affected.</p>	6	<ul style="list-style-type: none"> Ensure all appropriate staff understand and apply the Department's Infection Control Guidelines and procedures. Spaces used will be naturally ventilated where possible and fans or cooling systems will be used to ensure fresh air is circulated. 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. If a student or tutor is unwell The Arts Unit staff will encourage them to not attend. If a student or tutor has tested positive to COVID-19 they will be asked to not attend the workshop. Provide medical assistance and isolation areas where possible for anyone displaying symptoms of infectious diseases. Venue has strategies in place to support good hygiene and to minimise the transmission of disease including the entry door to be regularly wiped down with sanitizer 	3	TAU staff, venue staff	Before, during and after the event	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			and a hand sanitizing station is located at the entry.				
Venue – External Visitors	The site co-located with a public venue where there will be possible interactions with members of the public. This could cause a risk to the safety of students.	3	<ul style="list-style-type: none"> All tutors and staff have engaged in annual Code of conduct and child protection training and will supervise students at all times during the rehearsal and performances and during breaks where interaction with the public may be more likely. Students advised to only bring essential equipment to reduce the risk of theft or loss of personal items . venue map supplied to supervising staff. Venue clearly signed. Arts Unit Leader and Seymour Centre (venue) notified of any potential or emerging issues during events. Display conditions of entry for any customers or visitors. Workshops will be held in areas that are not open to the public. Students will be signed in with their school group and supervised throughout the workshop 	4	TAU staff, venue staff	Before and during the event	
Current medical conditions of participants	Anaphylaxis, allergies and other health conditions like asthma	4	<ul style="list-style-type: none"> Supervising teachers have medical information, medication, individual 	3	Supervising teachers, TAU staff	Before and during the event	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<p>health plans and emergency numbers for their students.</p> <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 • First aid kit and EpiPen on site and clearly accessible to all staff. 				
Social Media and photography	Filming of students without permission Inappropriate sharing of content on social media that could be damaging to the reputation of the DoE and have a negative impact on student wellbeing	3	<ul style="list-style-type: none"> • Staff follow guidelines in Department of Education social media policy. • Permission to film is collected from parents and guardians and recorded with student information. Supervising teachers identify students from their school group without authority to record and ensure these students are not photographed or filmed, informing the festival coordinator • Staff update Code of conduct annually. • Students are reminded about appropriate behaviour in line with the student code of conduct and the department mobile phone policy, and are supervised by their teacher 	1	Supervising teachers, TAU staff	Before and during the event	

Commented [LV1]: Would be good to include information about the teacher letting TAU coordinators know about students who do not have permission to film. Or what the process is to make sure you have the information when needed.

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Physical injury to students whilst engaged in workshops	Students may injure themselves engaging in the dance movement.	6	<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 their tutor and per the student code of conduct. Coordinator/ supervisor present to remedy potential risk. First aid kit on hand with appropriate supplies for potential soft tissue injuries eg ice packs 	4	Supervising teachers, TAU staff	Before and during the event	
Injury and emergency management-unknown	Sprains, strains, concussion, fractures, abrasions, dehydration... etc. Electrocutation	6	<ul style="list-style-type: none"> First aid kits at venue and staff at venue trained Venue Health and Safety plan and venue staff are trained First aid kits brought by Arts Unit and our staff completed mandatory training Gear is tagged and checked regularly according to DoE policy Electrical equipment used by staff or supervised by trained staff Venue WHS safety guidelines in place 	3	The Venue staff and Arts Unit staff	During	
Inclement or hot weather	Students may become dehydrated and can be sunburnt in hot weather. During wet weather students could become wet and become cold.	6	<ul style="list-style-type: none"> Provisions made and communicated to visitors on site as to arrangements for inclement weather, including bringing appropriate protective gear 	3	Tau staff, venue staff	Before and during the event	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<ul style="list-style-type: none"> All rehearsals and performances will occur inside 				
Emergency event on premises	Fire, terrorism/bomb, lockdown due to external threat. Potential for injury, damage to property	5	<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. 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. Emergency Plan and procedures explained to staff. Evacuation Drills Communication to Ambulance, Hospital, Fire Service readily on hand, and mobile phone communication available – call 000 Call Incident Report & Support Hotline 1800 811 523 	2	Coordinator, workshops manager, venue staff	Before, during and after the event	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<ul style="list-style-type: none"> • Contact student counsellors if required • Contact staff EAP 1800 060 650 if required 				

Risk matrix and evaluation

Table 1: THE WHS RISK MATRIX

LIKELIHOOD (Probability)		CONSEQUENCE (Severity)				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Critical 5
		No treatment required.	Injury/illness requiring first aid treatment only.	Injury/illness requiring hospitalisation on going treatment.	Life-threatening injury/illness or multiple hospitalisations.	Death or multiple life-threatening injuries.
Almost certain 5	Expected to occur in most circumstances.	MEDIUM 5	HIGH 10	EXTREME 15	EXTREME 20	EXTREME 25
Likely 4	High probability of occurring in most circumstances.	MEDIUM 4	MEDIUM 8	HIGH 12	EXTREME 16	EXTREME 20
Possible 3	Might occur occasionally.	LOW 3	MEDIUM 6	HIGH 9	HIGH 12	EXTREME 15
Unlikely 2	Could occur at some time, doubtful.	LOW 2	MEDIUM 4	MEDIUM 6	MEDIUM 8	HIGH 10
Rare 1	May occur but only in exceptional circumstances.	LOW 1	LOW 2	LOW 3	MEDIUM 4	MEDIUM 5

Table 2: WHS Risk Evaluation

Risk level	Acceptability	Priority for action to control risk	Sign-Off Authority: Schools	Sign-Off Authority: Other workplace
Low 1-3	Acceptable	PROCEED while monitoring existing controls. Manage the exposure to the hazard using existing procedures in consultation with workers and respond to any changes.	School Principal or delegate	Immediate Supervisor or Workplace Manager
Medium 4-8	Tolerable	PROCEED with the activity and/or allow the hazard to persist only after identifying and implementing any additional controls reasonably practicable. Monitor all controls and manage the exposure to the hazard using existing procedures in consultation with workers and respond to any changes.	School Principal or delegate	Senior Manager or Director
High 9-14	Unacceptable	DO NOT PROCEED and/or allow the hazard to persist until all risks/hazards are identified and the most effective control methods are documented in a risk assessment. Seek support from the workplace manager and WHS Advisor or the Incident Report and Support Hotline.	Principal to sign off. Principal to talk to staff about eliminating or reducing the risk, and contact: <ul style="list-style-type: none"> Health, Safety & Staff Wellbeing Directorate for review Legal as required. 	Executive Director or delegate to talk to staff about eliminating or reducing the risk and contact: <ul style="list-style-type: none"> Health, Safety & Staff Wellbeing Directorate for review Legal as required.
Extreme 15+	Unacceptable	STOP IMMEDIATELY and contact your WHS Advisor or the Incident Report and Support Hotline to plan a coordinated response in consultation with key subject matter experts to eliminate or control exposure to the hazard.	Principal to advise staff about eliminating or reducing the risk, and contact: <ul style="list-style-type: none"> Director Educational Leadership for review Health, Safety & Staff Wellbeing Directorate for review Legal as required. 	Executive Director or delegate to advise staff about eliminating or reducing the risk, and contact: <ul style="list-style-type: none"> Health, Safety & Staff Wellbeing Directorate for review Legal as required.

Hierarchy of controls

CONTROL	EFFECTIVENESS	DESCRIPTION	EXAMPLES
ELIMINATION	BEST	Eliminate the hazard entirely.	Eliminating the risk of a fall from height by doing the work at ground level.
SUBSTITUTION	VERY GOOD	Substitute the hazard with safer options.	Replacing hazardous cleaning chemicals with equivalent non-toxic products.
ISOLATION	GOOD	Isolate the hazard from causing harm.	Placing a barrier around an area of wet floor as a slipping hazard.
ENGINEERING	GOOD	Use engineering controls to reduce the risk.	Installing guards, rails, or handrails to prevent falls.
ADMINISTRATIVE	POOR	Administrate and document safe work practices.	Training workers in safe work procedures, Safe Operating Procedures.
PPE	WORST	Protect workers with Personal Protective Equipment (PPE).	Providing goggles and gloves to people handling hazardous chemicals.

Need help?

Speak to your [Work Health Safety Advisor](#) for support and advice or contact the Incident Report and Support Hotline on **1800 811 523**.