

SAFETY Risk Assessment and Management Plan



Venue name	The Seymour Centre		
Location	Chippendale		
Venue Contact name	Collette Villa	Venue phone number	(02) 9061 5344
Venue contact email	Collettev@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"/>
Coordinator	Sarah Banks / Emma Bathgate-Peterson	Phone number	0402 992 897
Accompanying staff	Fleur Anderson, Olivia Melville and accompanying staff with school groups	Number of students / Ages	1500 students Kindergarten to Year 12
Program	In the Spotlight Dance Festival (ITSDF)	Dates	Thursday 15 June to Friday 23 June 2023

Situation	Anticipate	Identify	Eliminate or control	Residual risk rating	Talk to others	Review	
List the details of the activity, event or task	What could go wrong?	What current controls are in place?	What else can be done to control this risk?		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"> RMP available to venue, all participating schools and supervisors Information regularly updated Event appropriately planned to account for all circumstances 	<ul style="list-style-type: none"> Adequate information provided to all visitors regarding the ITSDF Venue evacuation plans provided in all rooms Emergency management plan available to all staff 	4	5	Coordinators/v venue	Prior

SAFETY Risk Assessment and Management Plan



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. 	4	<ul style="list-style-type: none"> Follow Arts Unit LAP financial process guidelines Have expenditure approved by line management. 	5	Coordinators	Prior and during
Event Planning	Failure of the duty of care for students involved in the event	<ul style="list-style-type: none"> Child protection strategy implemented All staff, contractors and supervisors to complete child protection clearances prior to the event Adequate DoE supervision planned for the event at all times 	5	<ul style="list-style-type: none"> Ensure that DoE staff are present at all times throughout the event Local area command notified if the event has large numbers of students and audience attending 	5	DoE staff	Prior/during
Event planning	Risk associated with supervisors, participants and other staff not being fully aware of the COVID Safety Plan and the RMP	<ul style="list-style-type: none"> All event staff employed by the DoE will be sent the COVID Safety Plan written by the DoE as well as the venue's COVID Safety Plan, and the RMP prior to the start of the Event Event coordinator will run an information session with all staff prior to the concert to make all staff aware of the guidelines. 	4	<ul style="list-style-type: none"> Copies of the RMP and CSP will be available at the event RMP and CSP regularly reviewed and updates distributed where necessary 	5	Event coordinator	Prior/ During
Event Planning	Failure to follow current NSW Health COVID 19 advice	<ul style="list-style-type: none"> As a part of planning the coordinator will review the NSW Department of Health guidelines. As changes to NSW Health guidelines arise, the RMP will be reviewed for any changes required. 	4	<ul style="list-style-type: none"> The NSW Health guidelines and RMP will be reviewed just prior to the event occurring. 	5	Event coordinator	In planning/ prior to event
Event planning	Failure of the duty of care for students involved in the event	<ul style="list-style-type: none"> Schools and teachers aware of Duty of Care requirements. Teacher and coordinator vigilance. Students informed of stranger danger and out of bounds/ areas. 	4	<ul style="list-style-type: none"> Drop off and pick up areas clearly defined on map of venue supplied to all teachers and crew. Venue security to be notified if needed 	5	DoE Staff Event coordinator	Prior and During

SAFETY Risk Assessment and Management Plan



		<ul style="list-style-type: none"> • Adequate student/DoE teacher supervision at the venue at all times. Frequent patrol by DoE staff to ensure no unauthorised entry to the site. • Teachers to advise students to look for DoE staff members and/or teachers with Department of Education badge/ lanyard or T shirt identification if help is needed. • Child protection strategy implemented 				
COVID Safety						
<p>Outbreak of infectious diseases</p> <p><u>Infection Control Fact Sheets</u> for classroom teachers, school environment, shared vehicles and use of Personal Protective Equipment</p>	<ul style="list-style-type: none"> • Lack of awareness of infection control at the workplace. • Shared facilities increase risk of infectious diseases • Difficulty of reliably identifying all persons carrying infectious diseases. 	<ul style="list-style-type: none"> • <u>COVID-19 HUB</u> • Consistently apply <u>Standard precautions for infection control</u> • Incorporating them into daily practice and use specific controls for particular situations. • Ensure all appropriate staff understand and apply the Department's Infection Control Guidelines and procedures. • Staff to report injuries and illnesses to the Incident Report and Support Hotline 1800 811 523 • Staff should monitor visitors for signs of infectious disease and act promptly if an infectious disease is suspected. 	3	<ul style="list-style-type: none"> • ACO will notify the local Public Health Unit if any contractors or staff are absent and appear to have similar symptoms as outbreak may be occurring. • Seek medical help early for people that may be suffering from an infectious disease. • Any participants or staff who display any symptoms of COVID-19 within a fortnight to advise TAU management immediately • Consultation with relevant persons and organisations eg 	4	<p>All staff</p> <p>Prior / during / after</p>

SAFETY Risk Assessment and Management Plan



		<ul style="list-style-type: none"> • Encourage all to report infectious conditions to the coordinator if illness develops within a fortnight of being on-site. • Place <u>Response to COVID-19 Posters</u> in toilets and other appropriate locations where relevant. • Use teacher and student rolls at venue • Student with symptoms will be advised to isolate and it is recommended that a RAT prior taken prior to attendance at festival • Masks may be worn. • It is recommended to teachers to check students displaying Covid symptoms. • 		<p>Local Public Health Units, parents, cleaners re food handling training and requirements.</p> <ul style="list-style-type: none"> • DoE liaising with the Department of Public Health on COVID 19 • Teachers are advised to <u>seek additional parent or carer consent around the risk of COVID-19</u> 			
Event Hygiene	Transmission of virus through lack of hand washing	<ul style="list-style-type: none"> • Hand sanitizing station at entry • Visitors on-site to use the student entry not the main office entry • Information distributed promoting good hygiene and the regular and proper washing of hands • Information distributed on the maintenance of respiratory hygiene 	3	<ul style="list-style-type: none"> • Sign on and entry desk to be regularly wiped down with sanitiser • Hand sanitising station available on entry 	4	All staff	During
Event with mixed cohorts	Transmission of virus by event participant	<ul style="list-style-type: none"> • Signage in place at the event to direct participants to the correct access and exit points • Information to be sent prior and be available on arrival 	3	<ul style="list-style-type: none"> • Participants to bring their own food 	4	All staff	During

SAFETY Risk Assessment and Management Plan



		<ul style="list-style-type: none"> • Food and beverage facilities restricted; reduced touch points and disposable single use utensils 					
Physical distancing	Transmission of virus due to poor physical distancing	<ul style="list-style-type: none"> • Manage numbers at event • Numbers to be in accordance with current Health advice • Maximum numbers per room to be adhered to • Roster maintained to ensure that numbers are regulated 	3	<ul style="list-style-type: none"> • Revise the participation at events immediately if health advice is revised 	4	All staff	During/after
Management of surfaces	Transmission of virus due to poor cleaning and surface management	<ul style="list-style-type: none"> • Venue cleaners engaged to clean each room thoroughly after event • Room spaced in accordance with social distancing. 	3	<ul style="list-style-type: none"> • Rooms wiped down after each rehearsal/performance session • Wipe down high-touch common areas such as microphones and common equipment, reception desks, sign on areas for students, staff and visitors, phones, fridge handles, photocopiers, ballast rails and doorknobs regularly. 	4	All staff	During/after
Use of event tags and lanyards	Transmission of virus from used lanyards	<ul style="list-style-type: none"> • Tags and lanyards used only once for supervising teachers. • Crew members issued an individual personalised lanyard to use during ITSDF. 	4	<ul style="list-style-type: none"> • Participants to retain pass at all times • Used passes to be retained by participants • All used lanyards disposed of after event 	5	Coordinator	During/after

SAFETY Risk Assessment and Management Plan



Furniture in venue and music equipment used by multiple groups	Transmission of virus due to use of furniture by multiple groups	<ul style="list-style-type: none"> Disinfectant to be made available Hand sanitizer to be made available in rooms – to be used on entry and exit Staff to wipe down all furniture and equipment after each use where relevant. 	3	<ul style="list-style-type: none"> Coordinators to ensure all rooms are wiped down between sessions Check venue COVID safety plans for their cleaning and sanitizing procedures 	4	All staff	During/After
Venue site team	Transmission of virus due to visitors at the event venue site	<ul style="list-style-type: none"> Venue to have Risk management including COVID safety plan Make sure ventilation is maximized Sanitising wipes and disinfectant sprays available for staff and student use 	3	<ul style="list-style-type: none"> Venue staff to clean high-touch areas such as backs/arms of chairs, phones, keyboards, desks and delivery points prior to DoE event and regularly ACO who works with event participants and visitors encouraged to maintain hygiene, physical distancing 	4	All staff	Prior/ During
General event site maintenance	Transmission of virus	<ul style="list-style-type: none"> Event venue cleaners to clean prior to event Participant sign-in records maintained Data kept on who is in contact with whom particularly in recording sessions 	3	<ul style="list-style-type: none"> Fresh air or ventilation in venues provided by opening windows or doors, use air conditioning systems. Visiting staff that are exhibiting any flu-like symptoms refused entry to the site. 	4	All staff	Before/ During/After

SAFETY Risk Assessment and Management Plan



Event with mixed cohorts	Transmission of virus by event participant	<ul style="list-style-type: none"> Schools to remain as school group when seating in venue and when using changerooms Signage in place at event to direct participants to the correct access and exit points Information to be sent prior and be available on arrival Food and beverage facilities restricted; reduced touch points and disposable single use utensils 	4	<ul style="list-style-type: none"> Participants to bring their own food Limit and manage the movement of participants around the venue Teachers are advised to <u>seek additional parent or carer consent around the risk of COVID-19</u> 	5	DoE staff	during
Physical distancing	Transmission of virus due to poor physical distancing	<ul style="list-style-type: none"> Manage numbers at event Numbers to be in accordance with current Health advice Maximum numbers per room in backstage and dressing rooms to be adhered to 	3	<ul style="list-style-type: none"> Revise the participation at events immediately if health advice is revised 	4	DoE staff	During
Use of microphones for event	Transmission of virus due to use of amplification or recording equipment	<ul style="list-style-type: none"> Microphone used that do not require one person attaching a microphone to another person Regular cleaning of microphone between comperes Hand sanitizer available and used. 	4	<ul style="list-style-type: none"> Microphones not to be adjusted during a session, Equipment including microphones wiped down post session by crew 	5	Event staff	During
Venue WHS Risks							
Access/Egress	Safety of access to and egress from the premises	<ul style="list-style-type: none"> Active personnel to assist access to venue Advise all attending staff of the correct access and egress points Limit numbers 	4	<ul style="list-style-type: none"> Use only recognized access points to related rooms on event site Keep access points clear Venue/setting clear to allow freedom of movement 	5	All staff	Prior and during

SAFETY Risk Assessment and Management Plan



	Wheelchair Access	<ul style="list-style-type: none"> Special arrangements made for disabled students/visitors prior. 					
Venue -Lifting, trips and falls	Workplace Health and Safety related injury Back Strain Personal injury	<ul style="list-style-type: none"> Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures. WHS manual handling guidelines adhered to by staff and students When group lifts are required they are to be controlled and supervised by competent staff members Major lifting to be done using lifting equipment or by outside crew 	5	<ul style="list-style-type: none"> <u>STRETCH manual handling program</u> 	5		Prior/during/after
Venue	Damage to venue location facilities during the event	<ul style="list-style-type: none"> Movement of equipment pre-organised No public car parking allowed except in designated areas – signage in place Participants and loading staff supervised by accompanying staff at all times 	4	<ul style="list-style-type: none"> Public access routes established and clearly marked Incident reporting 	5	All staff	Prior / during / after
Venue – Electrical	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. All electrical equipment used supervised by staff 	4	<ul style="list-style-type: none"> WHS guidelines adhered to by staff and students 	5	All staff	Risk occurrence

SAFETY Risk Assessment and Management Plan



		<ul style="list-style-type: none"> All PA and video equipment installed and removed by qualified staff and checked for hazards 					
Venue – Movement around venue	<p>Workplace Health and Safety related injury</p> <p>Staff or visitor falls and hurts themselves</p>	<ul style="list-style-type: none"> Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures. Emergency service attendance required – venue staff on hand to assist. Public entrance areas to be kept clear at all times Staff to clear all hazards from the recording areas All equipment installed by qualified staff and checked for hazards First Aid Kit provided and available on site Emergency Care administered by supervising coordinator Multiple phones available to call emergency service to attend if necessary 	4	<ul style="list-style-type: none"> Accompanying staff to supervise students at all times 	5	All staff	On Arrival, during and after
Venue for event	Work health and safety	<ul style="list-style-type: none"> WH&S guidelines for entertainment industry followed as applicable (as developed by the Australian Entertainment Industry & the Media Alliance adhered to by venue staff Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures. 	4	<ul style="list-style-type: none"> COVID and venue risk management plans provided prior to event 	5	Venue	Prior

SAFETY Risk Assessment and Management Plan



Bump in and bump out	Damage to site facilities during event	<ul style="list-style-type: none"> All equipment installed by qualified staff Movement of oversized equipment done by qualified staff Access routes established, including wet weather alternatives Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures. 	4	<ul style="list-style-type: none"> Regular site inspections Incident reporting procedure established Visitors supervised lifting equipment used where possible 	5	Coordinator	Risk occurrence
Venue	Inclement or hot weather	<ul style="list-style-type: none"> Provisions made and communicated to students as to arrangements for inclement weather Safe access available 	5	<ul style="list-style-type: none"> Keep access points clear 	5	All Staff	On arrival
Access and egress – registration and sign in/out procedures	Safety of access to and from the premises including wheelchair access and physical injury to students	<ul style="list-style-type: none"> Venue map and evacuation plan communicated to participating schools and coordinating teachers All staff/ teachers/ parents advised of correct access and egress points. Wheelchair access advised and available. Schools with students with a disability are advised of access point. DoE provides adequate staff to supervise student participants. 	4	<ul style="list-style-type: none"> Teachers to accompany students within and to and from the venue. Teachers/ parents aware of meeting points and safe drop off points. ENTRY Sign-in desk supervised by DoE staff – all teachers to register and collect ID passes. All staff and adult volunteers from schools required to wear festival ID tag at all times whilst in venue. DoE staff to sign in schools on arrival and direct to venue meeting place. All teachers 	5	All staff	On arrival, during and on exit.

SAFETY Risk Assessment and Management Plan



				<p>to give updated copies of student roll to Event staff</p> <ul style="list-style-type: none"> • EXIT Teachers to sign out at desk when leaving venue. • Students to be assembled in a safe area before teachers take them away from the venue. Parents to be informed of safe collection point prior if necessary. Teachers to check and to report any students who are unaccounted for immediately. • DoE staff to phone teacher/school/parent • DoE staff to stay at venue until all students/teachers have left. The convenor will remain until all children are collected or accounted for. • Contact parents/school in the event of a lost student. If no contact can be made with student police are to be informed. 			
INJURY AND EMERGENCY MANAGEMENT							
Injury and emergency management	Sprains, stains, concussion, fractures, superficial abrasions	<ul style="list-style-type: none"> • Incident Notification and Response Procedures • WHS Training Requirements • Staff Training Guide • Training Register 	2	<ul style="list-style-type: none"> • Staff trained in first aid, CPR, emergency care, anaphylaxis and emergency response procedures 	4	All staff	Prior to and during event

SAFETY Risk Assessment and Management Plan



	<p>Exposure to sun, dehydration, heat exhaustion, heat stroke</p> <p>Anaphylaxis , allergies and other health conditions</p>	<ul style="list-style-type: none"> • First Aid Plan • First Aid Kit • Emergency Management Plan • Individual Health Care Plans • ASCIA Action Plan 		<ul style="list-style-type: none"> • Ensure staff and students are aware of emergency response procedures • Identify students with known medical conditions and ensure appropriate medication/treatment is available (epipens, asthma puffers etc.) • First Aid Kit is readily available and contains a general use epipen • ASCIA plans and other emergency response plans for students are available to staff • Report any serious injuries to the Incident Report and Support Hotline 1800 811 523 			
Student Health	Student injury or illness	<ul style="list-style-type: none"> • Completed and up to date health care plans and ASCIA/emergency response plans • First aid kits available • Mobile phones available • Ambulance called if necessary 	1	<ul style="list-style-type: none"> • Supervising teachers from each school are responsible for their students duty of care. Teachers should: • Identify students with health conditions. • ASCIA/Emergency Response Plans are attached and filed in excursion folder with the risk management plan. • Identify students requiring medications • Instructions re dosage etc filed in excursion folder with the risk management plan; 	4	All staff	Prior/during

SAFETY Risk Assessment and Management Plan



				<ul style="list-style-type: none"> • medications to be stored securely; consumables eg gloves available for use; • medication contained as purchased with pharmacy directions and dosage; • consumables safely disposed of; • a record of the administration of medications is completed. 			
CHILD PROTECTION							
Child Protection	<p>Incorrect toilets used by adult visitors</p> <p>Exposure to inappropriate conduct and behaviour by adults</p>	<ul style="list-style-type: none"> • Safety Induction Briefing • Child Protection Policy • Child Protection Guidelines <p><u>Working with Children Check (WWCC) guidelines</u></p>	2	<ul style="list-style-type: none"> • Amenities are allocated for visitors with clear signage • All visitors informed of location of 'adult toilets' as part of verbal Safety Induction Briefing during welcome speech • Active supervision by staff • Student buddy system in place for use of facilities • Student awareness / stranger danger discussed prior to event • All volunteers have completed WWCC signed off by school principals. 	4	All Staff	Prior to and duration of event
Student supervision / Behaviour	<p>Student in out-of-bounds areas</p> <p>Poor student behaviour</p> <p>Interpersonal issues</p>	<ul style="list-style-type: none"> • Teachers Handbook • School Behaviour Code of Conduct • Student Behaviour Support Plan 	4	<ul style="list-style-type: none"> • Staff follow school guidelines for supervision of students • Student's informed of the Behaviour Code of Conduct expected 	5	Supervising Staff	Duration of event

SAFETY Risk Assessment and Management Plan



		<p><u>Guidelines for use of time-out strategies including dedicated time-out rooms</u></p>		<ul style="list-style-type: none"> • Student's behaviour expectations outlined morning of event • Out-of-bound's areas monitored • Student behaviour management plans are up to date and reviewed by all staff attending • Known behaviours; current behaviour plan; communicated to all those who need to know • Contingency plan in place for alternate activities or time out strategies that can be implemented if required 			
EMERGENCY							
Evacuation	Fire	<ul style="list-style-type: none"> • Venue map and site-specific risk assessment information and evacuation plan communicated to participating schools • Emergency Evacuation Plan and Assembly Points in place • Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures. • Mobile phones on hand to contact emergency services. • On-site fire extinguishers maintained to relevant regulations and standards by the venue 	4	<ul style="list-style-type: none"> • Emergency Plan and procedures explained to participants 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	Coordinator and venue staff	Risk occurrence

SAFETY Risk Assessment and Management Plan



		<ul style="list-style-type: none"> On-site first aid available All staff on hand to assist 					
Evacuation	Terrorism/Bomb	<ul style="list-style-type: none"> Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures. Security plan in place. Venue staff are trained in emergency procedures and comply with internal WHS procedures. Venue map and site-specific risk assessment information and evacuation plan communicated to participating schools Emergency Evacuation Plan and Assembly Points in place On site first aid available All staff on hand to assist 	4	<ul style="list-style-type: none"> Emergency Plan and procedures explained to participants 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	Coordinator and venue staff	Risk occurrence
Lockdown	External Threat	<ul style="list-style-type: none"> Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures. Venue map and site-specific risk assessment information and evacuation plan communicated to participating schools Staff familiar with the lockdown procedures of the venue On-site first aid available All staff on hand to assist 	4	<ul style="list-style-type: none"> Emergency Plan and procedures explained to participants 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	Coordinator and venue staff	Risk occurrence

SAFETY Risk Assessment and Management Plan



REHEARSAL AND PERFORMANCES

ITSDF rehearsals and performances	Physical injury to students whilst engaged in rehearsals or performance	<ul style="list-style-type: none"> • Brief students at the beginning of rehearsals, performances to work within physical limitations. • All students are to follow the coordinators instructions as per the festival code of conduct. • Teachers informed that no student is to be performing unless directed to by their coordinator at all times. • Brief tutors on the nature of the students they will be working with. • Teachers informed that no student is to be performing unless directed to by their coordinator at all times. • Brief tutors on the nature of the students they will be working with. 	4	<ul style="list-style-type: none"> • Students supervised throughout breaks by their teachers. 	5	Coordinator	Prior / During
ITSDF rehearsals and performances	Performance activities	<ul style="list-style-type: none"> • Students prior to events are briefed on the task and given time to rehearse in the performance environment • Students to work within the safe limits of their artform • Movement on and off performance areas contained and monitored by staff and crew 	4	<ul style="list-style-type: none"> • Teachers to remain with their school group at all times. 	5	All staff	Prior / During
ITSDF rehearsals and performances	Current medical conditions of participants	<ul style="list-style-type: none"> • DoE staff have relevant training allowing them to carry out emergency CPR or anaphylaxis treatment and/or use of Epipen. 	4	<ul style="list-style-type: none"> • Schools to identify to staff and or students with a particular medical condition. 	5	All staff	Prior / During

SAFETY Risk Assessment and Management Plan



		<ul style="list-style-type: none"> Supervising teachers responsible for any students within their group with special medical needs – follow Department Excursion Policy. First aid kit, including EpiPen on hand backstage. 		<ul style="list-style-type: none"> Emergency numbers on hand. 			
ITSDF rehearsals and performances	Provision of an emergency response	<ul style="list-style-type: none"> Students diagnosed as being at risk of anaphylaxis have ASCIA action plan for Anaphylaxis and adrenaline auto injector stored together in an accessible location, known to supervising teacher. Student on individual health care plans are identified to staff and a copy of their ASCIA plan is attached to the student roll for their school. 	3	<ul style="list-style-type: none"> Be aware of the possibility that a student might have an allergic reaction. Use the general use adrenaline auto injector in first aid kit if necessary 	4	All staff	During
ITSDF rehearsals and performances	Walking to and from and around venue – building site, vehicles, uneven footpaths and pollen from trees.	<ul style="list-style-type: none"> Risk assessment Information available prior Teachers and school supervisors advised to closely supervise their groups and to exercise duty of care at all times. 	4	<ul style="list-style-type: none"> Teachers asked to advise parents of a safe collection point. DoE staff and venue staff on hand until all students are collected. 	5	All staff	Prior / During
ITSDF rehearsals and performances	Theft	<ul style="list-style-type: none"> Students are advised to bring only essential items to the venue. Participants are responsible for any valuable item brought into the venue. 	4	<ul style="list-style-type: none"> Supervision rosters for the event 	5	All staff	Prior/during

SAFETY Risk Assessment and Management Plan



<p>ITSDF rehearsals and performances</p>	<p>Risk 1: injury Risk 2 Asthma Risk 3: Dehydration Risk 4: Vomiting</p>	<ul style="list-style-type: none"> Follow all Covid Safe procedures related to illness First aid kit available to treat minor injuries Event staff on hand to assist Emergency numbers on hand. 	<ul style="list-style-type: none"> Students informed of safe dance practice, sprung floor to mitigate slips, first aid on site if needed Students reminded to rehydrate, bring bottled water and water is available to refill bottles when needed. Teachers to check students have their regular asthma medication / treatment plan/ Ventolin as required Teachers advised to not bring any students to the theatre with signs of illness Parents are to be called to pick up students who show signs of illness during the event An isolation room will be available for any students who become unwell to stay in until parents collect them. 	<p>5</p>	<p>DoE staff</p>	<p>Prior/during</p>
<p>PUBLICITY /MEDIA</p>						
<p>Social Media</p>	<p>Social Media and photography</p>	<ul style="list-style-type: none"> Students advised to refrain from using texts and images on social media that may be harmful to the reputation of the DoE and others. No electronic devices are to be used in the venue without DoE staff permission. 	<p>3</p> <ul style="list-style-type: none"> Vigilance and education ITSDF hire a professional photographer and videographer for archive, publicity and social media purposes. 	<p>4</p>	<p>All staff</p>	<p>Prior / during / after</p>

SAFETY Risk Assessment and Management Plan



		<ul style="list-style-type: none"> • No photography or video in changeroom areas. • No photography or filming allowed by patrons during performances. 	<ul style="list-style-type: none"> • All students required to have completed a publicity consent form and returned to their teacher. • Schools with students without publicity consent to have professional photography and video sent to the principal for approval for any use. • Venue front-of-house staff to monitor patrons during performances to ensure no photography or filming. 			
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SAFETY Risk Assessment and Management Plan



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

You should report, monitor and review:

Prepared by:

Sarah Banks/Emma Bathgate-Peterson

Position:

Festival Coordinators

Signed

Endorsed by:

Sue Dawson

Position:

Arts Coordination Officer

Signed

Sign off Authority:

Nilaufer Rajwar

Position:

Principal, Newtown HSPA

Contact no.:

9519 1544

Signature:

Template prepared in consultation with:

[Empty box for consultation details]

Review Date:

1 August 2023

Name	Signature	Date
Participating schools		
Seymour Centre		

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

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

Yes No

SAFETY Risk Assessment and Management Plan



Sign-off authority - Based on highest residual risk

Acceptability	Sign-Off Authority	
	Schools	Corporate
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.
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
Acceptable	School Principal or delegate	Immediate Supervisor or Workplace Manager

Likelihood criteria

Qualitative criteria	Description
<i>Hazard is:</i>	
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

Consequence criteria

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				3
High			3	4
Medium		3	4	
Low	3			

SAFETY Risk Assessment and Management Plan



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 \(PDF 98KB\)](#)

- [seek additional parent or carer consent around the risk of COVID-19](#)

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](#)