

Risk Management Plan

Ultimo Operational Directorate



Name of Workplace (venue)	Event Cinema Macarthur	Abbrev	ECM
---------------------------	------------------------	--------	-----

Workplace Manager	Samantha Henshaw	Venue Ph.	4621 7044
-------------------	------------------	-----------	-----------

Name of Event	Film By The Future	No. Kids	500 guests
---------------	--------------------	----------	------------

Event Coordinator	Ashleigh Scocco and Katherine Bellenger	Mobile	
-------------------	---	--------	--

Risk Assessment Focus:	Matinee and Evening Performance safety
------------------------	--

Additional Information:	Wednesday, 30 October 6:30pm Premiere.
-------------------------	--

Risk Assessment Matrix				
How serious could the injury be?	How likely is it to be that serious			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6
Severity – is how seriously a person could be harmed	Likelihood – is an estimate of how probable it is for the hazard to cause harm.			
Legend (as a guide only)				
1 Extreme risk; action to rectify the hazard should commence immediately				
2 High risk; action to rectify the hazard should occur within 48 hours				
3 Medium risk, action to rectify hazard should occur within 7 days				
4 Low risk; action to rectify hazard should occur within 14 days				
5 & 6 Minimal risk, action to rectify hazard should occur within 21 days				

Hazards may be:

Physical, Mechanical, Electrical, Chemical, Biological, Psychological, Other

Risk Elimination or Control:

Substitute the hazard, isolate the hazard, use engineering controls, use administrative controls, use personal protective equipment.

Risk Management Plan Proforma: Event/ Excursion/ Tour						
Activity	Hazard Identification & Associated Risk	Current control	Risk Matrix Score	Elimination or Control Measures	Who	When
Event Planning						
Event Planning	Damage to the reputation of the department	Event plan approved prior to event.	4	a) Plan approved prior to an event	Ashleigh Scocco	Prior
			4	b) Evaluation of prior events conducted to ensure reputation is upheld.	Ashleigh Scocco	Prior
			4	c) Rehearsal coordination and implementation monitored at all stages.	Ashleigh Scocco	During
Event Planning	Financial risk to the department	Budget planning completed prior to event, minimising financial risks.	4	a) Budget planning completed and approved prior to event minimising financial risks.	Ashleigh Scocco	Prior
			4	b) Contingency built into budget to cover cost increases.	Ashleigh Scocco	Prior
			4	c) Contractual agreements in place with the ECM.	Ashleigh Scocco	Prior

Child Protection

Child Protection Threat by others	Personal threat to any child involved in the festival including students becoming lost or isolated	Child Protection training in place	4	a) Child Protection strategy implemented. All committee, staff, contractors and supervising teachers to complete child protection documentation (Working with Children Checks/ Employments Screening).	Ashleigh Scocco	Prior
			4	b) Schools and teachers aware of Duty of Care requirements. Teacher and coordinator vigilance. Students informed of stranger danger and out of bounds/ areas.	All staff	Prior
			4	c) 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.	DoE Staff	During
			5	d) Teachers to complete student roll / mark off upon entry and exit.	DoE Staff	During
			5	e) ECM map supplied to teachers in email. Venue clearly signed.	DoE Staff	Prior
			4	f) Local area command notified prior to event of large numbers of students attending. Coordinator to keep a record of LAC officer reported to.	Ashleigh Scocco	Prior
			4	g) Venue security to be notified if needed.	Ashleigh Scocco	Prior

Venue Risks

ECM - Access/ Egress Registration and sign out procedures on arrival and departure	Safety of access to and from the premises including wheelchair access and physical injury to students	Arrival and Departure procedures clearly communicated to all staff and participating schools.	4	a) ECM Map and Risk Assessment information and evacuation plan communicated to participating schools via teacher's handbook and email. All staff/ teachers/ parents advised of correct access and egress points.	Ashleigh Scocco	Prior
			3	b) Teachers to accompany students to and from the venue.	DoE Staff	During
			4	c) Wheelchair access advised and available. Disabled students and/or students in wheelchairs to be advised of access from the main foyer.	DoE Staff	During
			4	d) Teachers/ parents aware of meeting point and safe drop off points. Sign in desk supervised by DoE staff – all teachers to register and collect ID if needed.	DoE Staff	During
			4	e) DoE staff to sign on schools on arrival and direct to venue meeting place. All teachers to give copies of student roll to staff at sign in	DoE Staff	During
			4	f) Teachers informed by venue staff to ensure valuables are kept close at all times.	DoE Staff	During
			4	g) Ushering of students into building monitored by DoE staff and venue staff. Students will need to listen carefully to ensure safe movement. First aid kit, including epi pen on hand at all times.	DoE Staff	During
ECM - Emergency Services required	Police, Ambulance and Fire	Multiple telephones including mobile phones available	4	a) Multiple telephones including mobile phones available to contact emergency services.	DoE Staff	During
			4	b) Clear access routes maintained.	DoE Staff	During

--	--	--	--	--	--	--

ECM – injury due to crush or panic	Injury due to WH&S related injury or caused by evacuation of venue - Crush/Panic	Clear communication of risk assessment information and evacuation plans.	N/A			
			4	b) ECM evacuation plan information disseminated to production staff at induction meeting.	Ashleigh Scocco	During
			4	c) ECM evacuation policies and procedures explained to teachers/coordinators and students by the Production Manager and production staff on their arrival at the venue.	Ashleigh Scocco	During
			4	d) Public areas well lit. Clear access routes maintained. Venue staff conversant with procedures and on hand to assist with evacuation. Public address system installed for coordinators to address students.	Venue Staff	During
			4	e) All staff and teachers to sign attendance rolls. School risk assessment information distributed to all participating schools prior to event.	DoE Staff	During
			4	f) DoE provides adequate staff to supervise student participants.	DoE Staff	During

ECM - Terrorism	Physical and Psychological damage to participants	Evacuation plans in place	3	a) Security plan in place.	All staff	During
			3	b) Evacuation plan followed.	All staff	During
			3	c) Emergency procedures followed.	All staff	During
			3	d) Security/Police notified.	All staff	During
			3	e) Students held in secure area.	All staff	During
			3	f) First aid on site.	All staff	During
ECM – Fire	On site fire extinguishers maintained to relevant regulations and standards by venue.	Fire extinguishers marked on evacuation map	4	a) ECM and Risk Assessment information and evacuation plan communicated to participating schools via email and teachers handbook.	Ashleigh Scocco	Prior
			3	b) On site fire extinguishers maintained to relevant regulations and standards by venue.	Venue Staff	Prior
			3	c) Fire procedures indicated on evacuation plan clearly marked.	Venue Staff	Prior
			3	d) ECM has a fully compliant sprinkle system in operation.	Venue Staff	Prior
			3	e) Fire extinguishers located within the venue. Emergency services called to attendance.	Venue Staff	Prior

ECM – Electrical Injury/ Power failure	Independent backup emergency lighting available and tested by venue.	Discussions prior to the event taking place have occurred	3	a) ECM and Risk Assessment information and evacuation plan communicated to participating schools via email and teachers information book.	Ashleigh Scocco	Prior
			3	b) ECM representative briefs DoE staff re emergency procedures and evacuation assembly points, fire extinguishers, security and first aid.	Venue Staff	During
			3	c) DoE staff brief supervising teachers/ parents re: emergency procedures at teachers meeting.	DoE Staff	During
			3	d) Independent backup emergency lighting available and tested by the venue.	Venue Staff	During
			3	e) DoE and venue staff trained to deal with emergency situation, including first aid. First aid officer available for immediate care.	DoE Staff	During
			3	f) All electrical services installed by qualified staff. Electrical equipment checked and tagged by venue staff.	Venue Staff	During
			3	g) Emergency services called to attendance if necessary.	Venue Staff	During

Work Health and Safety

ECM - WH & S Risk: Related injury	Trip and similar hazards/ accidental injury.	Manage high traffic areas so they are kept clear at all times	5	a) ECM map and Risk Assessment Information available on website and in Teachers Information Book prior to concert dates.	Ashleigh Scocco	Prior
			4	b) WH & S guidelines adhered to by venue: venue staff conversant with WH & S procedures, public entrance areas to be kept clear at all times, clear all trip hazards from the rehearsal area. Technical suppliers to ensure that all cabling is secure and free of trip hazards. Front of stage and other areas clearly marked by venue stage management team.	Venue Staff	Prior
			4	c) Student participants supervised at all times by teachers/parents and DoE staff with relevant training to carry out emergency CPR.	DoE Staff	During
			4	d) First aid officer available for immediate care. First aid kit, including epipen, readily available.	DoE Staff	During
ECM - WH & S Risk Damage to the venue	Damage to venue, pre/post/during performance	Industry guidelines in place	4	a) Professional technical crew approved by venue for bump in under the direction of coordinator	Ashleigh Scocco	Prior
			4	b) Ongoing site inspection and incident reporting procedures set in place.	Ashleigh Scocco	Prior
			4	c) Clear signage to be used around any damaged area.	Venue Staff	During
			4	d) Teachers supervise students at all times. Teachers advised at information meeting to avoid identified hazards.	All staff	During

--	--	--	--	--	--	--

Venue WH & S Risk Venue Safety	Work health and safety related injury	Staff aware of safety procedures specific to venue	4	a) WH&S guidelines for entertainment industry followed as applicable (as developed by the Australian Entertainment Industry & the Media Alliance adhered to by venue staff.	Venue Staff	During
			4	b) Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures.	Ashleigh Scocco	During
			4	c) Students supervised at all times by accompanying staff.	All staff	During
ECM WH & S Risk: Hygiene	Hygiene – food service and facilities	Industry guidelines in place	3	a) WHS & S guidelines for entertainment industry followed as applicable (as developed by the Australian Entertainment Industry & the Media Alliance).	Venue Staff	During
			3	b) Air-conditioning maintained by venue	Venue Staff	During
			3	c) Adequate toilet facilities available at venue.	Venue Staff	During
			3	d) Hazardous chemicals identified & labelled by venue.	Venue Staff	During
			3	e) Rubbish bins to be cleared by venue.	Venue Staff	During
			3	f) Rehearsals not held near any area designated for refuse collection.	Venue Staff	During
			3	g) All food served handled hygienically; old food stuffs removed at the conclusion of meal time.	Venue Staff	During

--	--	--	--	--	--	--

Venue WH & S Risk: Injury	Trip or slip hazards, workplace health and safety related injury	Staff aware of safety procedures specific to venue	3	a) ECM map and Risk Assessment Information available on website and in Teachers Information Book prior to concert dates.	Ashleigh Scocco	Prior
			3	b) Students reminded to walk at all times in the venue.	DoE Staff	During
			3	c) Student to follow directions from teachers / DoE staff directing them to upper levels, particularly on the stairs.	DoE Staff	During
			3	d) Students to be made aware of the danger of injury from electricity and leads from equipment.	DoE Staff	During
			3	e) Adequate student/ teacher/ adult ratio – teacher supervision on stage.	DoE Staff	During
			3	f) Students informed of out of bounds areas and supervised at all times. Front of stage and other areas clearly marked by stage management team.	DoE Staff	During
			3	g) First aid kit, including EpiPen, located side of stage as well as first aid treatment being available by the venue.	DoE Staff	During
			3	h) Students advised to limit use of handwash and paper towels in the toilets.	DoE Staff	During
			N/A			
			N/A			

Rehearsal and Event

Rehearsal and Event	Physical injury to students whilst engaged in rehearsals, performances and workshops	Artform specific warm up prior to rehearsal/ event	N/A			
			N/A			
			N/A			
			N/A			
Rehearsal and Event	Artform specific activity	Hazard specific controls in place prior to the event.	N/A			
			N/A			
			N/A			
			N/A			
			N/A			
			4	f) DoEworking as crew on the production will be briefed on safety in the venue by the director/ coordinator.	Ashleigh Scocco	During

			4	g) Appropriate safe management of staff & students will be implemented so that there is clear movement of students and staff within the venue.	Ashleigh Scocco	During
			N/A			
			N/A			
			N/A			
			N/A			
			N/A			
			N/A			
			N/A			

Rehearsal and Event	Current Medical conditions of participants	Pre existing medical conditions, allergies and injuries noted	3	a) DoE staff have relevant training allowing them to carry out emergency CPR or anaphylaxis treatment and/or use of EpiPen.	DoE Staff	During
			3	b) Supervising teachers responsible for any students within their group with special medical needs – follow Department Excursion Policy.	DoE Staff	During
			3	c) Schools to identify to staff and or students with a particular medical condition.	DoE Staff	During
			3	d) DoE staff have current CPR qualifications, emergency care and anaphylaxis training.	DoE Staff	During
			3	e) Supervising teachers are responsible for students within their group with special medical needs,	DoE Staff	During
			3	f) Teachers carry mobile phones in case of emergency.	DoE Staff	During
			3	g) Special dietary requirements noted for any students involved as well as staff.	Ashleigh Scocco	Prior
			N/A			
			3	i) First Aid kit, including epiPen on hand	Ashleigh Scocco and DOE Staff	Prior
			3	j) Emergency numbers on hand.	Ashleigh Scocco and DOE Staff	Prior

Rehearsal and Event	Potential need to provide an emergency response	ACIA Action plans and individual health care plans attached to roll upon sign on.	3	a) 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.	DoE Staff	During
			3	b) 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.	DoE Staff	During
			3	c) Additional general use auto injectors needed, check dates, and stock first aid kits accordingly including ensuring a copy of the general use injector poster.	DoE Staff	During
			3	d) Remind schools to check use by dates of student's personal auto injectors.	DoE Staff	During
			3	e) Students identified by schools as at risk of anaphylaxis to be supervised by trained DoE responsible teacher.	DoE Staff	During
			3	f) First aid and mobile telephones available to contact emergency services if necessary.	DoE Staff	During

In Between Rehearsal and Event

Supervision in between performances/ meal breaks	Injury/ accident by students	Parents notified of meal breaks	N/A			
			N/A			
			N/A			
Diet and food during excursions including eating out at different venues	Food Allergies	Prior knowledge of food allergies is collected before the event.	3	a) Be aware of the possibility that a student who has previously been undiagnosed with anaphylaxis might have an allergic reaction. Use the general use adrenaline auto injector, such as EpiPen® /Anapen®, and contact an Ambulance immediately if a student shows symptoms of anaphylaxis. These symptoms are listed on the ASCIA action plan (general use) for autoinjector which should also be located in the first aid kit.	DoE Staff	During
			3	b) Confirm appropriate food with parents/carers for student with allergies.	DoE Staff	Prior
			N/A		DoE Staff	During

			3	d) Food brought by student should only be approved and provided by student's parent/carer.	DoE Staff	During
			3	e) Discuss with class groups about the importance of only eating your own food.	DoE Staff	Prior
			3	f) Ensure a responsible adult is with each group of students.	DoE Staff	During
			3	g) Ensure all staff attending have anaphylaxis training (use of adrenaline autoinjector) and E-emergency care training.	DoE Staff	During
			3	h) Arrange for staff attending to practice the emergency response for anaphylaxis with the school's practice EpiPen® and to be familiar with the ASCIA Action Plan for Anaphylaxis.	DoE Staff	During
			3	i) Communicate special requirements to all staff and volunteers especially emergency response procedures and equipment.	DoE Staff	During
			3	j) For students with allergies to bee/insect bites and stings, be aware of bees/insects attracted by soft drinks cans and food in garbage bins.	DoE Staff	During

Surrounding Venue	Walking to and from and around venue – building site, vehicles and uneven footpaths	Duty of care in place	N/A			
			N/A			
			3	c) Teachers aware of the need for close and adequate supervision at all times, particularly on city pedestrian footpaths, crossing and roads.	DoE Staff	During
			3	d) Students directed to line up in an orderly manner. Expectation and reinforcement of student behaviour inside the venue including clear instruction on using the entry to the foyer to be emailed to schools prior to the event.	DoE Staff	During
			3	e) Teachers advised to not seat students on stairwells or in foyers.	Ashleigh Scocco	Prior
			3	f) Avoid areas with identified hazards, eg. Stage equipment, delivery docks. Staff/ crew to ensure areas are clear.	DoE Staff	Prior
			3	g) Teachers are asked to advise parents of a safe collection point. DoE staff and venue staff on hand until all students are collected.	DoE Staff	During
			N/A			

Surrounding Venue	Large body of water surrounding venue	Clear instructions given to students regarding surrounding water	N/A			
			N/A			
			N/A			
			N/A			
Weather	Wet weather	Sunsmart policy followed and communication to re: wet weather gear	3	a) Schools advised prior to the event to bring wet weather gear (raincoats, warm clothing) in the event of wet weather.	All staff	Prior
			3	b) In the event of a rare weather occurrence the coordinator will advise DoE staff of any allowances.	All staff	Prior
			3	c) Schools are advised to check the weather forecast on the morning of the rehearsal.	All staff	Prior
			N/A			

Damaged or stolen property	Theft	Participants advised to only bring essentials.	3	a) Students are advised to bring only essential items to the venue.	All staff	During
			3	b) Participants are responsible for any valuable item brought into the venue.	All staff	During

Publicity

Social media	Social media and photography	Parent consent forms	3	a) No electronic devices are to be used in the venue without DoE staff permission.	All staff	During
			3	b) DoE staff hire a professional photographer for archive, publicity and social media purposes.	All staff	During
			3	c) Students will be advised to refrain from using images and text on social media that may be harmful to the reputation of the DoE and or other students.	All staff	During

Cash Handling

Cash handling financial management	Cash onsite	Minimise cash onsite	N/A			
			N/A			
			N/A			
			N/A			
Cash Collection within workplace	Cash transportation around workplace grounds.	Pre plan transportation	N/A			
			N/A			
			N/A			
			N/A			

Cash Counting and processing	Cash is visible and accessible during processing.	Pre arrange secure venue for cash counting	N/A			
			N/A			
			N/A			
Inadequate post robbery response	Injury or shock	Discuss robbery response plan with all team members prior to event	N/A			
			N/A			

National Parks

Bush walking in National Park	Potential hazards	Prior planning in place	N/A			
			N/A			
			N/A			
			N/A			
			N/A			
			N/A			
			N/A			

			N/A			
			N/A			
			N/A			
			N/A			
			N/A			
			N/A			
			N/A			
			N/A			
			N/A			

Extended bushwalks involving overnight camping	Potential hazards	Prior planning in place	N/A			
			N/A			
			N/A			
			N/A			
			N/A			
			N/A			
			N/A			
			N/A			
			N/A			
			N/A			

Excursion to a zoo which has a children's farm area where visitors are permitted to pet the animals.	Safety issues	Prior planning in place	N/A			
			N/A			
			N/A			
			N/A			
			N/A			
			N/A			
			N/A			
			N/A			
			N/A			



Additional Risks

Specific Event risks not mentioned	Own identified risk					

Other important information not already mentioned :	
---	--

Venue and safety information saved to risk management file folder and attached for the endorser to see.			
Venue Map	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Lockdown Procedures	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A	
Evacuation procedures	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Venue provided risk assessment	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Other documentation attached. i.e. Public liability/ Venue Specific additional Risk Assessment	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A	Details:
Are there any assessed risks after controls at a medium or higher level to be escalated?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A	Details (if any):
Plan prepared by John Skene			
Prepared in consultation with Ashleigh Scocco			
Name of Coordinator:	Ashleigh Scocco	Signature	Date
Name of Endorser:	Rebecca Dao	Signature	Date
Once approved this signed document will be sent to			Date sent
Participating schools	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Staff working on the event	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Venue Staff	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Other	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Details:

Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident of significant change occurs.