

# LAYCOCK STREET COMMUNITY THEATRE

## HEALTH AND SAFETY RISK ASSESSMENT INFORMATION

### Our commitment

Laycock Street Community Theatre is committed to ensuring a safe environment for all persons, where they can enjoy the entertaining facilities of a professional theatre.

Specifically, Laycock Street Community Theatre will:

- Minimise hazards within the work place in order to prevent accidents from occurring
- Set responsible standards of safety for all persons to follow at all times
- Develop safety awareness throughout the workplace

All employees have received information and training in accordance with Central Coast Councils Work Health and safety and environmental plan, which fulfils all legislative requirements of the work place health and safety act and regulations.

All venue facilities and work practices are subject to a process of hazard identification and risk management.

However all group visitors also have an obligation to avoid injury to them and others whilst visiting the venue.

### **COVID 19 procedures**

All visitors to Laycock Street Community Theatre are required to follow the venue covid safe procedures. Service NSW QR code check in and hand sanitising is required on entry to the venue. Venue Covid Safety Plan available on request.

For school, child care, aged care and disability groups, contact details only need to be collected for two of the group organisers. The group organisers must have an electronic record of the name and phone number of all members, and parent or carer of any child, and be contactable at anytime for a period of at least 28 days.

### Your Obligation

As a visitor and guest, group and school tour visitors must:

- Obey all instructions given by theatre staff
- Not engage in any unsafe or unauthorised activities that might endanger the health and safety of themselves, any other person, including reckless behaviour.
- Not deliberately damage, disable or deface any equipment, signage or device.

<b>Task/Issue</b>	<b>Description of potential hazard</b>	<b>Assessed Risk</b>	<b>Current Control Measures</b>	<b>Responsibilities of arriving group</b>	<b>Contact</b>
Travelling to/from the theatre	Motor vehicle incident	Minor to serious	Ensure students/group members are seated and/or seat belted	Ensure children stay in well supervised groups and respond to all important commands	Teacher in charge
Precinct Traffic Hazards	Pedestrian/Vehicle accident	Serious	Buses to drop off at theatre entrance or park in Laycock St. directly opposite entrance.	Warn young people of hazards. Be aware of location of young people. Implement specific risk treatments appropriate for the group (e.g. managed road crossing)	Teacher in charge
General illness/allergies	Various factors influencing illness/allergic reaction	Low	First Aid Kit and trained staff available	Ensure all relevant information is received from parents and recorded in a register.	Front Of House supervisor
Emergencies	Various emergency situations	Low	Staff will handle all major emergencies. Emergency plans and procedures in place	Ensure that during any emergency or unusual activity – group leaders keep the group together. Follow instructions of fire wardens.	Front Of House supervisor
Abduction	Child being taken by stranger	Low	Public areas of theatre are under video surveillance	Prior to excursions – run drills with children to educate on stranger danger and dealing with abduction	Team Leader Operations
Performance	Theatrical effects including but not limited to: mist, fogs, bright or flashing lights, strobe lighting, loud and/or sudden noises with potential to scare or induce a medical reaction	Low	Post appropriate notices advising of all theatrical effects to be used. Ensure all effects comply with standard WH&S procedures	Assess the potential impact of effects on young people	Team Leader Operations
Weather	Sunburn, dehydration, cold, wet	Medium	In extreme conditions groups will be sheltered in venue.	Check weather forecast and ensure young people are appropriately equipped: Hot weather – Sunhat, water, sunscreen Cold/wet – warm waterproof clothing (umbrellas should be avoided)	Front Of House supervisor
Various injuries	Various random injuries due to falling, splinters, cuts etc.	Low/Medium	Theatre staff monitor injury trends to minimise hazards	Group leaders should be aware of first aid location (Box Office). Monitor conduct of young people and prevent inappropriate behaviour likely to result in injuries.	Front Of House supervisor
Access to non-guest areas	Possible lost child or injury.	Low	Staff exits to backstage areas are all locked or manned by staff	Enforce all group procedures are followed and children understand the importance of staying with the group	Front Of House supervisor