

# SAFETY Risk Assessment and Management Plan



Name of workplace: CENTRAL COAST DANCE FESTIVAL – PERFORMANCES

Workplace manager: BRENT WALKER & NICOLE HEAZLEWOOD

DANCE

Date of activity: 15.6.2021 – 23.6.2021

Situation	Anticipate	Find out		Eliminate or control		Talk 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?
Preplanning – Principal Endorsed Activity  Off Site DANCE	Adherence to DoE Risk Management Policy and Procedure  Incident/Injury/Accident	Adherence to Principal Endorsed Activity Guidelines  Risk management Plans  First Aid Kit with epipen and general issue ascia plan	3	CCDF committee liaise with Laycock St Theatre  Supervising teachers to complete Laycock St Theatre online training – safety induction prior to arrival at dress rehearsal  Communicating risk assessment with participating schools and supervising teachers  Laycock St Theatre risk assessment	5	Excursion Coordinator	
Working with Children Check (WWCC)	Risk to children.  Legislation 3.2.1	Adherence to DoE policy Check WWCC no. prior to activity	4	Supervising DoE teachers/staff, with current WWCC for each participating school  Constant monitoring of students and visitors throughout activity.	5	Excursion Coordinator	

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
Parents/Caregivers dropping Students off at Laycock Street Theatre – Don Craig Holding Room	Traffic hold-ups so that DoE staff are late to arrive to meet their students	CCDF Guidelines DoE excursion protocol Traffic control	5	Students are to be dropped at the Don Craig Holding Room Door Entrance at least 30 minutes before the estimated performance start time OR no earlier than 5:00pm when the holding room doors open	5	CCDF committee, DoE staff from participating schools and adults supporting individual schools	From 5:00pm on each evening of festival
			5	A CCDF committee member will be supervising the door when Students are dropped at Don Craig Holding Room Door for access to this holding room. They will allow access to the theatre holding space, when a DoE staff member from participating school is in attendance. ONLY performers and supervising adults from their school will be allowed access to the holding room and theatre	5		
			5	Students will be met by a DoE staff member from their school and at maximum of 1 other adult member of their team. Teachers must mark an accurate student roll and update submitted evacuation roll if variations occur.	5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
			5	Students must enter and exit the Don Craig Holding room via the doors of Laycock St Theatre on the Pacific Hwy side of the theatre. Students are not to make their way through the foyer of the theatre to access or exit the Don Craig Room holding space	5		
			5	Parents/Caregivers will be assured when dropping students that adult supervision is continual and that only dancers and supervising adults from their school are permitted into the Don Craig Room holding space	5		
<b>Parents/Caregivers dropping Students off at Laycock Street Theatre – P holding room (Fire Station Side)</b>	Traffic hold-ups so that DoE staff are late to arrive to meet their students	CCDF Guidelines DoE excursion protocol Traffic control	5	Students are to be dropped at the Side Stage Door Entrance from 5:00pm. NO foyer access. All participating school groups using this dressing room will be informed prior to the night	5	CCDF committee, DoE staff from participating schools and adults supporting individual schools	From 5:00pm on each evening of festival
			5	CCDF committee will be supervising the door when Students are dropped at Side Stage Door for access to this holding room. They will allow access to the theatre holding space when a DoE staff member from participating school is in attendance. ONLY performers and supervising adults	5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out		Eliminate or control		Talk 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?
				from their school will be allowed access to the theatre side stage holding space			
			5	Students will be met by a DoE staff member from their school and at maximum of 1 other adult member of their team. Teachers must mark an accurate student roll and update submitted evacuation roll if variations occur.	5		
			5	Students are to walk between the theatre building and marquee to access the side stage holding room when arriving	5		
			5	Parents/Caregivers will be assured when dropping students that adult supervision is continual and that only dancers and supervising adults from their school are permitted into the side stage holding space at the theatre.	5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
<b>Parents/Caregivers dropping Students off at Laycock Street Theatre – Marquee (in Laycock Street Theatre staff carpark)</b>	Traffic hold-ups so that DoE staff are late to arrive to meet their students	CCDF Guidelines DoE excursion protocol Traffic control	5	Students are to be dropped at the Marquee Door Entrance at from 5:00pm. NO foyer access. All participating school groups using this dressing room will be informed prior to the night	5	CCDF committee, DoE staff from participating schools and adults supporting individual schools	From 5:00pm on each evening of festival
			5	CCDF committee will be supervising the door when Students are dropped at Marquee Door for access to this holding room. They will allow access to the theatre holding space when a DoE staff member from participating school is in attendance. ONLY performers and supervising adults from their school will be allowed access to the marquee holding space	5		
			5	Students will be met by a DoE staff member from their school and at maximum of 1 other adult member of their team. Teachers must mark an accurate student roll and update submitted evacuation roll if variations occur.	5		
			5	Students are to walk between the theatre building and marquee to access the side stage holding room when arriving	5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
			5	Parents/Caregivers will be assured when dropping students that adult supervision is continual and that only dancers and supervising adults from their school are permitted into the theatre.	5		
<b>Parents/Caregivers dropping Students off at Laycock Street Theatre – OP Stage holding room (enter via side stage door near Fire Station &amp; move through tunnel under the stage)</b>	Traffic hold-ups so that DoE staff are late to arrive to meet their students	CCDF Guidelines DoE excursion protocol Traffic control	5	Students are to be dropped at the Side Stage Door Entrance at from 5:00pm. NO foyer access. All participating school groups using this dressing room will be informed prior to the night	5	CCDF committee, DoE staff from participating schools and adults supporting individual schools	From 5:00pm on each evening of festival
			5	CCDF committee will be supervising the door when Students are dropped at the OP holding room door for access to this holding room. They will allow access to the theatre holding space when a DoE staff member from participating school is in attendance. ONLY performers and supervising adults from their school will be allowed access to the marquee holding space	5		
			5	Students will be met by a DoE staff member from their school and at maximum of 1 other adult member			

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
			5	of their team. Teachers must mark an accurate student roll and update submitted evacuation roll if variations occur.	5		
			5	Students are to walk between the theatre building and marquee to access the entry to the OP side stage holding room when arriving	5		
			5	Parents/Caregivers will be assured when dropping students that adult supervision is continual and that only dancers and supervising adults from their school are permitted into the theatre.	5		
<b>Supervision of Students - Don Craig Holding Room</b>	Asthma Attack Choking on food consumed Allergic reaction to food consumed Students feeling ill Students fainting due to heat within room Student/s vomiting Unknown persons attending the holding room	CCDF Guidelines DoE excursion protocol Staff trained in relevant protocols e.g. emergency e-care & anaphylaxis First aid kits including EpiPens, general use Ventolin & disposable spacers	2	CCDF committee will be monitoring door throughout each evening of festival to ensure safety of all students. They will only allow performers and DoE supervising teachers/Principals with 'identification passes' into holding room and students will not be allowed out of holding room without an accompanying adult.  DoE staff from participating schools will sign -off on their 'Performance	5	CCDF committee, DoE staff from participating schools and adults supporting individual schools	From 5:00pm each evening of festival and continuous throughout each 'Show'

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out		Eliminate or control		Talk 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?
			2	Evacuation' list once all students have arrived. A committee member will hold these in case of an emergency.	5		
			2	DoE staff from participating schools will be supervising students from their specific group within holding room throughout each 'Show' of festival. They will be responsible for their safety within holding room and throughout the performance in the theatre	5		
			2	Students will need a 'toilet pass' to go to the bathroom and will need to be recorded on the toilet register.	5		
			2	They must go in pairs or in a group supervised by DoE teacher. Students will not be permitted to use toilets in the time between shows as the public will be using them and supervision and safety of students becomes an issue.	5		
			2	Students will not be permitted in the foyer during the evening unless accompanied by an adult – this being for the purpose of purchasing T-Shirts and/or programs.	5		



# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
			2	No aerosol cans of any kind are permitted to be sprayed in the holding room. Teachers will take their students and supervise them outside if they need to spray hairspray etc.	5		
			3	No hot food and/or drink will be permitted in the holding room at any time throughout festival – this applies to everyone within holding room.	5		
<b>Supervision of Students – P side holding room (Fire Station Side)</b>	Asthma Attack Choking on food consumed Allergic reaction to food consumed Students feeling ill Students fainting due to heat within room Student/s vomiting Unknown persons attending the holding room	CCDF Guidelines DoE excursion protocol Staff trained in relevant protocols e.g. emergency e-care & anaphylaxis First Aid kits including EpiPens, general use Ventolin & disposable spacers	2  2  2	CCDF committee will be monitoring door throughout each evening of festival to ensure safety of students. They will only allow performers and supervising DoE teachers/Principals with 'identification passes' into holding room and students will not be allowed out of holding room without an accompanying adult.  DoE staff from participating schools will sign –off on their 'Performance Evacuation' list once all students have arrived. A committee member will hold these in case of an emergency.	5  5  5	CCDF committee, DoE staff from participating schools and adults supporting individual schools	From 5:00pm each evening of festival and continuous throughout each 'Show'

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out		Eliminate or control		Talk 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?
			2	DoE staff from participating schools will be supervising students from their specific group within holding room throughout each 'Show' of festival. They will be responsible for their safety within holding room.	5		
			2	Students have ready access to a bathroom and DoE staff from each school will supervise access to this throughout each night of festival.	5		
			2	Students will not be permitted in the foyer during the evening unless accompanied by an adult – this being for the purpose of purchasing T-Shirts and/or programs.	5		
			2	No aerosol cans of any kind are permitted to be sprayed in the holding room. Teachers will take and supervise students outside if they need to spray hairspray etc.	5		
			2	No hot food and/or drink will be permitted in the holding room at any time throughout festival – this applies to everyone within the holding room.	5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
<b>Supervision of Students – Marquee (in Laycock Street Theatre staff carpark)</b>	Asthma Attack	CCDF Guidelines	2	CCDF committee will be monitoring entrance throughout each evening of festival to ensure safety of students. They will only allow performers and supervising DoE teachers/Principals with 'identification passes' into holding room and students will not be allowed out of holding room without an accompanying adult.	5	CCDF committee, DoE staff from participating schools and adults supporting individual schools	From 5:00pm each evening of festival and continuous throughout each 'Show'
	Choking on food consumed	DoE excursion protocol		DoE staff from participating schools will sign –off on their 'Performance Evacuation' list once all students have arrived. A committee member will hold these in case of an emergency.			
	Allergic reaction to food consumed	Staff trained in relevant protocols e.g. emergency e-care & anaphylaxis		DoE staff from participating schools will be supervising students from their specific group within holding room throughout each 'Show' of festival. They will be responsible for their safety within holding room.			
	Students feeling ill	First aid kits including EpiPens, general use Ventolin & disposable spacers		Students have access to a bathroom in the side holding room and DoE staff from each school will supervise access to this throughout each night of festival.			
Students fainting due to heat within room			2				
Student/s vomiting			2				
Unknown persons attending the holding room			2				
Weather effecting stability of marquee and temperature in marquee. Possible wet grounds			2				

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
			2	Students will only be permitted into the foyer of Laycock Street Theatre to go to the toilet, and they will need to be accompanied by a DoE staff member.	5		
			2	No aerosol cans of any kind are permitted to be sprayed in the holding room. Teachers will take and supervise students outside if they need to spray hairspray etc.	5		
			2	No hot food and/or drink will be permitted in the holding room at any time throughout festival.	5		
			2	Outdoor lighting supplied by LST	5		
			2	In the case of evacuation of the marquee (e.g. severe weather), students and DoE supervising staff will be moved into the LST foyer			
			2	Marquee is secured per Australian Standard with counterweight blocks – put in place by Prestige Wedding & Event Hire	5		
			2	Flooring supplied by Prestige Wedding & Event Hire – timber flooring covered with carpet tiles	5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
			2	Marquee supplied and erected by Prestige Wedding & Event Hire – rain cover, including cover between the marquee & LST side holding room doors and is waterproof	5		
			2	Marquee heating/cooling supplied by Prestige Wedding & Event Hire is reverse cycle air conditioning	5		
<b>Supervision of Students – OP side holding room</b>	Asthma Attack Choking on food consumed Allergic reaction to food consumed Students feeling ill Students fainting due to heat within room Student/s vomiting Unknown persons attending the holding room	CCDF Guidelines DoE excursion protocol Staff trained in relevant protocols e.g. emergency e-care & anaphylaxis First Aid kits including EpiPens, general use Ventolin & disposable spacers	2	CCDF committee will be monitoring door throughout each evening of festival to ensure safety of students. They will only allow performers and supervising DoE teachers/Principals with 'identification passes' into holding room and students will not be allowed out of holding room without an accompanying adult.	5	CCDF committee, DoE staff from participating schools and adults supporting individual schools	From 5:00pm each evening of festival and continuous throughout each 'Show'
			2	DoE staff from participating schools will sign –off on their 'Performance Evacuation' list once all students have arrived. A committee member will hold these in case of an emergency.	5		
			2	DoE staff from participating schools will be supervising students from their specific group within holding	5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
				<p>room throughout each 'Show' of festival. They will be responsible for their safety within holding room.</p> <p>Students have ready access to a bathroom and DoE staff from each school will supervise access to this throughout each night of festival.</p> <p>Students will not be permitted in the foyer during the evening unless accompanied by an adult – this being for the purpose of purchasing T-Shirts and/or programs.</p> <p>No aerosol cans of any kind are permitted to be sprayed in the holding room. Teachers will take and supervise students outside if they need to spray hairspray etc.</p> <p>No hot food and/or drink will be permitted in the holding room at any time throughout festival – this applies to everyone within the holding room.</p>			
<b>Supervision of Students – Corridor outside stage door (waiting to go on stage)</b>	Asthma Attack Choking on food consumed Allergic reaction to food consumed	CCDF Guidelines DoE excursion protocol	2	CCDF committee will be monitoring the corridor and door throughout each evening of festival to ensure safety of students. They will only	5	CCDF committee, DoE staff from participating schools and adults supporting individual schools	From 5:00pm each evening of festival and continuous

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
	Students feeling ill Students fainting due to heat within room Student/s vomiting	Staff trained in relevant protocols e.g. emergency e-care & anaphylaxis First aid kits, general use Ventolin & disposable spacers		allow performers and DoE supervising teachers/Principals with 'identification passes' into holding room and students will not be allowed out of holding room without an accompanying adult.			throughout each 'Show'
			2	DoE staff from participating schools will be supervising students from their specific group within the holding room throughout each 'Show' of festival. They will be responsible for their safety between the holding room and corridor/side stage holding space / between the side stage holding space and side stage / exiting the stage and returning to the holding space.	5		
			2	Students have access to a bathroom and DoE staff from each school will supervise access to this throughout each night of festival.	5		
			2	No aerosol cans of any kind are permitted to be sprayed in the holding room. Teachers will take and supervise students outside if they need to spray hairspray etc.	5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
			2	No hot food and/or drink will be permitted in the holding room at any time throughout festival – this applies to everyone within the holding room.	5		
<b>Students moving from Don Craig Holding Room to Corridor outside stage door</b>	Cutting foot on debris on footpath/grass area Falling over on path and scraping knees etc Spraining ankle while walking along path	CCDF Guidelines DoE excursion protocol Staff trained in relevant protocols e.g. emergency e-care & anaphylaxis First aid kits	2	CCDF committee will call groups to the holding room door to make their way to side stage holding room. Students will make two lines and as they will be walking outside of theatre they will again be told of the necessity to be quiet and to walk in a calm and responsible manner. Students will walk along a concrete pathway that has been previously checked for debris as most students will have no shoes on.	5	Artistic Directors, CCDF Committee & DoE staff from participating schools	Following program throughout each 'Show' of festival
			2	CCDF staff will have torches and spare batteries in case of blackout or evacuation.	5		
			2	First aid kits available. Supervising DoE staff trained in providing First Aid, CPR and anaphylaxis treatment.	5		
			2	First Aid Facility available.	5		



# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
			2	All groups will be accompanied by an 'Artistic Director' from CCDF committee and supervising DoE staff members from their school to ensure safety of all students.	5		
			2	In the event of inclement weather students will be moved through the foyer, down the stairs and under the stage, up the stairs and into side stage holding room to be ready for their performance – again being supervised by DoE staff members throughout the process	5		
<b>Students moving from Fire Station Side Stage Holding Room to corridor outside stage door</b>	Falling down stairs causing injury Students falling in tunnel due to limited light Tripping up stairs causing injury	CCDF Guidelines DoE excursion protocol Staff trained in relevant protocols e.g. emergency e-care & anaphylaxis First aid kits	2	CCDF committee will call groups to the holding room door to make their way to side stage holding room. Students will make one line and as they will be walking up and down flights of stairs and through the tunnel under the stage area they will again be told of the necessity to be quiet and to walk in a calm and responsible manner. This area will be checked for safety at the beginning of each night.	5	Artistic Directors, CCDF Committee & DoE staff from participating schools	Following program throughout each 'Show' of festival
			2	All groups will be accompanied by an 'Artistic Director' from CCDF committee and supervising DoE staff	5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
				from their school to ensure safety of all students.			
			2	CCDF staff will have torches and spare batteries in case of blackout or evacuation.	5		
			2	First aid kits available. Supervising DoE staff trained in providing First Aid, CPR and anaphylaxis treatment.	5		
			2	First Aid Facility available.	5		
<b>Students moving from Marquee Holding Room to Corridor outside stage door</b>	Cutting foot on debris on footpath/grass area Falling over on path and scraping knees etc Spraining ankle while walking along path Falling down stairs causing injury Students falling in tunnel due to limited light Tripping up stairs causing injury	CCDF Guidelines DoE excursion protocol Staff trained in relevant protocols e.g. emergency e-care & anaphylaxis First aid kits	2	CCDF committee will call groups to the marquee holding room entrance to make their way to side stage holding room.  Students will make one line and as they will be walking between the marquee and the theatre, up and down flights of stairs and through the tunnel under the stage area they will again be told of the necessity to be quiet and to walk in a calm and responsible manner. This area will be checked for safety at the beginning of each night.	5	Artistic Directors, CCDF Committee, Theatre Staff & DoE staff from participating schools	Following program throughout each 'Show' of festival

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
			2	All groups will be accompanied by an 'Artistic Director' from CCDF committee and supervising DoE staff from their school to ensure safety of all students.	5		
			2	CCDF staff will have torches and spare batteries in case of blackout or evacuation.	5		
			2	First aid kits available. Supervising DoE staff trained in providing First Aid, CPR and anaphylaxis treatment.	5		
			2	First Aid Facility available.	5		
<b>Supervision of Students – Corridor outside Stage Door (waiting to move to side stage)</b>	Students feeling ill Students fainting due to heat within room Falling/tripping due to limited light Door closing Coming into contact with theatre technical equipment	DoE excursion protocol Staff trained in relevant protocols e.g. emergency e-care & anaphylaxis First aid kits	2	CCDF committee/Supervising DoE staff will be in Side Stage Holding Room to supervise students along with DoE staff from participating schools. There will be two to four groups in holding room at any one time to assist with flow of each 'Show'.	5	Artistic Directors, CCDF Committee & DoE staff from participating schools	Following program throughout each 'Show' of festival
			2	CCDF committee will monitor the noise level and have groups in position for their movement to the Side Stage Performance Area.	5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
			2	CCDF committee or Supervising DoE staff will call groups to the holding room door to be ready for moving to the side stage performance area - they will again be told of the necessity to be quiet and to walk in a calm and responsible manner.	5		
			2	CCDF committee will collect the next group from Side Stage Holding Room to wait in the Side Stage Performance Area. DoE staff and supervising adults from each school will accompany & remain with their students in the side stage performance area.	5		
			2	Groups will be asked to wait behind the taped line on the side of the stage while they wait to perform – groups have previously rehearsed this at the dress/technical rehearsal	5		
			2	All groups will be accompanied by their supervising DoE teacher/s at all times	5		
			2	CCDF staff will have torches and spare batteries in case of blackout or evacuation.	5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
			2	First aid kits available. Supervising DoE staff and CCDF committee trained in providing First Aid, CPR and anaphylaxis treatment.	5		
			2	First Aid Facility available.	5		
<b>Students moving from Side Stage Area to Performance Area On-Stage</b>	Falling/slipping /tripping causing injury Students tripping on technical equipment while making their way to the stage Students tripping on 'wings curtains' in low light Students hitting head on over-hanging technical equipment	DoE excursion protocol Staff trained in relevant protocols e.g. emergency e-care & anaphylaxis First aid kits CCDF committee, theatre staff, DoE supervising teachers direction	2	Students will move from the Side Stage Performance Area to the On-Stage Performance Area in limited light under the direction of stage managers, theatre staff and their DoE staff while the next acts are being announced. If students are starting from 'P' side they will walk quickly but quietly across back of stage to be ready in their starting positions.	5	CCDF Stage Committee, theatre staff, DoE staff from participating schools	Following program throughout each 'Show' of festival
			3	Students have previously had the opportunity to rehearse this procedure so are aware of their responsibility at this time. Students will stand quietly in their starting position in readiness for their performance.	5		
			3	All students have been informed of the surrounding equipment and that none of this is to be touched. They	5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
				<p>have also been informed that they need to be aware of all the area around them as there is a lot of technical equipment that could pose dangers.</p> <p>Any trip hazards side stage to be safely secured aligning with WHS standards by Laycock St Theatre</p> <p>CCDF staff will have torches and spare batteries in case of blackout or evacuation.</p> <p>First aid kits available. Supervising DoE staff and CCDF committee trained in providing First Aid, CPR and anaphylaxis treatment.</p> <p>First Aid Facility available.</p>			
<b>Students – Movements/Dancing in the On-Stage Performance Area</b>	Falling/Slipping /tripping causing injury Spraining ankles while executing dance moves Hitting/Knocking others students in dance space causing injury Students 'fainting' on stage	DoE excursion protocol Staff trained in relevant protocols e.g. emergency e-care & anaphylaxis First aid kits Prior rehearsal on the stage	3	CCDF Stage Management Committee, theatre staff and DoE Staff from each school will be monitoring the performance of students while dancing in the On-Stage Performance Area.	5	CCDF Stage Committee, theatre staff & DoE staff from participating schools	Following program throughout each 'Show' of festival
			3	All schools have been through an audition and dress/technical process	5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
				and have met strict guidelines for 'safe' dance moves to be on stage.			
			3	Schools may have been provided feedback regarding movement choices at the time of audition and have been advised to follow and implement this prior to arriving at the dress rehearsal	5		
			3	Any trip hazards side stage need to be safely secured aligning with WHS standards by Laycock St Theatre	5		
			2	CCDF staff will have torches and spare batteries in case of blackout or evacuation.	5		
			2	First aid kits available. Supervising DoE staff and CCDF committee trained in providing First Aid, CPR and anaphylaxis treatment.	5		
			2	First Aid Facility available.	5		
<b>Students - Moving from On-Stage Performance Area to Off-Stage</b>	Falling/slipping/ tripping causing injury Students tripping on technical equipment while making their way off the stage	DoE excursion protocol Staff trained in relevant protocols e.g. emergency e-care & anaphylaxis First aid kits	3	Students will hold their final dance and all move off stage in same direction (to 'P' side) once the stage lights are down. This will be under the direction of CCDF stage	5	CCDF Stage Committee, DOE staff from participating schools	Following program throughout each 'Show' of festival

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
	Students tripping on 'wings curtains' in low light Students hitting head on over-hanging technical equipment	Prior rehearsal moving from side stage to on stage		management, committee and DoE Staff from their school. They will move quietly through the Side Stage door being held open by CCDF committee.			
			3	Students have been told of the need to move quickly and quietly at this time as others are preparing to perform.	5		
			3	Any trip hazards side stage need to be safely secured aligning with WHS standards by Laycock St Theatre	5		
			2	CCDF staff will have torches and spare batteries in case of blackout or evacuation.	5		
			2	First aid kits available. Supervising DoE staff and CCDF committee trained in providing First Aid, CPR and anaphylaxis treatment.	5		
			2	First Aid Facility available.	5		
			3	DoE supervising teachers to remain with their performance group from side stage, through the exit and back to the holding room they have been allocated	5		



# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
<b>Students - moving from Off-Stage Area back to Don Craig Holding Room</b>	Students falling down the stairs causing injury Students falling while walking through tunnel due to limited light Students tripping up stairs causing injury Cutting foot on debris on footpath/grass area Falling over on path and scrapping knees etc Spraining ankle while walking along path	DoE excursion protocol Staff trained in relevant protocols e.g. emergency e-care & anaphylaxis First aid kits Theatre lighting CCDF committee, theatre staff, DoE supervising teachers direction Prior rehearsal moving from stage to off stage Torches & spare batteries	2	Once Students have passed through the Side Stage door they will make their way with DoE supervising staff from their school down some stairs and through the tunnel under the stage and up the flight of stairs on the other side. Students will then make their way down another flight of stairs and outside along a concrete path to make their way back to the Don Craig Holding Room. DoE Supervising staff will ensure their students stay together and walk in a quiet, orderly fashion. DoE Supervising staff will continue to do a 'head-count' to ensure all students are safe.	5	CCDF Committee, DoE staff from participating schools	Following program throughout each 'Show' of festival
			2	DoE supervising staff may collect a torch from the CCDF committee at the Don Craig holding room to use on their return from stage along the outside path	5		
			2	If the weather continues to be inclement students will be returned to the Don Craig Holding Room via the foyer. This will mean coming down the stairs and through the door into the foyer and moving through the foyer to the holding room.	5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
			2	Students in the final act for the show will need to move quickly before the people in the auditorium leave so as not to cause congestion in the foyer and to ensure student safety.	5		
			2	First aid kits available. Supervising DoE staff and CCDF committee trained in providing First Aid, CPR and anaphylaxis treatment.	5		
			2	First Aid Facility available.	5		
<b>Students - moving from Off-Stage Area back to P side stage dressing room (Fire Station Side)</b>	Students falling down the stairs causing injury Slip/trip/fall	DoE excursion protocol Staff trained in relevant protocols e.g. emergency e-care & anaphylaxis CCDF committee, theatre staff, DoE supervising teachers direction First aid kits Torches & spare batteries	2	Once students have passed through the Side Stage door they will make their way with DoE supervising staff from their school down some stairs and into the holding room. DoE supervising staff should ensure safety of students.	5	CCDF Committee, DoE staff from participating schools	Following program throughout each 'Show' of festival
			2	Students will continue to be supervised by DoE supervising staff from their school in this area.	5		
			2	First aid kits available. Supervising DoE staff and CCDF committee trained in providing First Aid, CPR and anaphylaxis treatment.	5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
			2	First Aid Facility available.	5		
<b>Students - moving from Off-Stage Area back to the Marquee in the Laycock Street Theatre staff carpark</b>	Students falling down the stairs causing injury Cutting foot on debris on footpath/grass area Falling over on path and scrapping knees etc Slip/trip/fall	DoE excursion protocol Staff trained in relevant protocols e.g. emergency e-care & anaphylaxis First aid kits Torches & spare batteries	2	Once students have passed through the Side Stage door they will make their way with DoE supervising staff from their school down some stairs, out a door and along a path to the marquee. DoE supervising staff to ensure safety of students.	5	CCDF Committee, DoE staff from participating schools	Following program throughout each 'Show' of festival
			2	Students will continue to be supervised by DoE supervising staff from their school in this area.	5		
			2	First aid kits available. Supervising DoE staff and CCDF committee trained in providing First Aid, CPR and anaphylaxis treatment.	5		
			2	First Aid Facility available.	5		
<b>Students - moving from Off-Stage Area back to OP Holding room (via tunnel under stage)</b>	Students falling down the stairs causing injury Slip/trip/fall	DoE excursion protocol Staff trained in relevant protocols e.g. emergency e-care & anaphylaxis CCDF committee, theatre staff, DoE supervising teachers direction First aid kits Torches & spare batteries	2	Once students have passed through the Side Stage door they will make their way with DoE supervising staff from their school down some stairs, through the tunnel under the stage (behind the orchestra pit), up some stairs and into the holding room. DoE supervising staff should ensure safety of students.	5	CCDF Committee, DoE staff from participating schools	Following program throughout each 'Show' of festival
					5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
			2	Students will continue to be supervised by DoE supervising staff from their school in this area.			
			2	First aid kits available. Supervising DoE staff and CCDF committee trained in providing First Aid, CPR and anaphylaxis treatment.	5		
			2	First Aid Facility available.	5		
<b>Parents/Caregivers collecting Students from Laycock Street Theatre – Don Craig Holding Room</b>	Parent/s being late to collect students Parents collecting other students (other than own) without permission notes	DoE excursion protocol CCDF committee liaising with DoE supervising teacher/s Supervision of students until parent/carer arrives	1	At the conclusion of the second 'Show' parents/carers will make their way to the Don Craig Holding Room to collect their children. They should enter and exit via the Pacific Hwy doors of Laycock St Theatre.	5	CCDF Committee, DoE staff from participating schools	Throughout the 2 evening performances; between the 2 evening performances; at the conclusion of the student's 2 <sup>nd</sup> performance; at the conclusion of the 2 <sup>nd</sup> evening performance
			1	Parents/Carers will line up at door and CCDF committee will call their children to the door. Parents/Carers to stand to one side and others will continue to be called. Once Students arrive at door CCDF committee & DoE supervising teachers for each school will ensure that the student/s are linked with their parents/carers. They will then leave via the Pacific Highway door as the line of parents/carers from foyer continues	5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
			1	to make its way to the holding room door.  DoE supervising staff from individual schools will also assist at this time to ensure student safety and that all students are reunited with their parents/carers.	5		
			1	DoE supervising teacher/s will remain in the Don Craig room with their student/s waiting to be collected by parents/carers	5		
<b>Parents/Caregivers collecting Students from Laycock Street Theatre – P Side Holding Room (fire station side)</b>	Parent/s being late to collect students Parents collecting other students (other than own) without permission notes	DoE excursion protocol CCDF committee liaising with DoE supervising teacher/s Supervision of students until parent/carer arrives	1	At the conclusion of the second 'Show' parents/caregivers will make their way to the Laycock St end of the marquee to collect their children.	5	CCDF Committee, DoE staff from participating schools	Throughout the 2 evening performances; between the 2 evening performances; at the conclusion of the student's 2 <sup>nd</sup> performance; at the conclusion of the 2 <sup>nd</sup> evening performance
			1	Students allocated to the Side Stage (fire station side) holding room will be lined up in school groups at the Laycock St end of the marquee with their DoE supervising teacher at the front of the group to meet parents/carers at the conclusion of the second evening performance.  Parents/Carers will line up at the Laycock St end of the marquee and	5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
			1	DoE supervising teacher/s will call their children to the end of the marquee. Parents/Carers will stand to one side and others will continue to be called. Once Students arrive at the end of the marquee DoE supervising teachers for each school will ensure that the student/s are linked with their parents/carers.	5		
			1	DoE staff from individual schools will assist at this time to ensure student safety and that all students are reunited with their parents/carers.	5		
			1	DoE supervising teacher/s will remain in the marquee with their student/s waiting to be collected by parents/carers	5		
			1	Parents/Carers collecting students prior to the conclusion of the second evening performance are to wait at the side stage door, where CCDF committee will liaise with the DoE supervising teacher of the school group to ensure student safety and that the students are reunited with their parents/carers.	5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
<b>Parents/Caregivers collecting Students from Laycock Street Theatre – Marquee in the Laycock Street Theatre staff carpark</b>	Parent/s being late to collect students Parents collecting other students (other than own) without permission notes	DoE excursion protocol CCDF committee liaising with DoE supervising teacher/s Supervision of students until parent/carer arrives	1	At the conclusion of the second 'Show' parents/caregivers will make their way to the Laycock St end of the marquee to collect their children.	5	CCDF Committee, DoE staff from participating schools	Throughout the 2 evening performances; between the 2 evening performances; at the conclusion of the student's 2 <sup>nd</sup> performance; at the conclusion of the 2 <sup>nd</sup> evening performance
			1	Students waiting in the marquee will be lined up in school groups at the Laycock St end of the marquee with their DoE supervising teacher at the front of the group to meet parents/carers	5		
			1	Parents/Carers will line up at the Laycock St end of the marquee and DoE supervising teacher/s will call their children to the end of the marquee. Parents/Carers will stand to one side and others will continue to be called. Once Students arrive at the end of the marquee DoE supervising teachers for each school will ensure that the student/s are linked with their parents/carers.	5		
			1	DoE staff from individual schools will assist at this time to ensure student safety and that all students are reunited with their parents/carers.	5		
				DoE supervising teacher/s will remain in the marquee with their			

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
			1	student/s waiting to be collected by parents/carers	5		
<b>Parents/Caregivers collecting Students from Laycock Street Theatre – OP Holding Room</b>	Parent/s being late to collect students Parents collecting other students (other than own) without permission notes	DoE excursion protocol CCDF committee liaising with DoE supervising teacher/s Supervision of students until parent/carer arrives	1	At the conclusion of the second 'Show' parents/caregivers will make their way to the Laycock St end of the marquee to collect their children.	5	CCDF Committee, DoE staff from participating schools	Throughout the 2 evening performances; between the 2 evening performances; at the conclusion of the student's 2 <sup>nd</sup> performance; at the conclusion of the 2 <sup>nd</sup> evening performance
			1	Students allocated to the OP Side Stage (via the tunnel under the stage) holding room will be lined up in school groups at the Laycock St end of the marquee with their DoE supervising teacher at the front of the group to meet parents/carers at the conclusion of the second evening performance.	5		
			1	Parents/Carers will line up at the Laycock St end of the marquee and DoE supervising teacher/s will call their children to the end of the marquee. Parents/Carers will stand to one side and others will continue to be called. Once Students arrive at the end of the marquee DoE supervising teachers for each school will ensure that the student/s are linked with their parents/carers.	5		



# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
			1	DoE staff from individual schools will assist at this time to ensure student safety and that all students are reunited with their parents/carers.	5		
			1	DoE supervising teacher/s will remain in the marquee with their student/s waiting to be collected by parents/carers	5		
			1	Parents/Carers collecting students prior to the conclusion of the second evening performance are to wait at the side stage door, where CCDF committee will liaise with the DoE supervising teacher of the school group to ensure student safety and that the students are reunited with their parents/carers.	5		
<b>Year 11 &amp; 12 Students leaving using Senior Pass Outs</b>	Students leaving without having Pass Out permission	CCDF Committee member at each holding room door	3	All students stopped at holding room doors by CCDF committee member	5	CCDF Committee member	Throughout the evening
	Students leaving without informing their supervising teacher	Schools required to include senior pass out in their own school RA	3	Students required to show their senior pass out stamped and signed by their school	5	School supervising teacher CCDF Committee member	Prior to arrival Throughout the evening
		Schools required to handout and collect permission notes regarding students having and using senior pass outs	3	Senior pass outs can only be used after the students have finished performing in the second show of	5	CCDF Committee member	Throughout the evening

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
		<p>Students required to show Senior Pass Out – signed and stamped by their school prior to being permitted to leave the holding space</p> <p>Students required to sign out at the door</p>		the night. The pass out cannot be used during or between shows			
<b>Allergy/Anaphylaxis</b>	Student/teacher having an anaphylaxis reaction to food consumed or come in contact with whilst at the venue.	All staff trained in First Aid e- Emergency Care First aid kit with epi-pen & ASCIA provided by DoE supervising teacher & CCDF committee	4	Supervising DoE staff must be aware of all students with allergies. Students/parents/caregivers must disclose this information prior to the night through the permission note process.	5	CCDF Committee, DoE staff from participating schools	<p>Medical information notes handed in prior to the rehearsal day.</p> <p>Retrieve EpiPen from school before all excursions</p> <p>DoE teacher to have EpiPen at all times</p> <p>Return EpiPen to school when returning.</p>
			4	Have an EpiPen and general ASCIA plan on site and know its location.	5		
			4	All accompanying DoE staff must have current ASCIA Allergy/Anaphylaxis training. Each accompanying DoE teacher is to bring their own First Aid Kit with EpiPen and general ascia plan enclosed. Each DoE supervising teacher is responsible for bringing all necessary ASCIA Action plans and ensuring each at risk student has their own EpiPen and personal action plan with them at all times.	5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
<b>Injury/Illness</b>	Student/staff/ supervising adult falls ill or is injured at event	All staff trained in First Aid e-Emergency Care First aid kit with epi-pen & ASCIA provided by DoE supervising teachers & CCDF committee	3	First aid facility is set up in Don Craig room, Side Holding room, marquee and side stage holding room for students and staff. Sufficient number of staff trained in providing First Aid, CPR and anaphylaxis treatment.	5	CCDF Committee, DoE staff from participating schools, theatre staff	Throughout the performances
			3	Venue supplies first aid kits that can be used by staff if required.	5		
			3	CCDF committee and a supervising DoE staff member from each school will also provide first aid kits.	5		
			3	Supervising DoE staff from each school will identify students with health care needs and assist those students accordingly. Supervising DoE staff from each school will have a copy of their risk assessment and relevant health care plans	5		
			3	Staff from each school will also identify any students who require the administration of prescribed medication throughout the events and either provide a staff member qualified in 'Provide administration	5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
				of prescribed medication in schools' or arrange for a parent/carer of the student to assist. It is the responsibility of each school to ensure all relevant paperwork for student medication, including consent forms, are completed prior to performance nights			
<b>Emergency Evacuation</b>	Bomb threat, fire, car accident close to venue	All staff trained in First Aid e-Emergency Care Theatre evacuation procedures	2	See Laycock St Theatre Evacuation policy.	5	Theatre staff, CCDF committee, DoE supervising teachers	Communicated to DoE supervising teachers prior to the performances
			2	Supervising DoE teachers and students to follow Laycock St Theatre / CCDF committee instructions and directions.	5		
			2	See Laycock St Theatre risk assessment and evacuation procedures posted on the CCDF website	5		
<b>Blackout</b>	Financial loss Damage to equipment Slip/trip/fall in dark	All staff trained in First Aid e-Emergency Care Theatre procedures Torches & spare batteries	2	Ticket purchasers are advised that tickets are non-refundable.	5	Theatre staff, CCDF committee, DoE supervising teachers	Communicated to DoE supervising teachers prior to the performances
			2	Venue tests and tags equipment as per risk assessment.	5		
			2	CCDF committee have torches and spare batteries.	5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
<b>Missing students</b>	Students arrive late/leave early or become lost	DoE teachers have student list & contact information CCDF festival guidelines	3	Supervising DoE supervising staff from each school communicate this risk assessment with drop off/pick up requirements to students and parents prior to event.	5	DoE Supervising staff	On arrival, during the performances & at the end
			3	Supervising DoE staff from each school complete roll call at venue and mark each student off during and at completion of event.	5		
			3	Supervising DoE staff from each school are responsible for identifying high risk students and having measures in place to keep them from absconding or going missing	5		
			3	Students informed of the holding room they will be in during their evening performance prior to arriving at the venue	5		
<b>Late staff</b>	Duty of care supervision ratios are not met	CCDF festival guidelines DoE excursion protocols CCDF committee on premises	3	Supervising DoE supervising staff are advised that they have a duty of care for their students throughout the event and that supervision requirements, behaviour and first aid requirements need to be met by them.	5	DoE supervising staff, CCDF committee	Throughout the performances – prior to students arriving, until after the last student has departed

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out	Eliminate or control	Talk 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?
			3	If supervising DoE staff are running late, a member from the CCDF committee will contact the school and request a staff member attend immediately.	5		
			3	Supervising DoE staff are advised that they are not to leave the venue throughout the duration of the event.	5		
<b>Use of amenities</b>	Students using the same amenities as the public	CCDF festival guidelines Toilet passes DoE supervising teacher awareness of student going to the toilets – how many & who Toilet pass register	3	Students needing to use the amenities are given toilet passes.	5	DoE supervising staff, CCDF committee	Throughout the performances – prior to students arriving, until after the last student has departed
			3	Staff complete a sign in/sign out toilet register per student and can see the toilet doors from the holding facilities.	5		
			3	Other amenities used by students are not accessible to the public. There is supervision of these amenities also.	5		
<b>Vehicle Movement and parking</b>	Limited parking and narrow roads causing congestion  Increased risk of pedestrian accidents	All staff trained in First Aid e-Emergency Care  First aid kit with epi-pen & ASCIA provided by DoE supervising teachers & CCDF committee	2	Bollards placed in front of marquee	5	CCDF Committee, Laycock St Theatre staff	Prior to the start of the performances
			2	Security placed at carpark entrance to allow vehicles with disabled parking permits only	5		
			2	Schools advised to discuss road safety with students and parents	5		

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out		Eliminate or control		Talk 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?
	Parents accessing disabled carpark for dropping off/picking up students  Wet weather limiting visibility		2	Schools informed of drive through access at Laycock St Theatre being closed each performance night for the safety of the performers and theatre attendees	5		

Relevant information attached: Yes  No

You should report, monitor and review:

Prepared by:  Position:  Plan review date:

Sign off Authority:  Position:  Contact no.:  Signature:

Prepared in consultation with:

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

Name	Signature	Date

Likelihood criteria

Consequence criteria

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

# SAFETY Risk Assessment and Management Plan



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

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

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