

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		
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 WWC for each participating school Constant monitoring of students and visitors throughout activity.	5	Excursion Coordinator	
Parents/Caregivers dropping Students off at Laycock Street Theatre – Fire Station Side entrance	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 least 30 minutes before the allocated rehearsal time. NO foyer access	5	CCDF committee, DoE staff from participating schools and adults supporting individual schools	Prior to 10am each day

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			5	A CCDF committee member 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 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 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		
			5	Students must wait/gather behind the yellow bollards up towards Gosford Musical Society just to keep away from vehicles arriving into the staff car park.	5		
			5	Parents/Caregivers will be assured when dropping students that adult supervision is continual and that only dancers and supervising adults from	5		

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				their school are permitted into the theatre.			
Schools and DoE staff arriving by charter bus	Traffic outside theatre and in Laycock Street Theatre carpark	DoE excursion protocol	5	Students arriving at the theatre by bus must be accompanied by supervising DoE staff. All school groups are to arrive at least 30 minutes before the allocated rehearsal time.	5	DoE staff from participating schools	From 7:30am-3:30pm on each rehearsal day
			5	School groups should be accompanied off the bus and through the Laycock Street Theatre carpark safely, via DoE supervising teachers instruction and supervision. DoE staff should be at either end of line to further ensure safety of students.	5		
			5	Supervising DoE teachers should ensure all students are present, their rolls are accurately marked and Rehearsal Evacuation rolls have been amended if need be, before entering via the Fire Station Side entrance (before 10am) or the Foyer entrance (after 10am).	5		
Supervision of Students – in auditorium	Asthma Attack Choking on food consumed	CCDF Guidelines DoE excursion protocol	2	CCDF committee will be monitoring entrance throughout each day of rehearsals to ensure safety of	5	CCDF committee, DoE staff from participating schools	From 7:30am-3:30pm on each rehearsal day

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	<p>Allergic reaction to food consumed</p> <p>Students feeling ill</p> <p>Students fainting due to heat within room</p> <p>Student/s vomiting</p>	<p>Staff trained in relevant protocols e.g. emergency e-care & anaphylaxis</p> <p>First aid kits</p>	<p>2</p> <p>2</p> <p>2</p> <p>2</p>	<p>students. They will only allow performers and their DoE supervising teacher/s into the auditorium and students will not be allowed out of the auditorium without an accompanying adult.</p> <p>No aerosol cans of any kind are permitted to be sprayed in the theatre. Students are to arrive dressed in costume, ready to perform.</p> <p>DoE staff from participating schools will sign –off on their ‘Rehearsal Evacuation’ list once all students have arrived. A committee member will hold these in case of an emergency.</p> <p>DoE staff and other adults from participating schools will be supervising students from their specific group within the auditorium throughout each rehearsal day. They will be responsible for their safety within theatre.</p> <p>Participating schools and supervising teachers are required to have</p>	<p>5</p> <p>5</p> <p>5</p> <p>5</p>	<p>and adults supporting individual schools</p>	

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			2	individual school risk assessments, first aid kits, student rolls Students will only be permitted into the side stage holding rooms of Laycock Street Theatre to go to the toilet, and they will need to be accompanied by a DoE staff member. No person is to use the foyer toilets at any time. Bollards and signage will be used as a reminder.	5		
			3	No food and/or drink (except bottled water) will be permitted in the theatre at any time throughout the rehearsal days.	5		
Students moving from auditorium to Side Stage Area	Students knocking various technical equipment causing injury	DoE excursion protocol Staff trained in relevant protocols e.g. emergency e-care & anaphylaxis First aid kits	2	CCDF committee will collect the next group from the auditorium to wait in the Side Stage Performance Area. DoE staff and supervising adults from each school will accompany their students to the side stage performance area. Students and DoE staff will wait behind the yellow line marked on the floor	5	Artistic Directors, CCDF Committee, Theatre Staff & DoE staff from participating schools	Following rehearsal schedule
Students moving from Side Stage Area to Performance Area On-Stage	Students tripping on technical equipment while making their way to the stage	DoE excursion protocol	2	Students will move from the Side Stage Performance Area to the On-Stage Performance Area in limited	5	CCDF Stage Committee, theatre staff, DoE staff from participating schools	Following rehearsal schedule

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	Students tripping on 'wings curtains' in low light Students hitting head on over-hanging technical equipment	Staff trained in relevant protocols e.g. emergency e-care & anaphylaxis First aid kits CCDF committee, theatre staff, DoE supervising teachers direction		light under the direction of stage manager, 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.			
			3	Students will have the opportunity to rehearse this procedure and should become aware of their responsibility at this time. Students to stand quietly in their starting position in readiness for their performance.	5		
			3	All students to be informed of the surrounding equipment and that none of this is to be touched. They should also be 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.	5		
			2	Any trip hazards side stage to be safely secured aligning with WHS standards by Laycock St Theatre	5		

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Students – Movements/Dancing in the On-Stage Performance Area	Falling/Slipping causing injury	DoE excursion protocol	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 rehearsal schedule
	Spraining ankles while executing dance moves	Staff trained in relevant protocols e.g. emergency e-care & anaphylaxis		All schools have been through an audition process and have met strict guidelines for 'safe' dance moves to be on stage			
	Hitting/Knocking others students in dance space causing injury	First aid kits		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			
	Students 'fainting' on stage	Prior to rehearsal on the stage		Any trip hazards side stage need to be safely secured aligning with WHS standards by Laycock St Theatre			
Students - Moving from On-Stage Performance Area to Off-Stage	Students tripping on technical equipment while making their way off the stage Students tripping on 'wings curtains' in low light	DoE excursion protocol Staff trained in relevant protocols e.g. emergency e-care & anaphylaxis First aid kits	3	Students will hold their final dance position 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 management committee and DoE Staff from their school. They will	5	CCDF Stage Committee, DoE staff from participating schools	Following rehearsal schedule

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	Students hitting head on over-hanging technical equipment	Prior rehearsal moving from side stage to on stage	3	move quietly through to the side of the stage during rehearsal Students will be told of the need to move quickly and quietly at this time as others are preparing to perform.	5		
Students - moving from Off-Stage Area back to the auditorium	Students falling down the stairs causing injury	DoE excursion protocol Staff trained in relevant protocols e.g. emergency e-care & anaphylaxis First aid kits Torches & spare batteries	2	Once students have moved to the off stage area, they will make their way with DoE staff from their school down some stairs and into the auditorium. DoE staff should be at either end of line to further ensure safety of students.	5	CCDF Committee, DoE staff from participating schools	Following rehearsal schedule
			2	Students will continue to be supervised by DoE staff from their school in the auditorium.	5		
Parents/Caregivers collecting Students from Laycock Street Theatre – Fire Station Side entrance	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 rehearsal each school group will exit the theatre via the fire station side entrance with their accompanying DOE teacher and supervising adults.	5	CCDF Committee, DoE staff from participating schools	Prior to 10am on the day of the rehearsal
			1	Students must wait/gather behind the yellow bollards up towards Gosford Musical Society just to keep away from vehicles arriving into the staff car park.	5		

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			1	DoE supervising teachers for each school will ensure that the student/s are linked with their parents/caregivers.	5		
			1	Supervising DoE teachers should ensure all student rolls are accurately marked before departing.	5		
Schools and DoE staff departing by charter bus	Traffic outside theatre and in Laycock Street Theatre carpark	DoE excursion protocol	5	Students departing the theatre by bus must be accompanied by supervising DoE staff.	5	DoE staff from participating schools	From 7:30am-3:30pm on each rehearsal day
			5	School groups should be accompanied through the Laycock Street Theatre carpark and onto the bus safely, via DoE supervising teachers instruction and supervision.	5		
			5	Supervising DoE teachers should ensure all student rolls are accurately marked before departing.	5		
Allergy/Anaphylaxis	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 teachers to be aware of all students with allergies. Students/parents/caregivers must disclose this information prior to the rehearsal through the permission note process.	5	CCDF Committee, DoE staff from participating schools	Medical information notes handed in prior to the rehearsal day.

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			4	Have an EpiPen and general ascia plan on site and know its location.	5		Retrieve EpiPen from school before all excursions
			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		DoE teacher to have EpiPen at all times Return EpiPen to school when returning.
Injury/Illness	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 auditorium 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 rehearsal days
			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		

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			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 of prescribed medication in schools' or arrange for a parent of the student to assist.	5		
Emergency Evacuation	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. Supervising DoE teachers and students to follow Laycock St Theatre / CCDF committee instructions and directions.	5	Theatre staff, CCDF committee, DoE supervising teachers	Communicated to DoE supervising teachers prior to the rehearsal days
Blackout	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	Booking fee and staff payment for an additional rehearsal day.	5	Theatre staff, CCDF committee, DoE supervising teachers	Communicated to DoE supervising teachers prior to

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			2	Venue tests and tags equipment as per risk assessment.	5		the rehearsal days
			2	CCDF committee have torches and spare batteries.	5		
Missing students	Students arrive late/leave early or become lost	DoE teachers have student list & contact information CCDF festival guidelines	3	Supervising DoE staff from each school communicate this risk assessment with drop off/pick up requirements to students and parents prior to each rehearsal day.	5	DoE Supervising staff	On arrival, during the rehearsal days & at the end
			3	Supervising DoE staff from each school complete roll call at venue and mark each student off at completion of each rehearsal.	5		
Late staff	Duty of care supervision ratios are not met	CCDF festival guidelines DoE excursion protocols CCDF committee on premises	3	Supervising DoE school 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 rehearsal days – prior to students arriving, until after the last student has departed
			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		

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			3	Supervising DoE staff are advised that they are not to leave the venue throughout the duration of the rehearsal.	5		
Use of amenities	Students using the same amenities as DoE teachers and supervising adults	CCDF festival guidelines DoE supervising teacher awareness of student going to the toilets – how many & who	3	Students will only be permitted into the side stage holding rooms of Laycock Street Theatre to go to the toilet, and they will need to be accompanied by a DoE staff member. No person is to use the foyer toilets at any time. Bollards and signage will be used as a reminder.	5	DoE supervising staff, CCDF committee	Throughout the rehearsal days – prior to students arriving, until after the last student has departed

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*

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Name	Signature	Date

Likelihood criteria

Qualitative criteria <i>Hazard is:</i>	Description
Very likely	Will probably occur in most circumstances
Likely	Might occur occasionally
Unlikely	Could happen at some time
Very Unlikely	May happen only in exceptional circumstances

Consequence criteria

Category	Impact
Extreme	Death or permanent injury
High	Long Term illness
Medium	Medical attention and several days off
Low	First aid needed

Risk rating matrix

Consequence criteria	Likelihood criteria <i>Hazard is expected to occur</i>			
	Very Likely	Likely	Unlikely	Very unlikely
Extreme	1	1	2	3
High	1	2	3	4
Medium	2	3	4	5
Low	3	5	5	6

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

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