

JUDITH WRIGHT CENTRE OF CONTEMPORARY ARTS

Risk Assessment : School Groups

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Area	Persons Affected	Hazard (Condition)	Pre-control Measure Risk			Control Measure	Post-control Measure Risk			Responsible Party
			Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating	
Theatres	Public	Tripping on stairs in seating bank in low light conditions	Likely	Moderate	Very High	- Tread lights active when seating bank in use - Seating designed, installed and maintained to Australian Standards	Unlikely	Moderate	Medium	Duty Supervisor Technical Staff
Theatres	Public	Serving alcohol to Minors	Unlikely	Moderate	Medium	- Front of house staff trained in RSA - JWC Staff supervise foyer spaces to enforce RSA - Minors under supervision from group leader	Rare	Moderate	Low	On Duty RMLV Duty Supervisor Front of House Staff Group Leader
Theatres	Public	Audience member onstage, tripping falling off stage	Moderate	Moderate	High	- Stage edge clearly defined - Stairs defined and lit when in use	Unlikely	Moderate	Medium	Technical Staff Duty Supervisor
Theatres	Public	Minors consuming alcohol in venues	Moderate	Moderate	High	- Front of house staff trained in RSA - JWC Staff supervise foyer spaces to enforce RSA - Minors under supervision from group leader	Rare	Moderate	Low	On Duty RMLV Duty Supervisor Front of House Staff Group Leader
Theatres	Public	Public gaining access to technical areas	Likely	Catastrophic	Extreme	- Restricted areas locked and secure when public in attendance - Children supervised at all times	Rare	Major	Medium	Duty Supervisor Front of House Staff Group Leader
All	All	Emergency conditions requiring evacuation	Unlikely	Major	High	- JWC Emergency Management Plan enacted - JWC Wardens direct and lead patron egress from building	Rare	Major	Medium	Duty Supervisor Front of House Staff Group Leader
All	Public	Build up of CO2 in enclosed venues due to lack of fresh air exchange	Moderate	Moderate	High	- Air Conditioning system designed and operated to Australian Standards - System monitored by Duty Supervisor	Rare	Moderate	Low	Duty Supervisor
External	All	Location hazards (eg: Road)	Unlikely	Catastrophic	Very High	- Children supervised at all times - Cross road at suitable locations - Bus drop off available immediately at front door - Children supervised at all times by Group Leader	Rare	Catastrophic	High	Group Leader
All	Public	Lost or distressed child	Moderate	Minor	Medium	- Group leader to advise group of the location of Box Office - JWC staff to assist lost children	Moderate	Insignificant	Low	Group Leader Front of House Staff
All	All	Injury to persons	Moderate	Moderate	High	- Group leader to monitor conduct of children and prevent inappropriate behaviour likely to result in injury (eg: running) - JWC staff to provide emergency first aid if necessary - See Box Office - Escalate to emergency services if situation necessitates	Unlikely	Minor	Low	Group Leader Box Office Duty Supervisor
Theatres	Public	Theatrical effects including, but not limited to; haze, smoke, fog, dry ice, strobe lighting/visual effects.	Unlikely	Minor	Low	- All atmospheric devices adhere to relevant standards - JWC to warn of theatrical effects in advance and post warning signage - Group leader to assess potential impacts on each individual in their care	Unlikely	Insignificant	Negligible	Technical Staff Front of House Staff Group Leader

Note: First point of contact for Patrons is the Box Office. Please make your self known and explain your emergency.

QLD Police and Fire service take forward command in all situations, follow all instructions.

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The objective of a risk assessment is to identify anything that may have an unplanned impact on an activity (a hazard), to rate the risk of an unplanned occurrence by evaluating likelihood and consequences, then to develop a treatment for significant risks so that after the treatment is applied the residual risk is acceptable. Note that the same hazard may need to be assessed for a number of consequences.

The Judith Wright Centre of Contemporary Arts assesses risks based on the matrix below. This risk assessment has been developed as a template to identify common risks for all shows presented at the venue, to assist in the planning of school and group trips. This risk assessment does not assess risks specific to your visit to the centre and should be used as a guide in developing a risk management system suitable to your circumstances.

Risk Analysis Matrix		Likelihood				
Consequence		Rare	Unlikely	Moderate	Likely	Almost Certain
	Insignificant	Negligible	Negligible	Low	Medium	Medium
	Minor	Negligible	Low	Medium	High	High
	Moderate	Low	Medium	High	Very High	Very High
	Major	Medium	High	Very High	Very High	Extreme
	Catastrophic	High	High	Very High	Extreme	Extreme

Risk Rating	Negligible	Low	Medium	High	Very High	Extreme
Action	No action required	No action/ lower rating if possible.	Manage risk	Manage risk	REPORT, Redesign & limit risk	REPORT, Redesign & limit risk

Insignificant	a. no injuries or fatalities; b. No damage to property or equipment c. no environmental or other damage	Rare	a. Would only occur in highly exceptional circumstances; b. An extremely remote chance of an occurrence
Minor	a. small number of injuries; b. no fatalities; c. only first aid required; d. some environmental or other damage (but not lasting)	Unlikely	a. Not likely to occur b. A small, but remote chance of occurrence due to the circumstances that could arise
Moderate	a. hospital treatment required for injuries; b. no fatalities c. some community inconvenience; d. some environmental damage (small long term affect); e. other medium level damage	Moderate	a. Likely to occur at least once, but not expected to occur much more than this.
Major	a. extensive injuries; b. significant hospitalisation required; c. some services unavailable; d. extensive environmental damage (long term affect); e. some community displacement	Likely	a. Likely to occur at least once, but not an 'everyday' occurrence; b. Preconditions will arise at times
Catastrophic	a. fatalities; b. serious injuries and extended hospitalisation required; c. widespread community displacement; d. extensive widespread damages; e. significant environmental damage	Almost Certain	a. Will occur; b. Circumstances are likely to arise often enough throughout the event to provide the opportunity for the risk to occur; c. Expect frequent, regular occurrences