Risk Assessment Template

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| **1. Background Information** |
| **School/Workplace:** | The Butter Factory Theatre: HotHouse Theatre Ltd | **Date:** | 8/05/2024 |
| **Title of Assessment:** | HotHouse Theatre in association with Write Around the Murray present a Griffin Theatre Company production. ***swim* by Ellen van Neerven**performance viewing Risk Assessment  | **Name of person conducting assessment:** | Karla Conway |

| **2. Risk Assessment** |
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| **Identify and list Hazards** | **List Current Risk Controls** | **Risk Rating** | **List Additional Controls** *(if any - where current controls are not adequately managing the level of ris*k**)** |
| **1** | **Risk of traffic incident.** Travel to The Butter Factory Theatre: drop off point at carpark. | Students will walk through carpark to venue as a group and met outside the venue. If, travelling by bus, bus stop is on side ride in front of venue office where students do not need to cross the road.  | Low |  |
| **2** | **Foyer.** Public space, risk of exposure to members of the public and alcohol. | Students to be supervised by teacher once inside the venue. The foyer is supervised by a Front of House manager, and the bar is manned by RSA certified staff for additional controls. | Low | HotHouse staff are available to assist upon request.  |
| **3** | **Fall Hazard.** Entry to auditorium can be made from two points, Door A & Door B. Door B is the main/front entrance and flat floor entry. Door A is a secondary entrance accessed by a small stairwell (approx. 2.00m from ground) leading to back of auditorium. | Stairways are lit from below with clear lighting upon entry and blue light during performance viewing. EXIT signs are neon and always lit above entry points. Ushers carry torches to assist moving patrons. Door A entry has railings on each side to assist walking upstairs. | Low |  |
| **4** | **Trip Hazard** when entering and exiting venue or moving about auditorium.  | Venue is tiered seating with wide gradual steps leading to back of auditorium. Clearly lined pathways with safety tape and lighting | Low | Running is not permitted by guests in the venue |
| **5** | **Visibility** | Patrons to remain seating during show. Walkways are lit from below and neon EXIT signs are above doorways out of venue. Ushers also carry torches.  | Low |  |
| **6** | **Hearing Damage/Loss from Loud Noises**  |  | Low | Adequate sound checks conducted by sound technician before show |
| **7** | **Fire/Power Outage or Evacuation** | HotHouse has *Evacuation Diagram* visible in foyer (beside toilet door, behind box office.) HotHouse staff have Fire Warden certifications, and a Chief Fire Warden is present for all performances and an usher is in the auditorium for all performances. In the event of an evacuation, audience will be led by Usher to evacuation point outside theatre, by road at the Telstra phone box.  | Medium | Fire extinguishers are available at Door B and at Box Office.  |
| **8** | **First Aid/Medical** | First Aid kits are located at Box Office, the bar and backstage in case of emergency. Front of House Manager & Chief Fire Warden have First aid & CPR certificates.  | Low | In all emergencies, Hothouse Theatre Staff will call 000.  |
| **9** | **Accessibility**  | Flat floor seating available in first row for patrons who are wheelchair users or have mobility requirements. Venue fitting with a hearing loop for hearing impaired patrons. Venue is guide dog friendly.  | Low |  |
| **10** | **Covid 19:** Contracting illness | HotHouse Theatre has provided their Covid safe plan.Sanitisers provided at entry to venue and bar. Venue cleaned regularly. | Low | All patrons are encouraged to wear masks |
| **11** | **Wellbeing:**  | Content advice has been communicated to booking parties, Educators are encouraged to discuss the themes of the show with students. | Low | Foyer signage lists appropriate resources for additional support & contact phone numbers.  |
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| Consequence - Evaluate the consequences of a risk occurring according to the ratings in the top row

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| **Descriptor** | **Level** | **Definition** |
| **Insignificant** | **1** | No injury |
| **Minor** | **2** | Injury/ ill health requiring first aid |
| **Moderate** | **3** | Injury/ill health requiring medical attention |
| **Major** | **4** | Injury/ill health requiring hospital admission |
| **Severe** | **5** | Fatality |

3. Risk Matrix – Using the matrix calculate the level of risk by finding the intersection between the likelihood and the consequences

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| **Likelihood** | **Consequence** |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Severe** |
| **Almost Certain** | Medium | High | Extreme | Extreme | Extreme |
| **Likely** | Medium | Medium | High | Extreme | Extreme |
| **Possible** | Low | Medium | Medium | High | Extreme |
| **Unlikely** | Low | Low | Medium | Medium | High |
| **Rare** | Low | Low | Low | Medium | Medium |

 | Likelihood - Evaluate the likelihood of an incident occurring according to the ratings in the left hand column

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| **Descriptor** | **Level** | **Definition** |
| **Rare** | **1** | May occur somewhere, sometime (“once in a life time / once in a hundred years”) |
| **Unlikely** | **2** | May occur somewhere within the Department over an extended period of time |
| **Possible** | **3** | May occur several times across the Department or a region over a period of time |
| **Likely** | **4** | May be anticipated multiple times over a period of timeMay occur once every few repetitions of the activity or event |
| **Almost Certain** | **5** | Prone to occur regularlyIt is anticipated for each repetition of the activity of event |

4. Risk Level/Rating and Actions

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| **Descriptor** | **Definition** |
| **Extreme:** | Notify **Workplace Manager and/or Management OHS Nominee** immediately. Corrective actions should be taken immediately. Cease associated activity. |
| **High:** | Notify **Workplace Manager and/or Management OHS Nominee** immediately. Corrective actions should be taken within 48 hours of notification. |
| **Medium:** | Notify **Nominated employee, HSR / HSC**. Nominated employee, OHS Representative / HSC is to follow up that corrective action is taken within 7 days. |
| **Low** | Notify **Nominated employee, HSR / HSC**. Nominated employee, HSR / HSC is to follow up that corrective action is taken within a reasonable time. |

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