



Work Health and Safety
Risk assessment plan

Venue	NEX Newcastle	Program	Hunter Schools Dance Festival
Venue address	King Street NEWCASTLE 2300	Program date/s	29 July – 1 August 2024
Venue contact name	Maggie Small	TAU Coordinator	Heather Ross
Venue contact email & phone	m.small@thenex.com.au 02 4926 6200	TAU Coordinator number	0448 556 818
Venue Public Liability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Student details	1300 primary & secondary students
Accompanying Staff	Hayley Vimpani, Rebecca Munday, Sarah Etherington, Chloe Power, Martinique Foley, Corynne Darcy, Jo Thirn, Meagan Rembarz	Review date	1/9/2024

Assessed by	Heather Ross	Role	Arts Coordination Officer	Signature		Date	6/5/2024
Approved by	Jenny Beachum	Role	Arts Strategy & Programs Coordinator	Signature		Date	14.06.24

Relevant information attached (Venue Map, Evacuation Procedures, Venue Risk Assessment, Public Liability)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there any assessed risks after controls that need to be escalated?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Risk Management process

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due
What presents the potential risk to health and/or safety?	What might happen, how likely is it and what could be the consequence/s?	Apply WHS Risk Matrix	What action/s will be taken to eliminate the risk/s or at least reduce them to an acceptable level?	Apply WHS Risk Matrix	Who is responsible for putting controls in place?	When should the controls be put in place?
Event Planning						
Event Planning	Damage to reputation of the NSW DoE	3	<ul style="list-style-type: none"> Risk Assessment available to all visitors and supervisors Information regularly updated Event appropriately planned to account for all circumstances Adequate information provided to all visitors regarding the event Venue evacuation plans provided in all rooms Emergency Management Plan available to all staff 	2	HSDF Committee	Prior
Event Planning	Financial Risk to the NSW DoE	3	<ul style="list-style-type: none"> Budget planning completed and approved prior to event minimizing financial risks. Contingency built in and contractual agreements in place. Follow Arts Unit LAP financial process guidelines Have expenditure approved by line management. 	2	HSDF Committee	Prior and during
Event Planning	Failure of the duty of care for students involved in the event	3	<ul style="list-style-type: none"> Child protection strategy implemented All staff, contractors and supervisors to complete child protection clearances prior to the event Ensure that DoE staff are present at all times throughout Local area command notified if the event has large numbers of students and audience attending Adequate DoE supervision planned for the event at all times 	2	HSDF Committee	Prior and during
Child Protection						
Child Protection	Incorrect toilets used by adult visitors. Exposure to inappropriate conduct	6	<ul style="list-style-type: none"> Safety Induction Briefing Child Protection Policy Child Protection Guidelines <u>Working with Children Check (WWCC) guidelines</u> Amenities are allocated for visitors with clear signage 	4	HSDF Committee	Prior and during

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due
	and behaviour by adults		<ul style="list-style-type: none"> All visitors informed of location of 'adult toilets' as part of verbal Safety Induction Briefing during welcome speech Active supervision by staff Student buddy system in place for use of facilities Student awareness / stranger danger discussed prior to event All volunteers have completed Working with Children Checks for volunteers and Proof of Identity 			
Student supervision / Behaviour	Student in out-of-bounds areas Poor student behaviour Interpersonal issues	6	<ul style="list-style-type: none"> School Behaviour Code of Conduct Student Behaviour Support Plan Staff follow school guidelines for supervision of students Student's informed of the Behaviour Code of Conduct expected Student's behaviour expectations outlined morning of event Out-of-bound's areas monitored Student behaviour management plans are up to date and reviewed by all staff attending Known behaviours; current behaviour plan; communicated to all those who need to know Contingency plan in place for alternate activities or time out strategies that can be implemented if required 	4	HSDF Committee	Prior and during
Injury and emergency management	Injury or illness requiring first aid / emergency medical attention Anaphylaxis, allergies and other health conditions	9	<ul style="list-style-type: none"> Check that students who carry their own EpiPen or Ventolin have them with them before the camp begins well as their ASCIA/Emergency Response Plan. Incident Notification and Response Procedures Individual Health Care Plans Staff trained in first aid, CPR, emergency care, anaphylaxis and emergency response procedures Ensure staff and students are aware of emergency response procedures Identify students with known medical conditions and ensure appropriate medication/treatment is available (EpiPens, asthma puffers etc.) First Aid Kit is readily available and contains a general use EpiPen 	4	HSDF Committee	Prior and during

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due
			<ul style="list-style-type: none"> ASCIA plans and other emergency response plans for students are available to staff Report any serious injuries to the Incident Report and Support Hotline 1800 811 523 			
Student health care plans		9	<ul style="list-style-type: none"> Identify students with health conditions. ASCIA/Emergency Response Plans are attached and filed in excursion folder with the risk management plan. Identify students requiring medications Instructions re dosage etc filed in excursion folder with the risk management plan; medications to be stored securely; consumables eg gloves available for use; medication contained as purchased with pharmacy directions and dosage; consumables safely disposed of; a record of the administration of medications is completed. 	4	HSDF Committee	Prior and during
Event Specific						
NEX entry and exit Signing in and out of students	Student, teacher and parent safety of access to and egress from the premises	6	<ul style="list-style-type: none"> Advise all attending staff of the correct access and egress points. Venue foyer to stay clear of students and NOT be used as a meeting place for parents to allow freedom of movement. Teachers to manage supervision of students within NEX and on the footpath outside the front door. Map and Risk Assessment information and evacuation plan communicated to participating schools via teachers. All staff/ teachers/ parents advised of correct access and egress points Teachers to accompany students to and from venue. HSDF staff to sign in on arrival and direct to venue meeting place. Special Arrangements made for disabled students/visitors prior. 	4	HSDF Committee and all teachers	During
Rehearsal and Event	Physical injury to students whilst engaged in rehearsals and performances	6	<ul style="list-style-type: none"> Brief students at the beginning of rehearsals and performances to work within physical limitations. All students are to follow the staff instructions as per the rehearsal and performance process. 	4	HSDF Committee and all teachers	During

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due
			<ul style="list-style-type: none"> Students supervised throughout breaks/ in between shows by coordinating teacher/s. 			
Rehearsal and Event	Moving to and from the stage	6	<ul style="list-style-type: none"> Students prior to events are briefed on the movement to and from the stage space Students to move within the safe limits at all times Movement on and off performance areas contained and monitored Additional signage as required VET student assistance to monitor movement process 	4	HSDF Committee and all teachers	During
Rehearsal and Event	Walking to and from and around venue	6	<ul style="list-style-type: none"> Risk Assessment Information available on website and in Teachers Information Book prior Teachers and parents advised to closely supervise their groups and to exercise duty of care at all times. Teachers asked to advise parents of a safe collection point that is NOT the NEX foyer. Remain with students outside the front door on footpath during parent collection times. DoE staff and venue staff on hand until all students are collected. 	4	HSDF Committee and all teachers	During
Diet and food during excursions including eating out at different venues	Food services and facilities Food allergies	6	<ul style="list-style-type: none"> All food served handled hygienically; old food stuffs removed at the conclusion of meal times. Maintain supervision of students. Be aware of the possibility that a student who has previously been undiagnosed with anaphylaxis might have an allergic reaction. Use the general use adrenaline auto injector, such as EpiPen®, and contact an Ambulance immediately if a student shows symptoms of anaphylaxis. These symptoms are listed on the ASCIA action plan (general use) for autoinjector which should also be located in the first aid kit. 	4	HSDF Committee and all teachers	During
COVID-19 Smart Measures						
Physical distancing within spaces	Transmission of virus due to poor physical distancing	3	<ul style="list-style-type: none"> Maximum number of students per room will be maintained as per guidelines. Students will be encouraged to keep physical distances during break times and where possible in rehearsals 	2	HSDF Committee, supervising staff	During

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due
			<ul style="list-style-type: none"> Onsite staff to make periodic checks to ensure physical distancing rules maintained. Masks are suggested to be worn indoors, where practical and encouraged in outdoor settings when physical distancing is not possible. 			
Increased ventilation	Transmission of virus due to poor ventilation	3	<ul style="list-style-type: none"> Spaces used will be well ventilated with windows and doors opened. Groups will leave room for a short break to allow for an exchange of air in spaces. 	2	Venue staff, coordinating supervising staff	During
General Site maintenance	Transmission of virus	3	<ul style="list-style-type: none"> Hand sanitiser and masks available for use as required. Cleaners on site. Bins to be emptied daily. Students or staff that are exhibiting any flu like symptoms refused entry to the site. 	2	Venue	Prior/after
Venue WHS						
Access/Egress	Safety of access to and egress from the premises, including wheelchair access	6	<ul style="list-style-type: none"> Active personnel to assist access to venue Advise all attending staff of the correct access and egress points Special Arrangements made for disabled students/visitors prior. Use only recognized access points to related rooms on event site Keep access points clear Venue/setting clear to allow freedom of movement 	4	All staff	Prior and during
Venue -Lifting, trips and falls	Workplace Health and Safety related injury Back Strain Personal Injury	6	<ul style="list-style-type: none"> Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures. WHS manual handling guidelines adhered to by staff and students When group lifts are required they are to be controlled and supervised by competent staff members <u>STRETCH manual handling program</u> 	4	All staff	Prior/during /after
Venue	Damage to venue location facilities during event	6	<ul style="list-style-type: none"> Movement of equipment pre organised No public car parking allowed except in designated areas – signage in plac 	4	All staff	Prior / during / after

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due
			<ul style="list-style-type: none"> Participants and loading staff supervised by accompanying staff at all times Public access routes established and clearly marked Incident reporting 			
Venue – Electrical	Workplace Health and Safety related injury Shock or electrocution	9	<ul style="list-style-type: none"> All equipment checked regularly All electrical services installed by qualified electricians and independently checked All electrical equipment tagged and tested periodically according to schedule. All electrical equipment used supervised by staff WHS guidelines adhered to by staff and students 	3	All staff	Risk occurrence
Venue – Movement around venue	Workplace Health and Safety related injury Staff or visitor falls and hurts themselves	6	<ul style="list-style-type: none"> Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures. First Aid Kit provided and available on site Multiple phone available to call emergency service to attendance if necessary Accompanying staff to supervise visitors to site at all times 	4	All staff	On Arrival, during and after
Bump in and bump out	Damage to site facilities during event	6	<ul style="list-style-type: none"> All equipment installed by qualified staff Movement of oversized equipment done by qualified staff Access routes established, including wet weather alternatives Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures. Regular site inspections Incident reporting procedure established Visitors supervised. lifting equipment used where possible 	4	HSDF Committee	Risk occurrence
Venue	Inclement or hot weather	6	<ul style="list-style-type: none"> Provisions made and communicated to students as to arrangements for inclement weather Safe access available All staff on hand to assist Keep access points clear 	4	All staff	Prior and during
Emergency						

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due
Evacuation	Fire	6	<ul style="list-style-type: none"> Venue map and site-specific risk assessment information and evacuation plan communicated to participating schools Emergency Evacuation Plan and Assembly Points in place Documented procedures and risk assessment available to 4staff prior to the event and venue staff aware of DoE safety procedures. Mobile phones on hand to contact emergency services. On site fire extinguishers maintained to relevant regulations and standards by the venue On site first aid available All staff on hand to assist Call Incident Report & Support Hotline 1800 811 523 Contact student counsellors if required Contact staff EAP 1800 060 650 if required 	4	HSDF Committee and venue staff	Risk occurrence
Evacuation	Terrorism/Bomb	6	<ul style="list-style-type: none"> Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures. Security plan in place. Venue staff are trained in emergency procedures and comply with internal WHS procedures. Venue map and site-specific risk assessment information and evacuation plan communicated to participating schools Emergency Evacuation Plan and Assembly Points in place On site first aid available All staff on hand to assist Emergency Plan and procedures explained to participants by HSDF Committee Communication to Ambulance, Hospital, Fire Service readily on hand, and mobile phone communication available – call 000 Call Incident Report & Support Hotline 1800 811 523 Contact staff EAP 1800 060 650 if required 	4	HSDF Committee and venue staff	Risk occurrence
Lockdown	External Threat	6	<ul style="list-style-type: none"> Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures. Venue map and site-specific risk assessment information and evacuation plan communicated to participating schools 	4	HSDF Committee and venue staff	Risk occurrence

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due
			<ul style="list-style-type: none"> • Staff familiar with the lockdown procedures of the venue • On site first aid available • All staff on hand to assist • Emergency Plan and procedures explained to participants by HSDF Committee • Communication to Ambulance, Hospital, Fire Service readily on hand, and mobile phone available – call 000 • Call Incident Report & Support Hotline 1800 811 523 • Contact staff EAP 1800 060 650 if required 			
Publicity and Media						
Social Media	Social Media and photography	3	<ul style="list-style-type: none"> • Visitors advised to refrain from using texts and images on social media that may be harmful to the reputation of the DoE and others. • No electronic devices are to be used in the venue without DoE staff permission. • Students will be advised to refrain from using images and text on social media that may be harmful to the reputation of the DoE and or other students. • Vigilance and education 	2	All staff	Prior / during / after

Risk matrix and evaluation

Table 1: THE WHS RISK MATRIX

LIKELIHOOD (Probability)		CONSEQUENCE (Severity)				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Critical 5
		No treatment required.	Injury/illness requiring first aid treatment only.	Injury/illness requiring hospitalisation on going treatment.	Life-threatening injury/illness or multiple hospitalisations.	Death or multiple life-threatening injuries.
Almost certain 5	Expected to occur in most circumstances.	MEDIUM 5	HIGH 10	EXTREME 15	EXTREME 20	EXTREME 25
Likely 4	High probability of occurring in most circumstances.	MEDIUM 4	MEDIUM 8	HIGH 12	EXTREME 16	EXTREME 20
Possible 3	Might occur occasionally.	LOW 3	MEDIUM 6	HIGH 9	HIGH 12	EXTREME 15
Unlikely 2	Could occur at some time, doubtful.	LOW 2	MEDIUM 4	MEDIUM 6	MEDIUM 8	HIGH 10
Rare 1	May occur but only in exceptional circumstances.	LOW 1	LOW 2	LOW 3	MEDIUM 4	MEDIUM 5

Table 2: WHS Risk Evaluation

Risk level	Acceptability	Priority for action to control risk	Sign-Off Authority: Schools	Sign-Off Authority: Other workplace
Low 1-3	Acceptable	PROCEED while monitoring existing controls. Manage the exposure to the hazard using existing procedures in consultation with workers and respond to any changes.	School Principal or delegate	Immediate Supervisor or Workplace Manager
Medium 4-8	Tolerable	PROCEED with the activity and/or allow the hazard to persist only after identifying and implementing any additional controls reasonably practicable. Monitor all controls and manage the exposure to the hazard using existing procedures in consultation with workers and respond to any changes.	School Principal or delegate	Senior Manager or Director
High 9-14	Unacceptable	DO NOT PROCEED and/or allow the hazard to persist until all risks/hazards are identified and the most effective control methods are documented in a risk assessment. Seek support from the workplace manager and WHS Advisor or the Incident Report and Support Hotline.	Principal to sign off. Principal to talk to staff about eliminating or reducing the risk, and contact: <ul style="list-style-type: none"> Health, Safety & Staff Wellbeing Directorate for review Legal as required. 	Executive Director or delegate to talk to staff about eliminating or reducing the risk and contact: <ul style="list-style-type: none"> Health, Safety & Staff Wellbeing Directorate for review Legal as required.
Extreme 15+	Unacceptable	STOP IMMEDIATELY and contact your WHS Advisor or the Incident Report and Support Hotline to plan a coordinated response in consultation with key subject matter experts to eliminate or control exposure to the hazard.	Principal to advise staff about eliminating or reducing the risk, and contact: <ul style="list-style-type: none"> Director Educational Leadership for review Health, Safety & Staff Wellbeing Directorate for review Legal as required. 	Executive Director or delegate to advise staff about eliminating or reducing the risk, and contact: <ul style="list-style-type: none"> Health, Safety & Staff Wellbeing Directorate for review Legal as required.

Hierarchy of controls

CONTROL	EFFECTIVENESS	DESCRIPTION	EXAMPLES
ELIMINATION	BEST	Eliminate the hazard entirely.	Eliminating the risk of a fall from height by doing the work at ground level.
SUBSTITUTION	VERY GOOD	Substitute the hazard with safer options.	Replacing hazardous cleaning chemicals with equivalent non-toxic products.
ISOLATION	GOOD	Isolate the hazard from causing harm.	Placing a barrier around an area of wet floor as a slipping hazard.
ENGINEERING	GOOD	Use engineering controls to reduce the risk.	Installing guards, rails, or handrails to prevent falls.
ADMINISTRATIVE	POOR	Administrate and document safe work practices.	Training workers in safe work procedures, Safe Operating Procedures.
PPE	WORST	Protect workers with Personal Protective Equipment (PPE).	Providing goggles and gloves to people handling hazardous chemicals.

Need help?

Speak to your [Work Health Safety Advisor](#) for support and advice or contact the Incident Report and Support Hotline on **1800 811 523**.