

Risk assessment plan

Venue	Mildura Arts Centre	Program	Pulse Sunraysia
Venue address	199 Cureton Ave, Mildura VIC 3500	Program date/s	3 April 2025
Venue contact name	Marion Lee	TAU Coordinator	Peter Hayward
Venue contact email & phone	marion.lee@mildura.vic.gov.au 03 5018 8328	TAU Coordinator number	peter.s.hayward@det.nsw.edu.au 0401 132 410
Venue Public Liability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Student details	Pulse Alive touring students and local students from participating schools
Accompanying Staff	Simon Kermode, Cheryl Walker, Sarah Armour	Review date	25/06/2024

Assessed by	Peter Hayward	Role	Arts Coordination Officer	Signature		Date	17 February 2025
Approved by	Simom Kermode	Role	Student Access and Engagement Advisor	Signature		Date	17 February 2025

Relevant information attached (Venue Map, Evacuation Procedures, Venue Risk Assessment, Public Liability)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any assessed risks after controls that need to be escalated?	<input type="checkbox"/> Yes <input 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	Coordinator	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	Coordinator	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	Coordinator	Prior and during
Child Protection						
Child Protection	Incorrect toilets used by adult visitors. Exposure to inappropriate conduct and behaviour by adults	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	Coordinator	Prior and during

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due
			<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	<p>Student in out-of-bounds areas Poor student behaviour</p> <p>Interpersonal issues</p>	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	Coordinator	Prior and during
Injury and emergency management	<p>Injury or illness requiring first aid / emergency medical attention</p> <p>Anaphylaxis, allergies and other health conditions</p>	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	Coordinator	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 e.g. 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	Coordinator	Prior and during
Event Specific						
Pulse Sunraysia rehearsals and performances	Physical injury to students whilst engaged in rehearsals or performance	6	<ul style="list-style-type: none"> • Brief students at the beginning of rehearsals, performances to work within physical limitations. • All students are to follow the coordinators' instructions as per the festival code of conduct. • Brief tutors on the nature of the students they will be working with. • Teachers informed that no student is to be performing unless directed to by their coordinator at all times. • All workshop groups to have staff from participating schools share the duty of care of all students. • Schools to ensure they have their staff in particular workshops where students from the school require extra support. 	3	Coordinator	Prior / 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 by their teachers. 			
Pulse Sunraysia rehearsals and performances	Performance activities	6	<ul style="list-style-type: none"> Students prior to events are briefed on the task and given time to rehearse in the performance environment Students to work within the safe limits of their artform Movement on and off performance areas contained and monitored by staff and crew Teachers to remain with their school group at all times. 	3	All staff	Prior / During
Pulse Sunraysia rehearsals and performances	Current medical conditions of participants	6	<ul style="list-style-type: none"> DoE staff have relevant training allowing them to carry out emergency CPR or anaphylaxis treatment and/or use of EpiPen. Supervising teachers responsible for any students within their group with special medical needs – follow Department Excursion Policy. First aid kit, including EpiPen on hand backstage. Schools to identify to PFW staff students with a particular medical condition. Emergency numbers on hand. 	3	All staff	Prior / During
Pulse Sunraysia rehearsals and performances	Provision of an emergency response	6	<ul style="list-style-type: none"> Students diagnosed as being at risk of anaphylaxis have ASCIA action plan for Anaphylaxis and adrenaline auto injector stored together in an accessible location, known to supervising teacher. Student on individual health care plans are identified to staff and a copy of their ASCIA plan is attached to the student roll for their school. Be aware of the possibility that a student might have an allergic reaction. Use the general use adrenaline auto injector in first aid kit if necessary 	3	All staff	Prior / During

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due
Pulse Sunraysia rehearsals and performances	Walking to and from and around venue – building site, vehicles, uneven footpaths and pollen from trees.	6	<ul style="list-style-type: none"> ● Risk assessment Information available prior ● Teachers and school supervisors 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. DoE staff and venue staff on hand until all students are collected. 	3	All staff	Prior / During
Pulse Sunraysia rehearsals and performances	Theft	6	<ul style="list-style-type: none"> ● Students are advised to bring only essential items to the venue. ● Participants are responsible for any valuable item brought into the venue ● Supervision rosters for the event 	3	All staff	Prior / During
Pulse Sunraysia rehearsals and performances	Risk 1: injury Risk 2 Asthma Risk 3: Dehydration Risk 4: Vomiting	6	<ul style="list-style-type: none"> ● Follow all Covid Safe procedures related to illness ● First aid kit available to treat minor injuries. ● Event staff on hand to assist ● Emergency numbers on hand. ● Students informed of safe dance practice, sprung floor to mitigate slips, first aid on site if needed ● Students reminded to re hydrate, bring bottled water and water is available to re fill bottles when needed. ● Teachers to check students have their regular asthma medication / treatment plan/ Ventolin as required ● Teachers advised to not bring any students to the theatre with signs of illness ● Parents are to be called to pick up students who show signs of illness during the event ● An isolation room will be available for any students who become unwell to stay in until parents collect them. 	3	DoE Staff	Prior / During

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due
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 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. 	2	Coordinator, supervising staff	During
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	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. 	4	All staff	Prior/during /after

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due
	Back Strain Personal Injury		<ul style="list-style-type: none"> 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> 			
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 place Participants and loading staff supervised by accompanying staff at all times Public access routes established and clearly marked Incident reporting 	4	All staff	Prior / during / after
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 	4	Coordinator	Risk occurrence

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due
			<ul style="list-style-type: none"> ● Incident reporting procedure established ● Visitors supervised. ● lifting equipment used where possible 			
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						
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 staff 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 <ul style="list-style-type: none"> ● 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	Coordinator 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 <ul style="list-style-type: none"> ● On site first aid available ● All staff on hand to assist 	4	Coordinator 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"> Emergency Plan and procedures explained to participants by coordinator 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 			
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 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 coordinator 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 	4	Coordinator and venue staff	Risk occurrence
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.