

## Event Risk Management Plan Proforma

<b>Department Name</b>	LNC Dance Festival	<b>Manager</b>	Julia Livingston
<b>Event Description and Location</b>	LNC Dance Festival, Glasshouse, Port Macquarie		
<b>Dates</b>	17 <sup>th</sup> – 20 <sup>st</sup> June 2019	<b>Student Years / Number</b>	K-12
<b>Coordinator</b>	Julia Livingston	<b>Program</b>	Dance
<b>Contact Numbers</b>	Work Mobile 0412721762	<b>Venue Risk Assessment</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Accompanying Staff</b>	Peta Harris Stage Manager 0427818284 Renee Marchment Front of House Manager 0438843247 Jacyntha Moylan 0413879231		
<b>Plan for online distribution of RA</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Currently live on line</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

		Likelihood Rating			
<b>Extreme Risk</b>	1	Action to rectify the risk should commence immediately	<b>Almost Certain</b>	1	The identified risk is almost certain to occur
<b>High Risk</b>	2	Action to rectify the risk should commence immediately	<b>Likely</b>	2	There is a distinct and real likelihood for the identified risk to occur
<b>Medium Risk</b>	3	Action to rectify risk should occur in immediate future	<b>Possible</b>	3	There is a possibility for the identified risk to occur on some occasions
<b>Low Risk</b>	4	Action to rectify risk should occur when risk occurs	<b>Unlikely</b>	4	It is unlikely but possible for the identified risk to occur
<b>Minimal Risk</b>	5	Action to rectify risk should occur when risk occurs	<b>Rare</b>	5	The occurrence of the identified risk is rare and very unlikely to occur
<b>No Risk</b>	6	No further action to rectify risk necessary	<b>No Likelihood</b>	6	No further action to rectify risk necessary

## Risk Management Plan Proforma: Event / Excursion / Tour

Activity	Hazard Identification & Associated Risk Relate to Type/Cause List	Risk Asses. Rating use matrix	L'Hood Rating use matrix	Elimination or Control Measures	Assess Risk After Control use matrix	Risk Owner	When
Event Planning	<ul style="list-style-type: none"> <li>Damage to the reputation of the Department (C,D)</li> </ul>	3	5	<ul style="list-style-type: none"> <li>Project plan approved prior to LNC Dance Festival including at coordination and implementation stages and monitoring throughout the event</li> <li>Department of Education Policies and Procedures adhered to</li> </ul>	5	Julia Livingston & Committee	Prior & during LNC Dance Festival
Event Planning	<ul style="list-style-type: none"> <li>Financial risk to the Department (C,G)</li> </ul>	3	5	<ul style="list-style-type: none"> <li>Budget planning done prior to the LNC Dance Festival, minimising financial risks</li> <li>Contractual arrangements in place with the venue and employed service providers</li> </ul>	5	Julia Livingston Dance Festival Committee	Prior & during LNC Dance Festival

Child Protection Threat by Others	<ul style="list-style-type: none"> <li>Personal threat to any child involved in the event (I)</li> </ul>	4	5	<ul style="list-style-type: none"> <li>Keeping Them Safe (Child Protection-Working with Children) strategy developed and implemented – All staff members completed child protection documentation (Working with Children Checks; Employment Screening)</li> <li>Individual schools to ensure all personnel involved with schools' performances have current WWC certificate</li> <li>Only teachers/support personnel who have signed in permitted in holding/backstage areas</li> <li>Teacher and coordinator vigilance</li> <li>Public areas well lit</li> <li>Frequent patrols by back stage staff</li> <li>Glasshouse security measures adhered to</li> </ul>	5	Julia Livingston Peta Harris Schools' Supervision staff Glasshouse Venue Supervisors	Prior & during LNC Dance Festival
Child Protection Supervision	<ul style="list-style-type: none"> <li>Injury of students due to poor supervision (I)</li> </ul>	4	5	<ul style="list-style-type: none"> <li>Keeping Them Safe (Child Protection) strategy developed and implemented</li> <li>Teacher and coordinator vigilance- all staff completed child protection documentation (Working with Children Checks; Employment Screening)</li> <li>Schools to send adequate staffing to supervise students</li> <li>All students to remain in the direct supervision of their teachers at all times</li> <li>LNC Dance Festival monitored by assigned staff and coordinators</li> <li>Glasshouse first aid kit on hand at all times</li> <li>All schools to bring own first aid kits/epipens and action plans and medical/emergency details for all student</li> <li>Coordinator trained in first aid; emergency care</li> <li>Appointment of First Aid Officer (Renee</li> </ul>	5	Julia Livingston Peta Harris Renee Marchment Schools' Supervision staff Glasshouse Staff	Prior & during LNC Dance Festival

Arrival at Venues	<ul style="list-style-type: none"> <li>Physical injury to students</li> <li>Sign on procedures in place</li> <li>Wheelchair access (1)</li> </ul>	4	5	<ul style="list-style-type: none"> <li>Parents/teachers advised to deliver and collect their students</li> <li>Parents/teachers advised of the safe drop off and collection points</li> <li>Teachers/coordinators sign in groups, and receive teacher passes which must be worn</li> <li>Staff orientation of venue (Glasshouse)</li> <li>All students are to remain in the direct supervision of their teachers at all times</li> <li>Security measures implemented through adhering to Glasshouse security and WHS procedures</li> <li>Glasshouse provides wheelchair access</li> </ul>	5	<p>Julia Livingston</p> <p>Peta Harris</p> <p>Renee Marchment</p> <p>School staff/supervisors</p>	Prior & during LNC Dance Festival
Departure from venues	<ul style="list-style-type: none"> <li>Physical injury to students</li> <li>Sign out procedures in place (1)</li> </ul>	4	5	<ul style="list-style-type: none"> <li>All schools notified of parent meeting point after shows. Schools notify parents of collection points</li> <li>Staff completes sign out roll and hand it to LNC Dance Festival crew upon exit</li> <li>Parents asked to supply names of individuals to students' teachers where alternate arrangements for student collection are undertaken- if not collecting themselves. Teachers to accompany student to be collected.</li> <li>Teachers/coordinators to remain responsible for their students until collected</li> <li>Glasshouse staff and Dance Fest crew ensure that all students and staff have left the venue</li> </ul>	5	<p>Julia Livingston</p> <p>School group supervisors/teachers</p>	Prior & during LNC Dance Festival

LNC Dance Festival	<ul style="list-style-type: none"> <li>• Current medical conditions of participants (1)</li> </ul>	2	3	<ul style="list-style-type: none"> <li>• Individual schools responsible for the collection of medical information forms from all participating students indicating any current medical conditions that may need special attention during the Dance Festival and provide necessary support/supervision</li> <li>• Schools to confirm appropriate food with parents/carers for students with allergies</li> <li>• Coordinators with anaphylactic students in their groups are requested to maintain constant and immediate adult supervision during the Dance Festival and ensure EpiPen and ASCIA Action Plan is carried at all times</li> <li>• Discuss with students the importance of only eating their own food. Teacher trained in the use of an EpiPen/Anapen attends if there are anaphylactic students attending the Dance Festival</li> <li>• Schools ensure staff are trained in asthma first aid</li> <li>• First Aid Kit located at Front of House</li> <li>• All schools to carry their own First Aid Kit</li> <li>• Schools ensure staff are trained in first aid; emergency care</li> <li>• School coordinators to attend to specific needs of students - parents/emergency contacts of students current</li> </ul>	5	<p>School staff</p> <p>Julia Livingston</p> <p>Peta Harris</p> <p>Renee Marchment</p> <p>Glasshouse staff</p>	Prior & during LNC Dance Festival
LNC Dance Festival	<ul style="list-style-type: none"> <li>• Physical injury to students whilst engaged in rehearsals, performances and workshops (1)</li> </ul>	4	3	<ul style="list-style-type: none"> <li>• Brief students at the beginning of rehearsals, performances to work within physical limitations and safety guidelines</li> <li>• School coordinators to accompany students to and from stage area, ensuring safety</li> </ul>	5	Julia Livingston	Prior & during LNC Dance Festival

LNC Dance Festival	<ul style="list-style-type: none"> <li>Injuries caused by evacuation of venue (1)</li> </ul>	4	5	<ul style="list-style-type: none"> <li>Glasshouse Evacuation Plan received and information disseminated to production crew and staff at induction meeting and emailed prior to the event.</li> <li>Venue Evacuation policies and procedures explained to teachers through an online powerpoint to be completed prior to Dance Festival</li> <li>Safety Briefing brochure signed by all staff and returned to Glasshouse security team</li> </ul>	5	Julia Livingston Peta Harris Renee Marchment Glasshouse staff School Security and Response Line 1300363778 Emergency Services 000	LNC Dance Festival
LNC Dance Festival	<ul style="list-style-type: none"> <li>Emergency service attendance required (Police, Ambulance, Fire) (1)</li> </ul>	4	5	<ul style="list-style-type: none"> <li>Multiple telephones including mobile phones available to contact emergency services.</li> <li>Clear access routes maintained</li> <li>Glasshouse Venue procedures followed</li> </ul>	5	All staff Glasshouse School Security and Response Line 1300363778 Emergency Services 000	LNC Dance Festival
LNC Dance Festival	<ul style="list-style-type: none"> <li>Fire (1)</li> </ul>	4	5	<ul style="list-style-type: none"> <li>On site fire extinguishers maintained to relevant regulations and standards by venue</li> <li>Fire procedures indicated on Evacuation Plan clearly marked</li> <li>Follow the instructions of Glasshouse Venue Supervisors and staff</li> </ul>	5	Julia Livingston Peta Harris Renee Marchment Glasshouse School Security and Response Line 1300363778 Emergency Services 000	LNC Dance Festival and rehearsal sessions

LNC Dance Festival	<ul style="list-style-type: none"> <li>Power Failure (1)</li> </ul>	4	5	<ul style="list-style-type: none"> <li>Independent backup emergency lighting available and tested by venue</li> </ul>	5	Glasshouse	LNC Dance Festival
LNC Dance Festival and associated workshops	<ul style="list-style-type: none"> <li>Trip and similar Hazards (1)</li> </ul>	4	5	<ul style="list-style-type: none"> <li>Public entrance areas to be kept clear at all times</li> <li>Venue staff to clear all trip hazards from the rehearsal area</li> <li>Technical suppliers to ensure that all cabling is secure and free of trip hazards</li> <li>Lighting provided backstage for performers</li> <li>Accompanying staff to supervise students at all times</li> <li>First aid officer available for immediate</li> </ul>	5	Julia Livingston Peta Harris Renee Marchment Glasshouse Crew	LNC Dance Festival
LNC Dance Festival	<ul style="list-style-type: none"> <li>Workplace Health &amp; Safety related injury (1)</li> </ul>	3	5	<ul style="list-style-type: none"> <li>WH&amp;S Guidelines for Entertainment Industry followed as applicable (as developed by the Australian Entertainment Industry &amp; the Media Alliance)</li> <li>WH&amp;S guidelines adhered to by all involved in the LNC Dance Festival</li> <li>Documented procedures and risk assessment available to staff prior to rehearsal</li> <li>Venue staff conversant with procedures</li> <li>Students supervised at all times by accompanying staff</li> </ul>	5	Julia Livingston Peta Harris Renee Marchment School group supervisors/ teachers	LNC Dance Festival

Venue and safety information reviewed and attached: Yes  No

Plan prepared by: Peta Harris, Julia Livingston and Jacyntha Moylan Position: LNC Dance Festival Committee

Date: 31/5/2019

Prepared in consultation with: Renee Marchment, Jock Garven Communicated to: All participants

NOTE: ARE THERE ANY ASSESSED RISKS AFTER CONTROLS AT A MEDIUM OR HIGHER LEVEL TO BE ESCALLATED?

Yes No

Coordinator / Date

Endorsed / Date

Manager/ Date

**Monitor and Review** - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

### \*Type Cause Table

A	<b>Service Delivery</b>	Operational risks to the delivery of services
B	<b>Human Resources</b>	Staffing
C	<b>Stakeholder</b>	Risks to the stakeholders of the event, program, unit, Department
D	<b>Reputation</b>	Possible risks to the reputation to the department
E	<b>Business Continuity</b>	Possible risk to the business continuity of the program/event
F	<b>Corruption and Fraud</b>	Risks associated with possible corruption and fraud
G	<b>Financial</b>	Financial risk to the event, program, unit, Department
H	<b>Legal and Legislative</b>	Including contractual risk to the Department
I	<b>Health and Safety</b>	WHS risks
J	<b>Security</b>	Operational risks