



PRINCIPLE RISK ASSESSMENT FOR AFFILIATING STUDENT THEATRE GROUPS

Student Theatre Group Completes:

<u>STG NAME:</u>	<u>DATE:</u> <i>(date last edited)</i>	<u>VERSION NO:</u> <i>(e.g. v 2.0 - version number should be updated every time the assessment is edited or reviewed)</i>	<u>REVIEW DATE:</u> 12 months from version date
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UHT Production Completes:

<u>APPROVED BY:</u>	<u>PHONE:</u> (03) 8344 4839	<u>EMAIL:</u> production@union.unimelb.edu.au	<u>APPROVED DATE:</u>
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PURPOSE OF THE PRINCIPLE RISK ASSESSMENT

Union House Theatre (UHT) adopts best practice and as such our risk management policies aim to ensure Student Theatre Group activity remains as safe as possible. Completing a Principle Risk Assessment is a crucial step in that process, not just when affiliating with UHT, but as standard practice across the live performance and events industry. This document is designed to record the identification and assessment of the risks inherent in the day-to-day operations of a Student Theatre Group, and serves as a tool towards minimizing the impact of those risks. It is designed to make you think about how what you do exposes you to risk, and how you can control the circumstances around which you engage with that risk. It encompasses not only physical risks from theatre activities, but also reputational, financial, and environmental risks involved in managing any organization.

Many risks have already been identified by UHT and mandatory control measures documented in this assessment, but you should add additional risks that are specific to the way in which your Student Theatre Group operates. A completed Principle Risk Assessment will provide a guideline of best practice for all members of your Student Theatre Group and become a point of reference whenever new activities or processes are begun. Additional detailed activity-specific Risk Assessments are required whenever planning complicated activities, such as staging a production.

The Principle Risk Assessment should be completed by your Student Theatre Group's committee – (President, Secretary and Treasurer) as the final step of the affiliation process, and reviewed and updated at least each time you re-affiliate. However, the Risk Assessment should be continually updated and reviewed each time new activities are planned or risks identified that aren't covered in the assessment. This Risk Assessment will require approval from UHT before your affiliation is completed.

To complete this Risk Assessment, read through the definitions and explanations in Steps 1 – 4, and then work through completing all fields of the form.

For help or advice on completing this Risk Assessment, please reach out to UHT Production: production@union.unimelb.edu.au

STEP 1: ENTER INFORMATION ABOUT THE PERSONS COMPLETING THIS ASSESSMENT

RISK ASSESSMENT COMPLETED BY (PRINT NAME)	SIGNED	ROLE IN STUDENT THEATRE GROUP	CONTACT EMAIL

PERSONS CONSULTED DURING ASSESSMENT PROCESS (PRINT NAMES)	ROLE IN STUDENT THEATE GROUP

PERSONS RESPONSIBLE FOR CONTROL IMPLEMENTATION	ROLE IN STG	RISK NUMBER/S	CONTACT EMAIL
<i>e.g. Jane Doe</i>	<i>e.g. Secretary</i>	<i>e.g. 5; 8</i>	<i>e.g. jane.doe@student.unimelb.edu.au</i>

STEP 2: UNDERSTAND THE RISK RATING MATRIX AND DEFINITIONS

THE RISK RATING MATRIX

This Matrix is used to assign a 'Risk Score' to each identified risk, by cross-referencing the likelihood of a risk to occur against the consequence (human or otherwise) of it occurring and assigning a score, eg. *C2 Medium*.

		CONSEQUENCE OF OCCURENCE				
		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Severe (5)
LIKELIHOOD OF OCCURENCE	Almost certain (A)	Medium	High	High	Extreme	Extreme
	Likely (B)	Medium	Medium	High	Extreme	Extreme
	Possible (C)	Low	Medium	Medium	High	Extreme
	Unlikely (D)	Low	Low	Medium	High	High
	Rare (E)	Low	Low	Low	Medium	High

DEFINITIONS

LIKELIHOOD OF OCCURENCE	
Almost certain (A)	Will occur in most circumstances when the activity is undertaken (greater than 90% chance of occurring)
Likely (B)	Will probably occur in most circumstances when the activity is undertaken (51% to 90% chance of occurring)
Possible (C)	Might occur when the activity is undertaken (21% to 50% chance of occurring)
Unlikely (D)	Could happen at some time when the activity is undertaken (1% to 20% chance of occurring)
Rare (E)	May happen only in exceptional circumstances when the activity is undertaken (less than 1% chance of occurring)

CONSEQUENCE OF OCCURENCE					
Consequence	Human	Environmental	Production Interruption	Financial	Public Image & Reputation
<i>Insignificant (1)</i>	First aid treatment, minor injury, no time off work	Brief, nonhazardous, transient pollution	Negligible impact, brief reduction/loss of production activity 2-12 hours	Up to \$20,000	Resolved in day-to-day management
<i>Minor (2)</i>	Single occurrence of medical treatment, minor injury, no time off work	Remote, temporary pollution	Brief production activity interruption	Up to \$200,000	Member of the public complaint
<i>Moderate (3)</i>	Multiple medical treatments, non-permanent injury, less than 10 days off work	Residual pollution requiring clean-up work	Temporary, recoverable production activity failure	Up to \$1,000,000	Local community concern
<i>Major (4)</i>	Extensive injuries requiring medical treatment (e.g. surgery), serious or permanent injury/illness, greater than 10 days off work	Harm requiring restorative work	Production element or provider needs to be replaced	Up to \$10,000,000	State-wide concern/exposure
<i>Severe (5)</i>	Severe injury/illness requiring life support, actual or potential fatality, greater than 250 days off work	Irreversible damage	Essential production element failure, or key revenue-generating activity removed	Above \$20,000,000	National and international concern/exposure

RISK RATING ACTION

What is an acceptable level of risk? Use this table as a guideline, but always make your own judgement based on the specific circumstances. If a risk is not acceptable, the action relating to that risk must stop until controls can be put in place to manage the risk.

Risk Acceptance Guide		Action	Recommended action time frame
Extreme	Not acceptable	<ul style="list-style-type: none"> - Cease or isolate source of risk - Implement further risk controls - Monitor, review, and document controls 	<ul style="list-style-type: none"> - Immediate - Before the next occurrence - Ongoing
High	Generally (in most circumstances) not acceptable	<ul style="list-style-type: none"> - Implement risk controls - Monitor, review, and document controls 	<ul style="list-style-type: none"> - Before the next occurrence - Ongoing
Medium	Generally (in most circumstances) acceptable	<ul style="list-style-type: none"> - Implement risk controls if reasonably practicable - Monitor, review, and document controls 	<ul style="list-style-type: none"> - As soon as reasonably practicable - Ongoing
Low	Acceptable	<ul style="list-style-type: none"> - Monitor and review 	<ul style="list-style-type: none"> - Ongoing

STEP 3: UNDERSTAND THE CONTROL HIERARCHY

The Control Hierarchy is a list of types of controls that can be implemented to eliminate or minimize a risk. They are listed below in priority order. Always attempt to control a risk with the highest priority control first if feasible, before moving down the hierarchy.

Priority	Control type	Shorthand	Description
1	Elimination of risk element	El	Avoid the risk by removing the risk source element completely
2	Substitution	S	Use less hazardous procedure/substances equipment/process
3	Isolation	Is	Separate the process using design, barriers, enclosures, or distance
4	Engineering Controls	En	Mechanical/physical changes to equipment/materials/process
5	Administrative Controls	A	Change procedures & design to reduce exposure to a risk source element
6	Personal Protective Equipment	PPE	Gloves, hats, boots, goggles, masks, clothing, etc.

STEP 4: COMPLETE THE RISK ASSESSMENT

In this Risk Assessment, Risks have been broken up into the following categories:

- Environmental (related to how the group deals with risks in or to the environment around them)
- Operational, Governance, and Reputational (related to how the group governs itself, its finances, reputation, and policies)
- Productions, Rehearsals, and Other Activities (related to how the group deals with risks related to putting on shows and events)

The Risk Assessment table looks like the table below. Many risks are pre-filled and assessed with mandatory controls your group needs to implement. You then need to decide if the controls are adequate for your group, and name who in the group is responsible for managing each risk.

Risk Source (Hazard)	Risk	Risk Rating	Controls	Accept / Reject?	Responsibility
What is the origin of the risk, i.e. the hazard? E.g. low light	What could happen? E.g. bumping into things	Use the Risk Matrix to determine a Risk Score, e.g. C2 Medium	<p>REQUIRED: Methods for controlling the risk that UHT requires be in place for the activity.</p> <p>ADDITIONAL: Explain addition ways to control the risk that your group could implement, e.g. your own policies</p>	Decide whether the controls have reduce the risk level to a point that you are comfortable with	Who will be responsible for ensuring controls are implemented and monitoring this risk?

RISK ASSESSMENT

Risk Source (Hazard)	Risk	Risk Rating	Controls	Accept / Reject	Responsibility	
ENVIRONMENTAL						
1	Packaging, promotional material and documents, sets, costume and prop materials	Negative environmental impact Pollution of streets and waterways Excessive waste	B2 Medium	REQUIRED: Pre-project planning to ensure life of materials post-use is considered. Ensuring any set items, costumes, props, promotional materials, etc. constructed or purchased for the production or event have a planned further use that does not involve disposal or dumping. Pre project planning to reduce amount of waste generated by projects and related promotions Utilise pre-existing recycling facilities and identify other methods of re-use and re-purposing Where possible ensure all disposable products purchased are able to be recycled.	Do the controls reduce the risk to an acceptable level? YES NO	Who in the STG is responsible for ensuring controls are employed? Write their name/s and role/s:
CAN YOU INTRODUCE ANY ADDITIONAL CONTROLS?				Why / Why Not?		

Risk Source (Hazard)	Risk	Risk Rating	Controls	Accept / Reject	Responsibility	
2	<p>Hazardous materials and storage</p> <p>(such as cleaning products used in rehearsal spaces or paint and adhesives used to make props)</p>	<p>Potential injuries to public and staff</p> <p>Pollution of environment</p> <p>Fire</p> <p>Toxicity</p>	<p>D2 Low</p>	<p>REQUIRED:</p> <p>Use UHT-controlled chemicals in Set Workshop where feasible, limit need for STG to control own chemicals</p> <p>No chemicals of any sort are to be handled or stored by the STG on campus without:</p> <p>Relevant Material Safety Data Sheet registered with UHT (MSDS – this is a document that informs you of how hazardous a material is, and how to use, store and dispose of it safely)</p> <p>To be stored in the correct containers in the correct manner as per local legislation.</p> <p>PPE to be used when handling materials as dictated by MSDS.</p> <p>To be disposed of as dictated in the MSDS</p> <p>CAN YOU INTRODUCE ANY ADDITIONAL CONTROLS?</p>	<p>Do the controls reduce the risk to an acceptable level?</p> <p>YES</p> <p>NO</p> <hr/> <p>Why / Why Not?</p>	<p>Who in the STG is responsible for ensuring controls are employed?</p> <p>Write their name/s and role/s:</p>

Risk Source (Hazard)	Risk	Risk Rating	Controls	Accept / Reject	Responsibility
3	Hygiene, infection control and response Potential illness of group members, activity participants or other users of shared facilities Anxiety Pollution	C3 Medium	REQUIRED: Wearing of masks as recommended Group members to develop daily cleaning routine of shared equipment and common areas Group members to adhere to physical distancing measures as recommended Hand sanitiser to be provided by STG for distribution in shared group settings Group members encouraged to stay at home when sick and be tested for Covid 19 if they present with any symptoms. Group members do not return to activities until a negative Covid result is returned.	Do the controls reduce the risk to an acceptable level? YES NO	Who in the STG is responsible for ensuring controls are employed? Write their name/s and role/s:
			CAN YOU INTRODUCE ANY ADDITIONAL CONTROLS?	Why / Why Not?	

Risk Source (Hazard)	Risk	Risk Rating	Controls	Accept / Reject	Responsibility	
OPERATIONAL, GOVERNANCE, AND REPUTATIONAL						
4	Alcohol and drugs	Disruptive behavior Negative impact on wellbeing Contravention of Responsible Service of Alcohol laws Heightened risk of injury or incident due to intoxication	C4 High	REQUIRED: STGs are bound by UMSU’s policies on alcohol consumption and use. No group members or other contributors are to be under the influence of alcohol or drugs while conducting group business or attending any meeting, rehearsal, or performance venues. STG committee members shall take responsibility for removing any such persons from the activity and where possible ensuring their safety. Student Theatre Groups shall not freely distribute alcohol for consumption on or off premises.	Do the controls reduce the risk to an acceptable level? YES NO	Who in the STG is responsible for ensuring controls are employed? Write their name/s and role/s:
				CAN YOU INTRODUCE ANY ADDITIONAL CONTROLS?	Why / Why Not?	

Risk Source (Hazard)	Risk	Risk Rating	Controls	Accept / Reject	Responsibility
5	Accessibility to membership and activities Unable to access activity location Unable to see in low light Unable to hear or lip read Unable to read information and instructions Bodily injury Anxiety	C3 Medium	REQUIRED: Select meeting and rehearsal venues to maximize accessibility Clear communication of address including details of public transport, road closures, car parking, drop off and pick up points, tram services, bus services & taxi ranks as appropriate Ensure accessibility toilets are available when possible. Consider accessible captioning, audio description and Auslan provisions whenever possible or practicable Use large clear fonts for written information Meetings and rehearsals to conclude on time to allow members time to catch trains etc Ensure venues chosen allows enough space for activity Consider location and timing of meetings and rehearsals to ensure safe access and egress from area <ul style="list-style-type: none"> • Consider darkness / illumination levels • Consider isolation of location Consider travel distance for all persons	Do the controls reduce the risk to an acceptable level? YES NO	Who in the STG is responsible for ensuring controls are employed? Write their name/s and role/s:
			CAN YOU INTRODUCE ANY ADDITIONAL CONTROLS?	Why / Why Not?	

Risk Source (Hazard)	Risk	Risk Rating	Controls	Accept / Reject	Responsibility	
6	Internal disputes and complaints	Distress Trauma Reputational Damage Escalation of complaints	C3 Medium	<p>UHT's Community Guidelines outline minimum expectations of all members of the student theatre community, including details of where to go for additional support and assistance with disputes / complaints.</p> <p>Ensure group reviews and agrees to UHT Community Guidelines at commencement of any new activity (e.g. start of show rehearsals/meetings)</p> <p>Ensure all new group members and participants are onboarded to UHT's Community Guidelines and their responsibilities therein</p>	<p>Do the controls reduce the risk to an acceptable level?</p> <p>YES</p> <p>NO</p>	<p>Who in the STG is responsible for ensuring controls are employed?</p> <p>Write their name/s and role/s:</p>
				<p>CAN YOU INTRODUCE ANY ADDITIONAL CONTROLS?</p>	<p>Why / Why Not?</p>	

Risk Source (Hazard)	Risk	Risk Rating	Controls	Accept / Reject	Responsibility	
7	Failure to adhere to Constitution and/or Affiliation Guidelines	Loss of affiliation status Damage to group reputation Governance issues	C3 Medium	Implement regular review of group Constitution and UHT Affiliation Guidelines to ensure good governance Ensure new committee members are onboarded to group's Constitution and UHT Affiliation Guidelines and their responsibilities therein Check decisions against group Constitution and/or Affiliation Guidelines as necessary Ask UHT if unsure about a decision	Do the controls reduce the risk to an acceptable level? YES NO	Who in the STG is responsible for ensuring controls are employed? Write their name/s and role/s:
				CAN YOU INTRODUCE ANY ADDITIONAL CONTROLS?	Why / Why Not?	

Risk Source (Hazard)	Risk	Risk Rating	Controls	Accept / Reject	Responsibility
8	Public liability Payouts as a result of claims made against all concerned and involved	E4 Medium	<p>REQUIRED:</p> <p>Affiliated STGs are automatically covered by UMSU PLI for activities on campus and only for the group's members. Any off-campus activities are not covered without issue of an event-specific Certificate of Currency. STGs must contact UHT to obtain this in advance of the activity.</p> <p>Ensure any contractors hired to undertake work for the STG are covered by their own PLI policy prior to work commencing.</p> <p>Any activity by STG in contravention of this Risk Assessment and relevant guidelines, procedures, and OHS legislation may void the PLI and places UMSU at risk. UHT and UMSU will take a zero tolerance approach to this possibility.</p> <p>CAN YOU INTRODUCE ANY ADDITIONAL CONTROLS?</p>	<p>Do the controls reduce the risk to an acceptable level?</p> <p>YES</p> <p>NO</p> <hr/> <p>Why / Why Not?</p>	<p>Who in the STG is responsible for ensuring controls are employed?</p> <p>Write their name/s and role/s:</p>

Risk Source (Hazard)	Risk	Risk Rating	Controls	Accept / Reject	Responsibility	
9	Property and asset loss and damage Dishonest or criminal activity	Lost or damaged property Negative publicity Unnecessary expense Robbery Embezzlement	C3 Medium	REQUIRED: Establish clear responsibility for security of rehearsal venues with venue providers. Establish who within group is responsible for security and care of group assets such as props, technical equipment etc. Prevent use of group equipment or assets when under influence of alcohol and/or drugs Avoid bringing personal valuables to rehearsal/show venues when not required All STG members are responsible for monitoring who follows them through locked doors into venues and ensuring members of the public are not provided undue access Handling of cash to be done in a secure environment (i.e. not out in the open) Banking access to have more than one signatory Personal items to be secured during rehearsals and productions	Do the controls reduce the risk to an acceptable level? YES NO	Who in the STG is responsible for ensuring controls are employed? Write their name/s and role/s:
				CAN YOU INTRODUCE ANY ADDITIONAL CONTROLS?	Why / Why Not?	

Risk Source (Hazard)	Risk	Risk Rating	Controls	Accept / Reject	Responsibility
10	Negative publicity due to crisis Reputational damage to STG, UHT, UMSU and University of Melbourne	D3 Medium	<p>REQUIRED:</p> <p>Proactive ongoing engagement with community and stakeholders (e.g. UHT) around decision making to limit risk likelihood of reputational crises.</p> <p>Avoid any publicity or media activity (e.g. social media posts/comments) in relation to any crisis without seeking advice from UHT and UMSU</p> <p>Agree crisis management approach between all stakeholders before any action is taken.</p> <hr/> <p>CAN YOU INTRODUCE ANY ADDITIONAL CONTROLS?</p>	<p>Do the controls reduce the risk to an acceptable level?</p> <p>YES</p> <p>NO</p> <hr/> <p>Why / Why Not?</p>	<p>Who in the STG is responsible for ensuring controls are employed?</p> <p>Write their name/s and role/s:</p>

Risk Source (Hazard)	Risk	Risk Rating	Controls	Accept / Reject	Responsibility
11	<p>Child Safety</p> <p>Child/minor (any person under 18) exposed to danger</p> <p>Trauma</p> <p>Physical and emotional harm</p> <p>Legal consequences</p>	D4 High	<p>REQUIRED:</p> <p>STG Executive Committee Members <i>must</i> hold a valid Victorian Working With Children Check (WWCC). A Volunteer check will suffice. UHT must have a copy of these on file.</p> <p>The STG must actively identify any minors involved in activities and implement controls appropriately. A separate Child-Safe Risk Assessment may be necessary.</p> <p>A minimum of <i>two</i> adults are to supervise minors at all times. Minors are never to be left alone with an adult, whether a staff member or member of the STG.</p> <p>Events or activities are structured to allow for minors not travelling at night or alone. Always consider how minors travel to/from activities.</p> <p>All persons involved in the organization and running of STG events (e.g. directors, producers, stage managers) and productions must hold a valid Victorian WWCC. UHT will require copies on file for all UHT-supported productions.</p> <p>Content of any chosen rehearsal/performance material is considered for suitability to minors.</p> <p>Consider suitability of chosen venue for events/activities (e.g. fundraisers in licensed pubs/clubs)</p> <p>STGs <i>must not</i> take photographs, screenshots or share images of children involved in activities unless expressly authorised by UMSU.</p> <p>All STG members adhere to UMSU’s Child Safe Policy</p> <hr/> <p>CAN YOU INTRODUCE ANY ADDITIONAL CONTROLS?</p>	<p>Do the controls reduce the risk to an acceptable level?</p> <p>YES</p> <p>NO</p> <hr/> <p>Why / Why Not?</p>	<p>Who in the STG is responsible for ensuring controls are employed?</p> <p>Write their name/s and role/s:</p>

Risk Source (Hazard)	Risk	Risk Rating	Controls	Accept / Reject	Responsibility	
PRODUCTIONS, REHEARSALS, AND OTHER ACTIVITIES						
12	<p>Planned production of an event or show, including any engagement in high risk work such as:</p> <ul style="list-style-type: none"> set construction bump ins props manufacture operation of theatrical equipment complex choreography 	<ul style="list-style-type: none"> Injuries Emergencies Incidents Near misses Damage to properties and facilities 	C4 High	<p>REQUIRED:</p> <p>A separate show- or event-specific Risk Assessment to be completed for any planned shows or events that considers specific risks of that activity in detail.</p> <p>Repeated events require a new/reviewed risk assessment for each iteration.</p> <p>Risk Assessments must be completed for events held both on- and off-campus.</p> <p>All events/shows/productions to be planned in line with any and all relevant venue procedures, guidelines and restrictions, as well as OHS legislation, guidelines and standards.</p> <p>All set construction methods are discussed with the UHT Production Team prior to commencing, especially if to be constructed outside of the UHT Workshop.</p> <p>Group to attend any site-specific safety briefing.</p> <p>Physical warmups and practice sessions are to be adhered to and failure to do so results in performance reduction to suit.</p> <p>Stage Managers or other responsible STG members supervising all rehearsals and performances.</p> <hr/> <p>CAN YOU INTRODUCE ANY ADDITIONAL CONTROLS?</p>	<p>Do the controls reduce the risk to an acceptable level?</p> <p>YES</p> <p>NO</p> <hr/> <p>Why / Why Not?</p>	<p>Who in the STG is responsible for ensuring controls are employed?</p> <p>Write their name/s and role/s:</p>

Risk Source (Hazard)	Risk	Risk Rating	Controls	Accept / Reject	Responsibility
13	<p>Committee, members and contributors without necessary experience and training</p> <p>Failures and accidents due to incorrect decisions and actions</p> <p>Bodily injury</p> <p>Complaints and disputes</p>	C2 Medium	<p>REQUIRED:</p> <p>STG committee has a duty of care to provide its members, where necessary:</p> <ul style="list-style-type: none"> • Induction • Training • Supervision • Information <p>Either directly, or with the assistance of UHT/UMSU/UoM staff members.</p> <p>Induction process and handover materials to be established to ensure all members are aware of responsibilities under student theatre group affiliation</p> <p>STG to ensure all group members to be provided access to UHT resources and guidelines as part of group induction</p> <p>Records of inductions are kept.</p> <p>Relevant training to be sought for particular roles and responsibilities.</p> <p>Student Theatre Groups have support of professional staff at Union House Theatre and within UMSU more broadly. Advice should be sought when necessary.</p> <p>All group members empowered to stop and ask for assistance before engaging in any unfamiliar task.</p> <p>All activities should fall within existing UMSU / UHT / UoM Standard Operating Procedures and other relevant OHS guidance</p> <p>CAN YOU INTRODUCE ANY ADDITIONAL CONTROLS?</p>	<p>Do the controls reduce the risk to an acceptable level?</p> <p>YES</p> <p>NO</p> <hr/> <p>Why / Why Not?</p>	<p>Who in the STG is responsible for ensuring controls are employed?</p> <p>Write their name/s and role/s:</p>

Risk Source (Hazard)	Risk	Risk Rating	Controls	Accept / Reject	Responsibility
14 Rehearsals – general considerations May include, but not be limited to: standing on furniture running through doorways Use of props such as: Food and drink Knives or other weapons Movement of large items (cupboards, sofas) Floor surfaces etc. Intimacy Fight scenes	Injuries Discomfort Damage to property / facilities Anxiety Incidents Complaints	C3 Medium	REQUIRED: Ad hoc rehearsals can be managed under this document with reference to other Risk Sources. Actions and blocking are always rehearsed: discussion, coordination, slow movement before tried at speed. Furniture is only used for its intended purpose unless additional controls are introduced, e.g. no standing on chairs/tables without first separately risk assessing. Preplanned rehearsal periods or continuation of development rehearsals into show settings will trigger the need to complete a separate Show Risk Assessment to consider specific considerations based upon show elements, environments and operations. For use of knives or other weapons a separate Risk Assessment must be completed in consultation with UHT. Food and drink in productions should be separately risk assessed based on the circumstances. Food and drink in rehearsal rooms should be considered especially in regard to cast and crew allergies. Scenes involving intimacy and fights are always planned in accordance with UHT Guidelines for Intimacy and Fight Choreography.	Do the controls reduce the risk to an acceptable level? YES NO	Who in the STG is responsible for ensuring controls are employed? Write their name/s and role/s:
			CAN YOU INTRODUCE ANY ADDITIONAL CONTROLS?	Why / Why Not?	

Risk Source (Hazard)	Risk	Risk Rating	Controls	Accept / Reject	Responsibility
15	Emergency at any STG activity or event Bodily injury Negative publicity Evacuations	D4 High	<p>REQUIRED:</p> <p>Ensure specific Risk Assessments conducted before events or shows to reduce and mitigate the risks of emergencies</p> <p>Check surroundings, especially emergency exits, before beginning any activity</p> <p>Ensure group members and participants know address of location should emergency services need to be called.</p> <p>Ensure a plan for managing audience members is in place, including documented show stop procedures.</p> <p>Group members attend site-specific safety inductions</p> <hr/> <p>CAN YOU INTRODUCE ANY ADDITIONAL CONTROLS?</p>	<p>Do the controls reduce the risk to an acceptable level?</p> <p>YES</p> <p>NO</p> <hr/> <p>Why / Why Not?</p>	<p>Who in the STG is responsible for ensuring controls are employed?</p> <p>Write their name/s and role/s:</p>

Risk Source (Hazard)	Risk	Risk Rating	Controls	Accept / Reject	Responsibility	
16	Medical Emergency Incident/Injury during STG activity	Potential injuries to members and participants Poor access for emergency vehicles Spread of contagion	D4 High	<p>REQUIRED:</p> <p>Keep register of group members emergency contact details</p> <p>Ensure meeting and rehearsal venues have adequate first aid stations</p> <p>Consider first aid training for two or more group members</p> <p>Consider purchase and maintenance of STG first aid kit.</p> <p>Consider ambulance or fire truck access when selecting and booking rehearsal venues.</p> <p>Any ill person should be immediately isolated from group members and everyone provided with appropriate PPE. Call the members emergency contact to come and collect them.</p> <p>Persons exposed to illness should isolate as per best practice procedures. Monitor health and seek medical support if necessary.</p> <p>Report incidents to UHT</p> <hr/> <p>CAN YOU INTRODUCE ANY ADDITIONAL CONTROLS?</p>	<p>Do the controls reduce the risk to an acceptable level?</p> <p>YES</p> <p>NO</p> <hr/> <p>Why / Why Not?</p>	<p>Who in the STG is responsible for ensuring controls are employed?</p> <p>Write their name/s and role/s:</p>

OTHER / ADDITIONAL RISKS

Add in any other risks specific to your group's operations below

Risk Source (Hazard)		Risk	Risk Rating	Controls	Accept / Reject	Responsibility
17					<p>Do the controls reduce the risk to an acceptable level?</p> <p>YES</p> <p>NO</p>	<p>Who in the STG is responsible for ensuring controls are employed?</p> <p>Write their name/s and role/s:</p>
					<p>Why / Why Not?</p>	
18					<p>Do the controls reduce the risk to an acceptable level?</p> <p>YES</p> <p>NO</p>	<p>Who in the STG is responsible for ensuring controls are employed?</p> <p>Write their name/s and role/s:</p>
					<p>Why / Why Not?</p>	

Risk Source (Hazard)		Risk	Risk Rating	Controls	Accept / Reject	Responsibility
19					<p>Do the controls reduce the risk to an acceptable level?</p> <p>YES</p> <p>NO</p>	<p>Who in the STG is responsible for ensuring controls are employed?</p> <p>Write their name/s and role/s:</p>
					Why / Why Not?	
20					<p>Do the controls reduce the risk to an acceptable level?</p> <p>YES</p> <p>NO</p>	<p>Who in the STG is responsible for ensuring controls are employed?</p> <p>Write their name/s and role/s:</p>
					Why / Why Not?	

Extra Writing Room

Use this room to provide any additional explanatory notes or comments, and to explain how the results of this RA are communicated with key personnel within the STG.