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|  | PRINCIPLE risk assessment for AFFILIATING STUDENT THEATRE GROUPS |

**Student Theatre Group Completes:**

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| STG NAME: | DATE: X/XX/XXXX | VERSION NO: X | REVIEW DATE: 12 months from completion date |

**UHT Production Completes:**

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| APPROVED BY: | PHONE: (03) 8344 4839 | EMAIL: production@union.unimelb.edu.au  | APPROVED DATE: |

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 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, fill in and adjust all sections highlighted yellow as a starting point and then work through the steps of this Risk Assessment.

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

|  |  |  |  |
| --- | --- | --- | --- |
| STUDENT THEATRE GROUP NAME | RISK ASSESSMENT COMPLETED BY | ROLE IN STUDENT THEATRE GROUP | CONTACT DETAILS |
| Name | Name | Role | Email |

|  |  |
| --- | --- |
| PERSONS CONSULTED DURING ASSESSMENT PROCESS | ROLE IN STUDENT THEATE GROUP |
| Name | Role |
| Name | Role |
| Name | Role |
| Name | Role |

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| --- | --- | --- | --- |
| PERSONS RESPONSIBLE FOR CONTROL IMPLEMENTATION | ROLE ON PRODUCTION | RISK NUMBER/S | CONTACT DETAILS |
| Name | Role | e.g. 5; 8 | Email |
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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*.

|  |  |
| --- | --- |
| **LIKELIHOOD OF****OCCURENCE** | **CONSEQUENCE OF OCCURENCE** |
|  | Insignificant (1) | Minor (2) | Moderate (3) | Major (4) | Severe (5) |
| 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

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| **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) |

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| **CONSEQUENCE OF OCCURENCE** |
| **Consequence** | Human | Environmental | Production Interruption | Financial | Public Image & Reputation |
| *Insignificant (1)* | 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 |
| *Minor (2)* | 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 |
| *Moderate (3)* | 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 |
| *Major (4)* | Extensive injuries requiring medical treatment (e.g. surgery), serious of 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 |
| *Severe (5)* | 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.

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|  | Risk Acceptance Guide | Action | Recommended action time frame |
| Extreme | Not acceptable | * Cease or isolate source of risk
* Implement further risk controls
* Monitor, review, and document controls
 | * Immediate
* Before the next occurrence
* Ongoing
 |
| High | Generally (in most circumstances) not acceptable | * Implement risk controls
* Monitor, review, and document controls
 | * Before the next occurrence
* Ongoing
 |
| Medium | Generally (in most circumstances) acceptable | * Implement risk controls if reasonably practicable
* Monitor, review, and document controls
 | * As soon as reasonably practicable
* Ongoing
 |
| Low | Acceptable | * Monitor and review
 | * 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 | Avoidance of all risk | Av | Cancellation of operation or not proceeding with activities |
| 2 | Elimination of risk element | El | Avoid the risk by removing the risk source element completely |
| 3 | Substitution | S | Use less hazardous procedure/substances equipment/process |
| 4 | Isolation | Is | Separate the process using design, barriers, enclosures, or distance |
| 5 | Engineering Controls | En | Mechanical/physical changes to equipment/materials/process |
| 6 | Administrative Controls | A | Change procedures & design to reduce exposure to a risk source element |
| 7 | Personal Protective Equipment | PPE | Gloves, hats, boots, goggles, masks, clothing, etc. |

STEP 4: COMPLETE THE RISK ASSESSMENT

Complete the Risk Assessment table as below. Risk Sources can be broken up into categories such as those below, or others as deemed appropriate:

* Environmental (risk sources inherent in the environment the activity is taking place in, e.g. the nature of theatre lighting)
* Physical (physical hazards that are introduced, e.g. specific set items, specific props, specific choreography)
* Other (other hazards such as psychosocial elements like fatigue and stress; infectious diseases; production continuity; reputational damage)

Some examples and prompts have been entered as a starting point.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Risk Source | Risk | Risk Rating | Control Types | Controls | Residual Risk Rating | Accept / Reject? | Responsibility |
| What is the origin of the risk?E.g. low light | What hazards arise from this? E.g. bumping into things | Use the Risk Matrix to determine a Risk Score, e.g. C2 Medium | Use the hierarchy of controls to determine control types, e.g. En; A; S | **REQUIRED:** Methods for controlling the risk that UHT requires be in place for the activity. | Use the Risk Matrix to determine the Residual Risk Score after Controls are implemented, e.g. D2 Low | Is the Residual Risk level acceptable? | Who will be responsible for ensuring controls are implemented and monitoring this risk? |
| **ADDITIONAL:**Explain addition ways to control the risk. E.g. Having side of stage blue lighting |

RISK ASSESSMENT

| Risk Source | Risk | Risk Rating | Control Types | Controls | Residual Risk Rating | Accept / Reject? | Responsibility |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ENVIRONMENTAL** |
| **1** | Packaging, promotional material and documents  | Negative environmental impact Pollution of streets and waterways Excessive waste | **C2 Medium** | **A; En** | REQUIRED: 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. | **D2 Low** | **Accept**  | STG committeeSTG membersExternal stakeholdersContractors  |
| ADDITIONAL:  |
| **2** | Noise | Noise induced hearing loss Unpleasant surroundings causing aggravation Noise pollution | **C4 High** | **El; Is; En; A; PPE** | REQUIRED:Be mindful of rehearsal contexts and ensure noise levels are kept to an appropriate level, dependent on setting and time / day. Stage Managers to monitor and prevent excessive and unpleasant noise levels including volume levels of sound checks. Sound levels should not exceed 72 dB (A) outside nearby occupied venues and rooms and 55 dB (A) inside nearby occupied venues Provide appropriate hearing protection if required (earplugs if exposed to amplified noise up to 94 dB (A) for more than 1 hour). All noise above 94 dB (A) hearing protection should be worn at all times. | **D2****Low** | **Accept** | STG committeeSTG membersExternal stakeholdersContractors |
| ADDITIONAL:  |
| **3** | Hazardous materials (such as cleaning products used in rehearsal spaces or adhesives used to make props) | Potential injuries to public and staff Pollution of environment  | **C3 Medium** | **El; Is; En; A; PPE** | REQUIRED:Seek out and familiarise users with relevant Material Safety Data Sheet (MSDS) To be stored in the correct containers in the correct manner as per local legislation. Hazardous materials not to be stored in large quantities Where possible all hazardous materials are to be biodegradable PPE to be used when handling materials as dictated by MSDS. To be disposed of as dictated in the MSDS  | **E1 Low** | **Accept**  | STG committeeSTG membersExternal stakeholdersContractors |
| ADDITIONAL:  |
| **4** | Cleaning | Negative environmental impactPotential illness of group members, activity participants or other users of shared facilities Pollution  | **C2 Medium** | **A; S; En; I** | REQUIRED:Daily cleaning before and after use of all shared surfaces, shared equipment, floors, etc, as practice. Surface cleaning to include: desk tops, benches, basins, handrails, door handles, armrests and seatsDaily cleaning of shared props, equipment and devices by group members – computer monitors, phones, surfaces, keyboards, kitchen utensils and appliances, technical tools and technical equipmentCare taken when disposing of cleaning products and materials in line with manufacturer recommendations and any MSDS.Covid Cleaning in accordance with UHT SOP59 | **D2 Low** | **?** | Who? |
| ADDITIONAL:  |
| **5** | Hygiene | Potential illness of group members, activity participants or other users of shared facilities AnxietyPollution  | **C2 Medium** | **A; S; En; I; PPE** | REQUIRED:Wearing of masks as recommendedGroup members to develop daily cleaning routine of shared equipment and common areasGroup members to adhere to physical distancing measures as recommendedHand sanitiser to be provided by STG for distribution in shared group settingsGroup 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. | **?** | **?** | Who? |
| ADDITIONAL:  |
| **6** | Other environmental considerations might include: Construction of displays and sets Sourcing and use of propsConsumption of power or other natural resources | Negative environmental impact | **C2 Medium** | **?** | REQUIRED:New displays to be manufactured with repeat use in mind Set, costume, and props to utilise recycled elements or be designed to be re-usable | **?** | **?** | Who? |
| ADDITIONAL:  |
| OPERATIONAL |
| **7** | Members accessing venues for meetings or rehearsals | Anxiety FrustrationOvercrowdingFear  | **C2 Medium** | **?** | REQUIRED: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 Meetings and rehearsals to conclude on time to allow members time to catch trains etc Ensure venues chosen allows enough space for activity, especially when considering needs for distancingConsider location and timing of meetings and rehearsals to ensure safe access and egress from area* Consider darkness / illumination levels
* Consider isolation of location
* Consider passive and active surveillance factors
 | **?** | **?** | Who? |
| ADDITIONAL:  |
| **8** | Alcohol and drugs  | Disruptive behavior Negative impact on wellbeing Contravention of Responsible Service of Alcohol laws | **C2 Medium** | **?** | REQUIRED:No group members or other contributors are to be under the influence of alcohol or drugs while conducting group business or attending meeting, rehearsal and performance venues. Student Theatre Groups shall not distribute alcohol for consumption on or off premises | **?** | **?** | Who? |
| ADDITIONAL:  |
| **9** | Accessibility to membership and activities for people with disabilities | 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 Consider access to venues and accessible transport routes. 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  | **?** | **?** | Who? |
| ADDITIONAL:  |
| **10** | Criminal or dishonest activity | Robbery Trauma Bodily injury | **C3 Medium** | **?** | REQUIRED: Handling of cash to be done in a secure environment Banking access to have more than one signatory Personal items to be secured during rehearsals and productionsUnnecessary valuables not brought into rehearsal or performance venuesAll 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 where possible. | **?** | **?** | Who? |
| ADDITIONAL:  |
| **11** | Management of injury and biological agents such as blood and vomit | Potential injuries and illness to group members and other contributors | **C3 Medium** | **?** | REQUIRED:Consider first aid training for two or more group members.Action plan for vigilant containment and cleaning should a contaminant be presentAll members made aware of location of closest first aid kit and AED  | **?** | **?** | Who? |
| ADDITIONAL:  |
| PRODUCTION AND REHEARSALS |
| **12** | Adherence to UHT COVIDSafe policy and planning | Illness to group members and other users of shared spacesPenalties | **C3 Medium** | **?** | REQUIRED: All activities will be planned and conducted in accordance with relevant UoM, UMSU and UHT SOP’s and pursuant to UHT COVIDSafe policies. | **?** | **?** | Who? |
| ADDITIONAL:  |
| **13** | Committee, members and contributors without necessary experience and training | Failures and accidents due to incorrect decisions and actionsBodily injury | **C4 High** | **?** | REQUIRED: Induction process to be established to ensure all members are aware of responsibilities under student theatre group affiliationRecords of inductions are kept. Contractors hired with skills being suitable for requirements. Relevant training to be sought for particular roles and responsibilities. Student Theatre Groups have support of professional staff at Union House Theatre and within UMSU more broadly. Advice should be sought when necessary.All activities should fall within existing UMSU / UHT / UoM Standard Operating Procedures and other relevant OHS guidance | **?** | **?** | Who? |
| ADDITIONAL:  |
| **14** | Group members engaged in high-risk activities These may include:set construction,bump insprops manufactureoperation of theatrical equipment | Bodily injury FallsAnxiety | **C4 High** | **?** | REQUIRED: Show Risk Assessments to be undertaken by STG as part of show / project preparation. This forms part of the production process for shows at UHT venues. When shows or projects occur at locations outside of UHT, then UHT staff should be consulted for advice regarding completion of Show Risk AssessmentsGroup to attend any site-specific safety briefing. Physical warmups and practice sessions are to be adhered to and failure to do so results in performance reduction to suit. Stage Managers or other responsible STG members supervising all rehearsals and performances. UHT/UoM staff supervising all production work at on-campus venues | **?** | **?** | Who? |
| ADDITIONAL:  |
| **15** | Live electrical wires or faulty rehearsal equipment  | Electrocution of group members or other participantsDamage to equipment or facilities | **D3 Medium** | **?** | **REQUIRED:**Leads and appliances to be tested and tagged. Earth leakage protection (RCD) to be fitted to power boards or leads if rehearsal venue has older wiringDamaged leads and appliances to be removed from accessible location and taken out of serviceRepairs to electrical items are conducted only by suitably qualified personsGroup members are aware of power isolation procedures in rehearsal and performance venues when engaging with electrical equipmentManufacturer’s instructions and/or SOPs for electrical equipment are followed at all times | **?** | **?** | Who? |
| ADDITIONAL:  |
| **16** | Manual Handling  | Bodily injury Muscular skeletal disorder  | **C3 Medium** | **?** | REQUIRED:Trolleys and mechanical lifting aids used wherever possible. Items over 20kg are lifted by more than one personHeavy and complex lifts are discussed before being attemptedSturdy closed toe shoes are wornAppropriate manual handling processes are followed, with reference to WorkSafe Victoria and UoM Manual Handling guidelines | **?** | **?** | Who? |
| ADDITIONAL:  |
| **17** | Rehearsals – general considerations | May include, but not be limited to:Actions such as:standing on furniturerunning through doorwaysUse of props such as:Food and drinkKnives or other weaponsMovement of large items (cupboards, sofas)Floor surfaces etc. | **C2 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.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. | **?** | **?** | Who? |
| ADDITIONAL:  |
| STRUCTURAL |
| **18** | Rostra and platforms  | Falls from height Bodily injury  | **C2 Medium** | **?** | REQUIRED:Safety barriers/handrails fixed to all structures over 800mm and where required. Rostra structures of heights above 800 to have rope and bollards or similar installed when not actively part of rehearsals. Rostra and platform edges highlighted.Adequate steps / ramps or other level change structures employed where necessary Practice access before adopted into full speed rehearsalsStage Managers or other responsible group member supervising all rehearsals to ensure compliance. | **?** | **?** | Who? |
| ADDITIONAL:  |
| **19** | Furniture and other large props  | Falls from height Collapse or tip over of itemBodily injury | **C2 Medium** | **?** | REQUIRED:Furniture and large props should only be used for the purpose they were designedIf variation to designed use is intended, then a full assessment of the structural capacity of the item must be undertaken:* ie standing on a table or chair

Items must be reinforced to suit intended use when necessary. Advice can be sourced from UHT staff.Adequate steps / ramps or other level change structures employed where necessary Practice access before adopted into full speed rehearsalsStability of bookcases and cupboards when freestanding must be assessed before use in rehearsals. Especially if action requires use of doors or loading / unloading of shelves etc.Stage Managers or other responsible group member supervising all rehearsals to ensure compliance. | **?** | **?** | Who? |
| ADDITIONAL:  |
| **20** | Confined spaces within set pieces and large props etc | Bodily injury Trauma  | **C2 Medium** | **?** | REQUIRED:Conduct risk assessment of task prior to entry. PPE to be worn if necessary Test for hazardous substances if applicable. Stand by person while inside area. Restrict amount of time in space.  | **?** | **?** | Who? |
| ADDITIONAL:  |
| EMERGENCY MANAGEMENT |
| **21** | Emergency at any STG activity or event | Bodily injury Negative publicity | **D4 High** | **?** | REQUIRED: Ensure specific Risk Assessments conducted before events or shows to reduce and mitigate the risks of emergencies Check surroundings, especially emergency exits, before beginning any activity Ensure group members and participants know address of location should emergency services need to be called.Ensure a plan for managing audience members is in place, including show stop procedures if relevant | **?** | **?** | Who? |
| ADDITIONAL:  |
| **22** | Medical Emergency | Potential injuries to members and participants Poor access for emergency vehicles Spread of contagion | **D4 High** | **?** | REQUIRED:Keep register of group members emergency contact detailsEnsure meeting and rehearsal venues have adequate first aid stationsConsider first aid training for two or more group membersConsider purchase and maintenance of STG first aid kit.Consider ambulance or fire truck access when selecting and booking rehearsal venues.Add Covid suspected case procedure to group documentationAll illness should be treated as a suspected Covid case regardless of symptoms. 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.Call emergency services on 000 if person is very ill.Check that the isolated person has what they need.Organise a COVID test as soon as possible and report results to UHT and UMSU if person has been on campus.Once unwell individual has been picked up, organise for clean / wipe down of all surfaces in place they have been using alcohol wipes.Organise additional cleaning to be conducted before space is used again.Persons exposed to illness should isolate as per best practice procedures | **?** | **?** | Who? |
| ADDITIONAL:  |
| **24** | Weather and temperature extremes | Cold/heat induced illness Dehydration | **C2 Medium** | **?** | REQUIRED:Select meeting and rehearsal venues with heating and cooling capacities in mind.Ensure suitable clothing brought and worn by all members and participants Sunscreen to be available when outside exposure occursWeather conditions to be assessed before instigating activityAdequate water available for members and participants Excessive heat (over 35° Celsius) may lead to reduction or cancellation of some activities | **?** | **?** | Who? |
| ADDITIONAL:  |
| FINANCIAL AND REPUTATIONAL |
| **25** | Public liability  | Payouts as a result of claims made against all concerned and involved  | **E4 Medium** | **?** | REQUIRED:All external stakeholders and contractors to have acceptable levels of effective public liability insurance in place and Certificates of Currency held on file by STGInsurance provider to be approved by Australian Prudential Regulation Authority (APRA). | **?** | **?** | Who? |
| ADDITIONAL:  |
| **26** | Property and asset loss and damage | Damaged property Bodily injury Negative publicity Unnecessary expense | **C3 Medium** | **?** | REQUIRED:Establish clear responsibly 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 drugsTemporary fencing or barricades around identified high risks structures to prevent access outside of rehearsals or other group activities Avoid bringing personal valuables to rehearsal/show venues when not requiredAll 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 | **?** | **?** | Who? |
| ADDITIONAL:  |
| **27** | Negative publicity due to crisis  | Reputational damage to STG, UHT, UMSU and University of Melbourne  | **C3 Medium** | **?** | REQUIRED:Avoid any publicity or media activity in relation to any crisis without seeking advice from UHT and UMSU. Agree crisis management approach between all stakeholders before any action is taken.  | **?** | **?** | Who? |
| ADDITIONAL:  |