

Risk Hazard and Identification

Event Title	General Stage and BOH Use		
Venue	IPAC and Wollongong Town Hall	Last updated	17/01/2020
Who carried out the Assessment	Pip Rigter - Production and Technical manager		
Description of the event	This risk assessment covers all general tasks performed for the purpose of b/in, rehearsals, performance and b/out. Separate risk assessments may be required for non standard tasks.		

[Risk Matrix](#)

Hazard Identification	Risk Assessment				Risk Control			
Task	<ul style="list-style-type: none"> • What can happen • How can it happen 	Severity Rating	Likelihood Rating	Risk Rating	Control Measures	Who	When	Risk Rating
				Pre-Control				Post-Control
Manual handling	injury due to poor lifting technique.	4	C	H	no person will be expected to lift more weight than they are capable of lifting. If mechanical lifting means are available they will be used, such as fork lift, chain hoist etc... when lifting alone the person will use proper lifting technique. If they are unsure of how to lift correctly the Duty technician can assist. when lifting as a team the lift will be discussed beforehand and planned through form lifting to setting down.	All	During work	L
unloading a truck	injury from being hit with a vehicle. Injury from poor lifting technique.	4	C	H	The company who packed the truck will be onsite to instruct on the order of removal. All items will be removed in a safe manner from the top down. Where mechanical means can be used to move an item it should be, lift forklift or pallet jack etc.... When items need to be lifted out they will be lifted safely and with correct manual handling technique. Vehicle to be switched off prior to unloading/loading and in gear.	All	During work	L
using power tools for construction.	injury due to misuse	3	C	M	The use of power tools will be restricted to low power hand tools, like screw guns or drills. If tools with greater power or tools that require ancillary equipment to support them, like a table saw or welder, there must be a safe work method statement created for the use of the tool and it must be followed. all hot works must follow the hot work procedure.	Duty Technician Visiting Production Manager Truck driver	During work In planning.	L L

Excessive loud noise	injury to actors, crew or patrons due to loud or sudden noises.	3	D	L	<p>all noise levels will be kept within reasonable levels.</p> <p>Loud noises such as gun shots will be flagged in warnings to the audience before the show begins.</p> <p>Performers using gun shots will be instructed on their safe use. The volume and percussion from the noise of the gun will be measured to ensure no harm will come of the performers, or other staff, near by. Ear plugs are available to staff who require them.</p> <p>If music or other effect noises are so loud as to create a risk the use of these levels must be carefully considered. Ear plugs must be available to patrons where any risk exists.</p>	<p>production Manager</p> <p>FOH Manager</p>	<p>During Planning and rehearsals.</p> <p>During the performance season.</p>	L
Working in low light conditions	moving in the dark causing injury from trips or falls	3	C	M	<p>all travel routes when possible will be lit with blue light to illuminate any trip hazards.</p> <p>Any pinch points where travel is restricted will be lit by blue lights.</p> <p>Cables to taped down and marked with white or glow tape where a trip hazard exists.</p> <p>Any points at the top of a step down to be marked with white or glow tape.</p>	<p>Head Lx</p> <p>Stage Manager</p> <p>Technicians</p>	During work	L
Working at heights	Person falling from heights. Equipment falling from heights	5	C	E	<p>See separate 'Working at Heights' risk assessment.</p> <p>Hirers inducted into the venue.</p> <p>Any heights greater than 1m require handrails.</p> <p>White or glow tape to be used on the edge of a platform where appropriate.</p> <p>Appropriate work lighting to be used during all tech work.</p> <p>Appropriate handrails or fall arrest system to be in place where required.</p> <p>All flying of persons requires a separate risk assessment and involvement from appropriately qualified riggers.</p>	<p>Production manager</p> <p>Technicians</p> <p>Duty technician</p> <p>Hirer</p>	<p>During Planning</p> <p>During work</p>	L
Fatigue	Injury to persons or damage to equipment due to loss of concentration or alertness.	4	C	H	<p>Staff are rostered to the Live Performance Award 2010 conditions. Any persons onsite who are not fit for work will be sent home.</p> <p>Tech staff are to have a min 10hr break between shifts.</p>	<p>Production & Technical Manager</p> <p>All persons</p>	At all times	M
Intoxicated/Inebriated personell	Intoxicated or Inebriated persons have impaired judgement and cannot perform at a safe level.	3	E	L	<p>All staff are issued with the Drug and Alcohol policy. Any complaints brought forward regarding other users of the space are treated appropriately. An alcohol breath tester is available to all users of the space.</p>	All	At all times	L
Office work. Other repetitive tasks	Personell who perform repetitive tasks risk strains. Back/neck pain from poor workspace setup.	3	B	H	<p>Staff are provided with footrests, wrist guards and other accessories. Standing desks are given to staff who request one and regular movement/stretching promoted.</p>	All	At all times	M

Use of animals in production	Injury from animal bites. Illness transfer from animal. Contamination from animal waste. Escape of animals. Negative PR around use of animals in production	4	B	E	Animals to have health certified by a vet. Risk Assessment to be submitted to include handling, containment, access to food and water, waste disposal and emergency planning. Animals must be rehearsed under controlled conditions prior to performance. Adherence to legislation. Wording must be provided to FOH/Box Office in case of customer complaint. Media Communications Plan	Hirer or persons responsible for providing animals. Production and Technical Manager	During planning	M
B/in and b/out	injury due to poor lifting technique. Large amount of people around. Potential loud noises. Children or unsupervised persons in the area. Muscle strain due to heavy lifting	3	C	M	Staff are provided with manual handling training. Toolbox talks are to be conducted at the start of each b/in and out. No children under 14 to be present during b/in, tech work and b/out. Appropriate supervision required by Hirer. No corridors, exits or fire doors to be blocked at any time. Sound levels to be kept at safe levels.	All persons involved	During work	L
Use of chemicals	Risk of burns, poison, respiratory illness, fire and environmental damage. Floors can become slippery after a spill.	4	D	H	Hirers must provide a Materials Safety Data Sheet for chemicals brought onto site. Chemicals must be stored and labeled in the correct method. Prior approval required for use of chemicals onsite. Risk Assessment required outlining first aid response. Chemicals must be disposed of correctly as per manufactures guidelines. Staff are trained in correct use of chemicals. PPE provided when required.	Hirer Production and Technical Manager	During planning During use	M
Using the mast lifter	Incorrect use resulting in injury to persons and equipment	4	C	H	Mast lifter to be used as per SWP #6 and #6.1. Equipment to be used as per manufactures recommendation. Lifter only to be used by qualified staff. Staff are provided training on the correct use of the lifter. Lifter can only be used with a min of 2 people.	Technicians	During use	H
Excessive amount of persons in dressing rooms and BOH areas	Injury to persons due to crushing and pushing. Discomfort, illness.	3	D	M	Expected cast and crew numbers required prior to arrival. Door supervisor required for companies with large cast and crew numbers or any children under 18. Hirer representatives inducted into venue and informed of emergency procedures. Dressing rooms to be well ventilated.	Hirer Technicians Production and Technical Manager	During planning During use	L
Working with electricity	Electrical fault causing electrical shock to persons. Damage to equipment and property. Electrical fire	5	C	E	All electrical equipment and power leads have a current test and tag label. All equipment to be switched off prior to removing from the powerpoint. Power load should not exceed the safe loading levels. Electrical maintenance/repairs to be carried out by a licenced electrician. Electrical equipment to be used as per manufactures instructions.	Hirer responsible to ensuring all electrical equipment and cables have current test and tag label. Technicians Production and Technical Manager	During planning During use	H

Use of theatrical elements; haze, smoke, dry ice; requiring isolation of the smoke detectors	slips on fluid spills or leaks. Respiratory issues caused by smoke, haze, dry ice, etc. Risk of burns and injury from skin contact with dry ice.	4	C	H	Material Safety Data Sheets required for any chemicals brought in by Hirer. IPAC fitted with an Early Warning and Intercommunication System during show times. Trained techs must be present during all other times any area is isolated. (no EWIS system at Wollongong Town Hall, trained fire wardens must be present at all times) Use of dry ice requires dedicated RA and SWMS. PPE required for handling dry ice. Use of smoke signage to be placed at auditorium entrance.	Hirer Technicians Production and Technical Manager	During planning During work	M
Smoking	Risk of respiratory illness from smoke inhalation. Fire	4	C	H	IPAC and Wollongong Town Hall is a no smoking area. Smoking or live flame on stage requires a separate RA. Method if extinguishing must be present. No naked flame allowed unless in a suitable holder with sides.	Technicians Production and Technical Manager	During planning	M
Unauthorised access to stage or BOH areas	Injury to persons or damage to property.	3	D	M	All Hirers with children require a dedicated door person on each access door to the BOH area. Venue to be locked when not in use.	Technicians FOH staff	At all times	L
Children on stage and in BOH areas	Children may not be aware of etiquette, appropriate behaviour or hazards around the venue.	3	C	M	Hirers must complete a separate working with children RA. Children under 15 must have a dedicated guardian. Technicians to have a current Working with Childrens check.	Hirer and childrens guardian. Programming Coordinator	during planning	H
Use of strobe, laser or UV lighting	Risk of medical incidents for those with brain function abnormalities (eg: epilepsy). Lasers can cause damage to skin and eyes. Prolonged exposure of UV can cause burns to skin and eyes.	5	C	E	Audience notified of the use of strobe , UV or laser lighting via all marketing material and signs at the entrance to the auditoriums. Flashes not to exceed 4 flashes per second. Strobe to be used no longer than 20second intervals. RA required for the use of lasers (except projectors projecting from the rear of the auditorium) Lasers to be used in accordance with Australian Standard 2211.	Technicians Lighting Designer/Operator Programming Coordinator Production and Technical Manager	During planning At all times	H

Using non staff persons to operate equipment	Risk of damage to persons or equipment due to inexperience.	3	C	M	Duty Technician to be present at all times hirer is in the venue. Users to hold appropriate licence to operate equipment. Non staff to be inducted and trained in the correct use of equipment and supervised by technician during use.	Duty Technician	During use	M
Pyrotechnics	Fire Injury to persons or equipment. Burns	4	C	H	Separate RA and SWMS to be provided for the use of pyrotechnics and special effects. Prior approval required. To be operated by suitably qualified and licenced operators. Pyrotechnics and special effects to be rehearsed in controlled conditions prior to rehearsals and performance. Correct approvals to be provided prior to arrival. Appropriate fire extinguishing materials to be in place. Safety Officer may be required. In the case of a pyrotechnic or special effect failure, use of the effect must be suspended until safety checks can be complete. All PPE must be provided when required. FOH signage to inform patrons of such effects.	Hirer, licenced technician Production and Technical Manager	During planning At all times	H
Vehicles in building	Risk of being hit by a moving car. Damage to building or equipment if hit with car	4	C	H	Separate RA required. Car to have a near empty tank of petrol. To be escorted into place by technician Vehicle to have current registration, otherwise stripped of operating parts. Drip tray may be required.	Hirer Technicians Production and Technical Manager	During planning At all times	M
Props tables in corridor beside dressing room 7	crush hazard. Damage to props	4	E	H	In the event of an evacuation, technicians will direct personnel to the nearest exit from the building. The tables are in a corridor that is not accessed when leaving via the closest exit. There is still sufficient room for 2 people to pass each other.	Technicians Production and Technical Manager	During planning and evacuation	M
Assessment Team's Comments : (presented to WHS Committee in February 2020)								
Assessment Team Leader's Name: Assessment Team Leader's Signature: Date:								

LIKELIHOOD	SEVERITY				
	5 Catastrophic	4 Major	3 Moderate	2 Minor	1 Insignificant
A - Almost Certain	E	E	H	H	M
B - Likely	E	E	H	M	M
C - Possible	E	H	M	M	L
D - Unlikely	H	H	M	L	I
E - Rare	H	M	L	I	I