

Risk Assessment: Safety
Title: Groups of young people visiting QPAC
Ref: RA0001



The objective of a risk assessment is to identify anything that may have an unplanned impact on an activity (a hazard), to rate the risk of an unplanned occurrence by evaluating likelihood and consequences, then to develop a treatment for significant risks so that after the treatment is applied the residual risk is acceptable. Note that the same hazard be may need to be assessed for a number of consequences.

Using the Template: Complete the contextual information on the first page. (2) Identify all risks and their likelihood and consequence; record this information in the risk register. (3) Using the risk matrix determine the risk rating for each risk as follows: identify the row with the appropriate risk type; move along the row to the relevant consequence; descend the consequence column to the corresponding likelihood row; the cell where the consequence column and likelihood row meet gives the risk rating. (4) Refer to the bottom section of the matrix to identify the action required for the risk rating. (5) Develop a risk treatment plan for each risk were this is required to reduce the risk as far as is reasonable practicable. (6) Assess the residual risk rating after the treatment is applied and action the revised risk rating as described in the matrix.

Activity being assessed
 This risk assessment identifies risks likely to be applicable to any visit to QPAC by a group of young people (under the age of 15 or unless legally defined as a minor) whether as performers or patrons (e.g. schools, youth groups) or as part of a backstage tour.
This risk assessment is provided to teachers/ carers as a guide only. Those responsible for the young people are strongly advised to conduct their own risk assessment, particularly taking into account the nature of the young people and the proposed activities to be engaged in at QPAC.

Risk Assessment prepared by and date	Information sources	Other persons consulted
Date: 01.03.2012 Prepared by: R. Hodges (Safety & Security Advisor) Update version: 2 Date: 15/03/2016 Updated by: C. Horne (QPAC Safety Officer)	1. WH&S Act & Regulation 2011 2. Australian Standards 3. QPAC WH&S Policy and Procedures 4. Queensland Fire Advisory standards 5. Education QLD Excursion Policy	<ul style="list-style-type: none"> K. Davis (Manager- Patron Services, QPAC) A. Dodds (Associate Director- Human Resources, QPAC)

Risk Matrix	Consequences (C) if risk occurs					
	1=Negligible	2=Minor	3=Moderate	4=Major	5=Severe	
Public Safety	No medical treatment	1 st Aid treatment only to individual(s)	1 st Aid treatment only to many	Individuals need hospital treatment	Death or many hospitalised	
Workplace Health & Safety (WH&S)	No medical treatment	1 st Aid treatment only	1 st Aid/GP treatment and lost time to injury	Individuals need hospital treatment	Death or many hospitalised	
Likelihood (L) of risk occurring	5=Almost Certain: is expected to occur during the activity	LOW	MEDIUM	HIGH	EXTREME	EXTREME
	4=Very Likely: is expected to occur more often than not	LOW	MEDIUM	HIGH	EXTREME	EXTREME
	3=Likely: will occur on occasion	LOW	MEDIUM	HIGH	HIGH	EXTREME
	2=Unlikely: may occur but far more likely not to occur	LOW	LOW	MEDIUM	HIGH	HIGH
	1=Very unlikely: practically impossible to occur	LOW	LOW	LOW	LOW	LOW
Risk Rating (R) & Action Required	EXTREME	Activity must not proceed whilst any risks are rated EXTREME				
	HIGH	Activity must not proceed whilst any Public Safety or WH&S risks are rated HIGH. Any residual HIGH risks to reputation, event or financial must be approved by CEO.				
	MEDIUM	Risk treatment plan (e.g. Safe Work Practice) must be in place before activity begins.				
	LOW	No further action required				

Risk Assessment: Safety
Title: Groups of young people visiting QPAC
Ref: RA0001



Risk Register											
No.	Risk Type	Hazard (what might happen)	Risk Rating			Treatment	Residual Risk			Person Responsible for Treatment	
			L	C	R		L	C	R	Name	Done
1	Public Safety	Weather related risks such as sunburn, dehydration, cold and wet.	4	2	M	<ol style="list-style-type: none"> Check weather forecast and ensure children are appropriately equipped: <ol style="list-style-type: none"> Hot weather: sunhat, water and sunscreen. Cold/wet weather: warm waterproof clothing (umbrellas should be avoided). In extreme heat conditions groups will be sheltered in QPAC foyers. (Note: some limited, shelter may be available in the QPAC courtyards, foyers and adjacent grassed areas shaded by trees). 	3	1	L	1. Group organisers	
2	Public Safety	Theatrical effects including but not limited to: mist, fogs, bright or flashing lights, strobing lighting, loud and/or sudden noises with potential to scare or induce a medical reaction.	3	1	L	<ol style="list-style-type: none"> QPAC to issue details of all theatrical effects to be used in any show to be attended by groups of young people and post appropriate notices. <ol style="list-style-type: none"> Warnings are displayed at theatre entrance doors prior to patrons entering the auditorium. QPAC to ensure all effects comply with standard WH&S procedures. Group organisers to assess the potential impact of effects on their young people while at QPAC. 	2	1	L	<ol style="list-style-type: none"> QPAC QPAC Group organisers 	
3	Public Safety	Injuries caused by rush/panic in event of an evacuation	2	4	H	<ol style="list-style-type: none"> QPAC has an established evacuation procedure. All visitors to must follow the instructions given by QPAC Fire Wardens. Group organisers to inform QPAC, prior to visit, of any issues that may hinder their group's safe and timely evacuation (e.g. mobility issues). 	2	2	L	<ol style="list-style-type: none"> QPAC Group organisers 	
4	Public Safety	Injuries through accidents such as trips and falls.	4	2	M	<ol style="list-style-type: none"> Group organisers to monitor conduct of young people and prevent inappropriate behaviour likely to result in injuries. (Note: QPAC has many steps, changes in level and glazed areas that whilst not inherently dangerous, might result in injury to persons unaware of their locality). QPAC FOH staff (ushers) to be placed at entrance theatre doors to remind patrons to "watch their step" when traversing theatres. 	4	1	L	<ol style="list-style-type: none"> Group organisers QPAC 	
5	Public Safety	Lost or distressed child	3	2	M	<ol style="list-style-type: none"> Group organisers to nominate a meeting spot for all students in the event someone gets lost. <ol style="list-style-type: none"> Recommended spot is QPAC Stage Door. Assistance can be obtained from Stage Door in an emergency (Ph: 3840 7500) All QPAC required staff to be trained in lost children procedure. 	3	1	L	<ol style="list-style-type: none"> Group organisers All QPAC 	
6	Public Safety	Precinct hazards: Traffic – QPAC is surrounded on all sides by roads, Grey St & Melbourne St & Russell St are particularly busy. Grey St separates QPAC and South Bank railway station.	2	5	H	<ol style="list-style-type: none"> Group organisers to: <ol style="list-style-type: none"> Warn young people of hazards; Be aware of location of young people; and Implement specific risk treatments appropriate for the group (e.g. managed road crossing). Road crossings will be established throughout the precinct please refer to traffic maps provided and use designated crossings. Groups to use pedestrian crossings around precinct. 	2	1	L	1. Group organisers	
7	Public Safety	Staff to children ratio This could involve not enough supervision for children, lost child/children	3	4	H	<ol style="list-style-type: none"> Based on Ed Qld Excursion Legislation. <ol style="list-style-type: none"> Teacher/Parent to student ratio is: 1:5 for Prep 1: 10 for Yrs 1-3. For any child with behavioural needs or disability requirements teachers would have an aide/parent for the child. 	2	2	L	<ol style="list-style-type: none"> School Group Organiser 	

Risk Assessment: Safety

Title: Groups of young people visiting QPAC

Ref: RA0001



8	Event	Delayed arrival (e.g. transport failure)	3	1	L	1. Contact QPAC Reception on 3840 7400 or Box Office on 3840 7551 and advise of likely delay.	3	1	L	1. Group organisers
9	Public Safety	Risk of injury to patrons participating in a backstage tour.	3	2	M	<ol style="list-style-type: none"> 1. All groups booked and patron numbers confirmed in advance. 2. All patrons advised to wear enclosed shoes. 3. All tours to be guided by QPAC staff. <ol style="list-style-type: none"> a. A patron to tour guide ratio to be kept at all times. Ratio is dependent on numbers, age and any additional needs by the group. 4. Tour locations based on event scheduling. <ol style="list-style-type: none"> a. No tours to take place in the same area during high risk work times. (i.e. bump in, rehearsals or performance times) b. Tour paths are confirmed with QPAC Production Services Unit staff prior to commencement. 5. QPAC guides to brief tour group on QPAC backstage rules and regulations at the start of a tour. <ol style="list-style-type: none"> a. i.e. no touching production elements, keeping with the group etc. 	1	2	L	<ol style="list-style-type: none"> 1. Group Organiser 2. QPAC 3. QPAC 4. QPAC 5. QPAC

NOTES:
Emergency assistance (including First Aid) is available at all times by going to or contacting Stage Door on 3840 7500 or asking any QPAC staff member for assistance. (Stage Door is located in the QPAC tunnel).