

Risk Assessment



SWF recognises its responsibility to ensure the safety of all who could be affected by this activity and accordingly a need for safety planning and risk management has been identified. This document provides analysis related to the event detailed activities for each risk and details risk reduction strategies to ensure a safe event.

This document concentrates upon areas of the event under the management or control of SWF that might adversely affect others. Matters considered focus upon the safety of the audience, performers and crews in the Venue.

PRODUCTION AND ASSESSMENT DETAILS					
Date of Event	Wednesday 18 th May – 26 th May 2022	Date of Risk Assessment	18/03/2022	Version number:	V1
Event	Primary & Secondary Schools Days Program				
Event Description	Author talks, AV presentation and Q&A	Risk Assessment prepared by:	Tristan Taylor – SWF Head of Production		
Location / Venue	Sydney Town Hall, City Recital Hall, Riverside Theatres, The Concourse, Joan Sutherland Performing Arts Centre				
Additional production information and related Risk Assessments	<ul style="list-style-type: none">- Venue RA applies- SWF & Venue Covid-19 Safety Plan applies- Production Event Overview- Event Run Sheet	Persons consulted during preparation / review of this Risk Assessment	Andrew Bondfield – SWF Production Manager Amy Conway – Project Manager Events & Education Sue Burnet – Reliance Risk, Senior Risk Consultant		

IDENTIFY HAZARDS		ASSESS RISK			RISK CONTROL		RE-ASSESS RISK		
<i>Break the activity or event down (e.g. Bump in, set up, event, bump out.)</i>	<i>How would a person be harmed? (e.g. Fall from unfenced platform – fracture, contusions, internal injuries)</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Initial Risk Rating</i>	HOW RISK WILL BE ELIMINATED OR CONTROLLED? <i>Refer to the Hierarchy of Controls at the end of this form. The first priority to control an assessed risk is to eliminate it so far as is reasonably practicable (Level 1). When the risk cannot be eliminated, then the hierarchy of controls must be followed to minimise risk to the lowest level that is reasonably practicable (Level 2 through to Level 3)</i>	<i>Who is responsible for implementing and monitoring?</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Residual Risk Rating</i>
General WHS & Planning									
Insufficient Staffing Levels	<ul style="list-style-type: none"> Delays to the event Failure to complete on time. Fatigue of other workers due to additional work required to make up time. 	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> SWF to indicate required levels of staffing to ensure successful completion of the project. Staffing contractors to ensure that adequate levels of Competent staff are maintained throughout project. Monitor progress of bump in to ensure production schedule time frames are achieved Communicate to Event Participants/talent of the expected time frames in the production schedule Monitor workers shifts Ensure workers can communicate fatigue to their manager 	<ul style="list-style-type: none"> Head of Production Head of Program Production Manager Project Manager Venue Contracted Service Providers 	Unlikely	Minor	Low
Unsafe Working Conditions	<ul style="list-style-type: none"> Injury to workers or visitors in the workplace. Workers and visitors unfamiliar with the workspace 	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> All workers and contractors to be inducted on site by venue staff work or complete venue induction as required by the venue. before commencing work. All visitors to backstage areas to be inducted or escorted by an inducted worker at all times. Promotion of a safe working environment to be encouraged. Supervisors to ensure safe work practices are adhered to. Daily toolbox talk between supervisors, staff and contractors. Staff and Contractors to sign daily toolbox talks where WHS are identified and added to the Risk assessment. Dangerous work practices and/or unsafe behaviour will not be tolerated and may lead to removal from site. Obtain venue risk assessments and provide to contractors, SWF staff and Presenters 	<ul style="list-style-type: none"> Head of Production Head of Program Production Manager Project Manager Stage Managers Venue Staff & Contracted Staff 	Unlikely	Minor	Low

IDENTIFY HAZARDS		ASSESS RISK			RISK CONTROL		RE-ASSESS RISK		
<i>Break the activity or event down (e.g. Bump in, set up, event, bump out.)</i>	<i>How would a person be harmed? (e.g. Fall from unfenced platform – fracture, contusions, internal injuries)</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Initial Risk Rating</i>	HOW RISK WILL BE ELIMINATED OR CONTROLLED? <i>Refer to the Hierarchy of Controls at the end of this form. The first priority to control an assessed risk is to eliminate it so far as is reasonably practicable (Level 1). When the risk cannot be eliminated, then the hierarchy of controls must be followed to minimise risk to the lowest level that is reasonably practicable (Level 2 through to Level 3)</i>	<i>Who is responsible for implementing and monitoring?</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Residual Risk Rating</i>
Failure of Due Diligence towards WH&S Administration	<ul style="list-style-type: none"> - Unqualified and/or poorly trained staff and contractors. - Inadequately Insured Contracted Service Providers. 	Unlikely	Major	High	<ul style="list-style-type: none"> - Contractors and other providers to ensure that all staff are appropriately trained (licensed if required) and competent to carry out their assigned tasks. - All contractor and other service providers to provide SWF with Current Public Liability and Workers Compensation Certificates. - All contractors to provide copies of any relevant Safe Work Method Statements & Safe Work Procedures. *(SWMS & SWP) and reviewed prior to any new work activity. *(SWP) - Targeted Risk Assessments to be conducted on any new work activities. - All contracts with suppliers and hirers should include mandatory risk and safety compliance clauses. 	<ul style="list-style-type: none"> - Head of Production - Head of Program - Production Manager - Project Manager - Contracted Service Providers - SWF Contracted Staff 	Unlikely	Moderate	Medium
Workforce Fatigue	<ul style="list-style-type: none"> - Diversion from safe work practices. - Poor decision making. - Delays in production schedule. - Injury / Death to Staff and Contractors 	Possible	Moderate	High	<ul style="list-style-type: none"> - All workers and contractors to be inducted by the Site Safety Officer before commencing work at the relevant staff room, entrance, site office. - Ensure appropriate breaks are provided no more than 5 hours apart. - Managers and Supervisors to monitor staff and contractors for signs of fatigue. - Additional staff / contractors engaged to assist with production schedule. - Appropriate down time between roster shifts. - Monitor workers shifts - Ensure workers can communicate fatigue to their manager 	<ul style="list-style-type: none"> - Head of Production - Head of Program - Production Manager - Project Manager - Stage Managers - Venue - Site Management & Supervisors - Staff & Contracted Staff 	Unlikely	Minor	Low
Failure of Emergency Management Plan Failure to Implement Emergency Management Plan	<ul style="list-style-type: none"> - Crowd Panic. - Loss of Crowd Control. - Inadequate Response to Emergency Situation. 	Possible	Extreme	Very High	<ul style="list-style-type: none"> - Obtain venue emergency management plan or response procedures - Conduct a briefing pre-event to inform staff on the venue's emergency response procedures and their roles 	<ul style="list-style-type: none"> - Head of Production - Project Manager - Venue Managers - Management/Supervisors - Staff & Contracted Staff - Security - Venue Staff - Emergency Services 	Not expected	Major	Medium
Operations									

IDENTIFY HAZARDS		ASSESS RISK			RISK CONTROL		RE-ASSESS RISK		
<i>Break the activity or event down (e.g. Bump in, set up, event, bump out.)</i>	<i>How would a person be harmed? (e.g. Fall from unfenced platform – fracture, contusions, internal injuries)</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Initial Risk Rating</i>	HOW RISK WILL BE ELIMINATED OR CONTROLLED? <i>Refer to the Hierarchy of Controls at the end of this form. The first priority to control an assessed risk is to eliminate it so far as is reasonably practicable (Level 1). When the risk cannot be eliminated, then the hierarchy of controls must be followed to minimise risk to the lowest level that is reasonably practicable (Level 2 through to Level 3)</i>	<i>Who is responsible for implementing and monitoring?</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Residual Risk Rating</i>
Manual Handling	- Injury to staff or contractors	Possible	Moderate	High	<ul style="list-style-type: none"> Contractors to implement SWMS for manual handling in line with code of practice (NSW Hazardous Manual Tasks 2019) and industry standards. Ensure staff are trained and competent in proper manual handling guidelines and techniques. Ensure that manual handling aids such as trolleys, pallet jacks and lifting straps. Where possible minimize the distance between storage and placement of items that require manual handling. Ensure workplace is designed to minimize manual handling wherever possible. Personal Protective Equipment to be worn at all times. 	<ul style="list-style-type: none"> Head of Production Project Manager Stage Managers Venue Management & Supervisors Staff & Contracted Staff 	Unlikely	Moderate	Medium
Stages and Platforms	- Guests/Performers falling off Stage or platform	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Ensure edges of the stage or platform and steps are clearly marked with white tape or otherwise identified Install handrails on stairs and steps where possible Guests must be escorted on and off stages and platforms at all times 	<ul style="list-style-type: none"> Project Manager Stage Managers Venue Management & Supervisors 	Unlikely	Minor	Low
Electrical Power Usage and Safety	<ul style="list-style-type: none"> Electrocution Overloading System Electrical Fire Damage to infrastructure and / or equipment. Injury / Death to Staff and Contractors. 	Unlikely	Major	High	<ul style="list-style-type: none"> All electrical equipment installed in accordance with regulations and the standard AS/NZS 3000, 300:20002, 3760:2001, 4249:1994. All electrical cabling to be tested and tagged. All electrical leads are run in a safe and efficient manner. Cable trays to be used to eliminate potential trip hazard and avoid damaging cables from forklifts, moving plant, trucks and pedestrian traffic. Earth leakage protection (RCD) to be fitted and tested Ensure all power sources and distributions boards are away from public access All electrical appliances, leads and cables checked regularly for damage and protected from exposure to water 	<ul style="list-style-type: none"> Project Manager Stage Managers Venue Management & Supervisors Staff & Contracted Staff 	Unlikely	Minor	Low
Free standing banners	- Banners blowing away or falling over and injuring passers by	Possible	Minor	Medium	<ul style="list-style-type: none"> Ensure banners are secure, tied down and or weighted appropriately to the expected weather conditions In extremely windy conditions banners may need to be removed 	<ul style="list-style-type: none"> Project Manager Venue Managers Staff & Contracted Staff 	Not expected	Minor	Low

IDENTIFY HAZARDS		ASSESS RISK			RISK CONTROL		RE-ASSESS RISK		
<i>Break the activity or event down (e.g. Bump in, set up, event, bump out.)</i>	<i>How would a person be harmed? (e.g. Fall from unfenced platform – fracture, contusions, internal injuries)</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Initial Risk Rating</i>	HOW RISK WILL BE ELIMINATED OR CONTROLLED? <i>Refer to the Hierarchy of Controls at the end of this form. The first priority to control an assessed risk is to eliminate it so far as is reasonably practicable (Level 1). When the risk cannot be eliminated, then the hierarchy of controls must be followed to minimise risk to the lowest level that is reasonably practicable (Level 2 through to Level 3)</i>	<i>Who is responsible for implementing and monitoring?</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Residual Risk Rating</i>
Screens	<ul style="list-style-type: none"> - Screen falling over - Persons tripping over screen leads 	Possible	Minor	Medium	<ul style="list-style-type: none"> - Ensure screen is secured into place and has a sufficiently wide base to support the screen - Ensure screen is located away from passing traffic - Ensure all leads for the screen are secured away and are not trip hazards - Hanging screens must have a secure structure to hang from and be installed by competent persons 	<ul style="list-style-type: none"> - Project Manager - Venue Managers - Staff & Contracted Staff 	Not expected	Minor	Low
Public Access									
Disabled or Mobility Impaired Access	<ul style="list-style-type: none"> - Delays in accessing venue/s for disabled or mobility impaired persons. - Duress and Embarrassment for patron. - Delays in Event Schedule. - Possible Hindrance of Emergency Services. - Reputational Damage. 	Possible	Moderate	High	<ul style="list-style-type: none"> - Identify effected patrons and aid person including access to venues and seating allocation. - Ensure travel ways are clearly defined with event staff on hand to assist if required. - Supply accessible travel information in printed and electronic documents relevant to the event. - Ensure Disabled and Mobility Impaired Access Points and Aids are identified and fully operational. - Consult with venue to determine access-impaired facilities including parking, ramps, doors and lifts and communicate this to access-impaired Guests pre-event 	<ul style="list-style-type: none"> - Project Manager - Venue Managers - FOH Manager - FOH Staff 	Unlikely	Insignificant	Low
Slips, Trips and Falls	<ul style="list-style-type: none"> - Injury to person. - Lacerations. - Sprains/Strains. 	Likely	Moderate	High	<ul style="list-style-type: none"> - Site inspection to identify hazards & remove/treat same. Good housekeeping. - Cleaners to monitor/patrol & clean up where necessary. - Site crew to alert Production to any spills/potential slip hazards that may exist. Remove / Barricade / Segregate hazard until rendered safe. - All changes in height of flooring to be marked and highlighted. - Flooring laid evenly and to be securely fixed. - Holes or gaps to be covered or barricaded - Ensure all electrical cables are out of main pedestrian routes and covered using approved cable trays. - Ensure pathways are lit sufficiently on the major pedestrian routes. Install light towers in poorly lit areas. - Lighting check should be performed evening before event. 	<ul style="list-style-type: none"> - Project Manager - Venue Managers - Staff & Contracted Staff 	Possible	Minor	Medium

IDENTIFY HAZARDS		ASSESS RISK			RISK CONTROL		RE-ASSESS RISK		
<i>Break the activity or event down (e.g. Bump in, set up, event, bump out.)</i>	<i>How would a person be harmed? (e.g. Fall from unfenced platform – fracture, contusions, internal injuries)</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Initial Risk Rating</i>	HOW RISK WILL BE ELIMINATED OR CONTROLLED? <i>Refer to the Hierarchy of Controls at the end of this form. The first priority to control an assessed risk is to eliminate it so far as is reasonably practicable (Level 1). When the risk cannot be eliminated, then the hierarchy of controls must be followed to minimise risk to the lowest level that is reasonably practicable (Level 2 through to Level 3)</i>	<i>Who is responsible for implementing and monitoring?</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Residual Risk Rating</i>
Welfare provisions	- Poor or no welfare facilities	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> - Check with the availability and location of amenities including accessible amenities - Ensure that there are suitable and sufficient numbers of toilets and hand washing facilities available at all periods of the event. 	<ul style="list-style-type: none"> - Project Manager - Venue Managers 	Not expected	Minor	Low
School aged Children attending	- SWF staff and Presenters have Contact with minors	Possible	Moderate	High	<ul style="list-style-type: none"> - All staff and presenters who will have direct contact with children to have proof of current WWCC - All contact with children by SWF staff/presenters must be supervised and in the open 	<ul style="list-style-type: none"> - Head of Children's and YA - Project Manager - Venue Managers 	Not expected	Minor	Low
School aged Children attending	<ul style="list-style-type: none"> - Reading material available - Discussion's storytelling and talks 	Possible	Moderate	High	<ul style="list-style-type: none"> - All reading materials available to children must be age appropriate - Presentation topics and storytelling content and talks must be age appropriate - Website information regarding age groups 	<ul style="list-style-type: none"> - Head of Children's and YA 	Not expected	Minor	Low
Traffic/Site Management									
Traffic accident or incident	<ul style="list-style-type: none"> - Delays in production schedule. - Injury / Death to Staff and Contractors 	Possible	Moderate	High	<ul style="list-style-type: none"> - Tour schedule considers driving distances between events and provides adequate time to reach each destination within safe driving limits. - Check road traffic conditions prior to leaving venue to identify potential traffic congestion and delays and determine alternate routes if necessary - Appropriate down time scheduled on driving routes to ensure driver fatigue avoided. - Adhere with the Fatigue Management Regulations as outlined in the HV Driver Fatigue Handbook and Heavy Vehicle (Fatigue Management) National Regulation NSW 2016. - All drivers to have valid Full Driver Licenses for the vehicles that they are driving - All staff to adhere to all Road Rules 	<ul style="list-style-type: none"> - Head of Production - Head of Children's and YA - Project Manager - All Drivers of SWF vehicles 	Unlikely	Minor	Low

IDENTIFY HAZARDS		ASSESS RISK			RISK CONTROL		RE-ASSESS RISK		
<i>Break the activity or event down (e.g. Bump in, set up, event, bump out.)</i>	<i>How would a person be harmed? (e.g. Fall from unfenced platform – fracture, contusions, internal injuries)</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Initial Risk Rating</i>	HOW RISK WILL BE ELIMINATED OR CONTROLLED? <i>Refer to the Hierarchy of Controls at the end of this form. The first priority to control an assessed risk is to eliminate it so far as is reasonably practicable (Level 1). When the risk cannot be eliminated, then the hierarchy of controls must be followed to minimise risk to the lowest level that is reasonably practicable (Level 2 through to Level 3)</i>	<i>Who is responsible for implementing and monitoring?</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Residual Risk Rating</i>
Food Hygiene & Waste Management									
Ineffective Waste Management	<ul style="list-style-type: none"> - Poor Housekeeping in and around public areas. - Garbage & Litter Build Up - Slip Hazards. 	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> - Ensure correct ratio of bins per people is allocated by the venue. - Ensure Venue has sufficient cleaning staff to empty garbage bins on a regular basis. - Ensure there is sufficient waste recycling facilities available at the venue and that they are clearly identified 	<ul style="list-style-type: none"> - Head of Production - Project Manager - Venue Management 	Unlikely	Minor	Low
Drinking and eating in venue	<ul style="list-style-type: none"> - Food and Beverage Spills - Slips and falls from spills 	Likely	Minor	Medium	<ul style="list-style-type: none"> - Ensure venue has sufficient cleaning staff and that they are easily contacted to clean up any spills - Ensure venue has signs available to be placed over or around spills while cleaners are mobilising 	<ul style="list-style-type: none"> - Project Manager - Venue Management - Venue FOH Staff 	Possible	Minor	Medium

IDENTIFY HAZARDS		ASSESS RISK			RISK CONTROL		RE-ASSESS RISK		
<i>Break the activity or event down (e.g. Bump in, set up, event, bump out.)</i>	<i>How would a person be harmed? (e.g. Fall from unfenced platform – fracture, contusions, internal injuries)</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Initial Risk Rating</i>	HOW RISK WILL BE ELIMINATED OR CONTROLLED? <i>Refer to the Hierarchy of Controls at the end of this form. The first priority to control an assessed risk is to eliminate it so far as is reasonably practicable (Level 1). When the risk cannot be eliminated, then the hierarchy of controls must be followed to minimise risk to the lowest level that is reasonably practicable (Level 2 through to Level 3)</i>	<i>Who is responsible for implementing and monitoring?</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Residual Risk Rating</i>
Food Safety or Allergy	<ul style="list-style-type: none"> - Illness - Injury to person - Hospitalisation 	Possible	Moderate	High	<ul style="list-style-type: none"> - Contract experienced food supplier and ensure food is fresh. - Ensure all food handling staff are fully briefed regarding food operational processes including (but not limited to transport, packing, storage and food handling) relating to the safety and quality of food. - Caterers/vendors should have detailed ingredient information available to provide accurate information for all customer enquiries in particular allergen ingredients. This includes standard recipe information and / or manufacturers product and ingredient labelling. - Ensure adequate staffing levels with appropriate food handling / food hygiene qualifications available to complete distribution and preparation operations during activation. - Medical staff at venue to be fully conversant with any specific contingencies, treatments or medication required should a patron suffer any reaction or illness as a result of consuming or coming into contact with food. - Ensure EPI-Pen on hand in venue and staff trained in use of same. (Minimum of 2 should be on hand for treatment) - Ensure compliance with Food Safety Standards set by NSW Food Authority. 	<ul style="list-style-type: none"> - Project Manager - Catering Contractors - Medical/First Aid - Venue Management - Venue FOH Staff - Emergency Services 	Possible	Insignificant	Low
Safety & Security									
Medical Emergency / First Aid Incident – External Venue	<ul style="list-style-type: none"> - Delayed Response. - Inadequate Response. 	Likely	Moderate	High	<ul style="list-style-type: none"> - Confirm with Venue of adequate First Aid Station/resources in venue/site during program. - Current First aid trained staff in venue/site during program - staff briefed on Venue Emergency Management Plan and on Emergency procedures. 	<ul style="list-style-type: none"> - Project Manager - Stage Managers - Venue Manager - FOH Staff 	Possible	Minor	Medium

IDENTIFY HAZARDS		ASSESS RISK			RISK CONTROL		RE-ASSESS RISK		
<i>Break the activity or event down (e.g. Bump in, set up, event, bump out.)</i>	<i>How would a person be harmed? (e.g. Fall from unfenced platform – fracture, contusions, internal injuries)</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Initial Risk Rating</i>	HOW RISK WILL BE ELIMINATED OR CONTROLLED? <i>Refer to the Hierarchy of Controls at the end of this form. The first priority to control an assessed risk is to eliminate it so far as is reasonably practicable (Level 1). When the risk cannot be eliminated, then the hierarchy of controls must be followed to minimise risk to the lowest level that is reasonably practicable (Level 2 through to Level 3)</i>	<i>Who is responsible for implementing and monitoring?</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Residual Risk Rating</i>
Unauthorised Access to area	- Financial loss Damage to reputation Injury to person	Possible	Minor	Medium	<ul style="list-style-type: none"> - Back of House access to be restricted to approved personnel - Venue Security to monitor for any persons without identification/accreditation. - If you open a secure access door, close it behind you. - All staff to wear venue identification while on site 	<ul style="list-style-type: none"> - Project Manager - Venue Management - Staff & Contracted Staff - Contractors - Security - NSW Police 	Possible	Insignificant	Low
Missing Persons / Lost Child	- Duress / Panicked Patrons	Possible	Minor	Low	<ul style="list-style-type: none"> - Follow Venue Lost Persons Procedure - Identify an area where lost persons can be located. - Rely on Teachers and carers for children. - All staff have WWCC in NSW. - Venue and Police involvement if person not located. 	<ul style="list-style-type: none"> - Front of House Staff - Venue Staff - Event Security - SWF event staff 	Unlikely	Insignificant	Low
Bomb Threat (via Phone or In Person) – External Venue	<ul style="list-style-type: none"> - Panic - Loss of Crowd Control. - Injury / Death to Staff & Patrons. - Reputational Damage. 	Possible	Extreme	Very High	<ul style="list-style-type: none"> - Ensure all staff and Security have a copy of a Bomb - Threat Checklist. - Refer to – Australian Federal Police / Australian Bomb Data Centre / Phone Bomb -Threat Checklist. - Contact NSW Police immediately upon receiving Bomb Threat. - Project Managers to conduct White Level Inspections with Venue staff, within their areas of responsibility. - Apply HOT principle to any unclaimed items or suspicious items. <ul style="list-style-type: none"> - H – Is the article hidden? YES / NO - O – Is the article obviously suspicious? YES / NO - T – Is the article typical of the items in your area? YES / NO - Evacuate, Cordon and Contain immediate area around suspicious item. - Establish a Safe Zone (No Go) extending out from Containment Area. - Deny Access into Safe Zone other than Emergency Responders. - Do Not Re-Enter the Area until given the “all Clear” by authorities. 	<ul style="list-style-type: none"> - Project Manager - SWF contracted staff - Venue Staff - NSW Police - NSW Fire & Rescue - NSW Ambulance Service 	Unlikely	Moderate	Medium

IDENTIFY HAZARDS		ASSESS RISK			RISK CONTROL		RE-ASSESS RISK		
<i>Break the activity or event down (e.g. Bump in, set up, event, bump out.)</i>	<i>How would a person be harmed? (e.g. Fall from unfenced platform – fracture, contusions, internal injuries)</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Initial Risk Rating</i>	HOW RISK WILL BE ELIMINATED OR CONTROLLED? <i>Refer to the Hierarchy of Controls at the end of this form. The first priority to control an assessed risk is to eliminate it so far as is reasonably practicable (Level 1). When the risk cannot be eliminated, then the hierarchy of controls must be followed to minimise risk to the lowest level that is reasonably practicable (Level 2 through to Level 3)</i>	<i>Who is responsible for implementing and monitoring?</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Residual Risk Rating</i>
Emergency Situation (Fire, Medical, Bomb, Personal, Evacuation, Failure of essential services) – External Venue	<ul style="list-style-type: none"> - Delay and / or Cancellation of Event Schedule due to 'Act of God'/natural disaster, pandemic response or loss of venue. - . - Loss of Crowd Control. - Injury / Death to Staff & Patrons. - Reputational Damage. 	Possible	Extreme	Very High	<ul style="list-style-type: none"> - Ensure all Event and Presenters are briefed on the Venue Emergency Management plans and any responsibilities required - Liaise with Venue, Police LAC and other Emergency Agencies as required - Initiate crisis management plan - Procure cancellation and abandonment insurance - Review with Venue their cancellation Policy 	<ul style="list-style-type: none"> - Project Manager - Venue Management - SWF Contracted Staff - Venue Staff - NSW Police - NSW Fire & Rescue - NSW Ambulance Service 	Not expected	Moderate	Medium
Covid-19 Pandemic Health									
Key team members are forced to self-isolate and cannot attend event	<ul style="list-style-type: none"> - Disruption of event planning and operational execution of event 	Possible	Major	High	<ul style="list-style-type: none"> - Have clear roles and responsibilities laid out in advance of the event. With at least one other team member available who understands the requirements. - All essential team to take measures to limit risk of exposure in the weeks leading up to the event. - Have a clear written brief for all roles and responsibilities in case required. - Have on-demand staffing available to fulfill any on-site responsibilities on the day. 	<ul style="list-style-type: none"> - CEO - Head of Production - Head of Program 	Possible	Moderate	High

IDENTIFY HAZARDS		ASSESS RISK			RISK CONTROL		RE-ASSESS RISK		
<i>Break the activity or event down (e.g. Bump in, set up, event, bump out.)</i>	<i>How would a person be harmed? (e.g. Fall from unfenced platform – fracture, contusions, internal injuries)</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Initial Risk Rating</i>	HOW RISK WILL BE ELIMINATED OR CONTROLLED? <i>Refer to the Hierarchy of Controls at the end of this form. The first priority to control an assessed risk is to eliminate it so far as is reasonably practicable (Level 1). When the risk cannot be eliminated, then the hierarchy of controls must be followed to minimise risk to the lowest level that is reasonably practicable (Level 2 through to Level 3)</i>	<i>Who is responsible for implementing and monitoring?</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Residual Risk Rating</i>
Staff Covid-19 infection	Transition of infectious disease to staff Illness and/or death from infection	Possible	Major	High	<p>Establish Covid-19 Safety Plan for program and following NSW Health Directives on safe Covid-19 events</p> <p>All staff to be vaccinated</p> <p>Remind all staff not to attend workplace if they are unwell</p> <p>Covid-19 Tests to be required for all staff that feel unwell before attending work</p> <p>Maintain 1.5m Physical Distancing where possible</p> <p>If 1.5m distancing is not practical or working in an enclosed space face masks to be worn as recommended under the current NSW Health Guidelines</p> <p>All staff to be briefed on Hygiene & Cleaning practices</p> <p>Brief all staff on SWF and Venue Covid-19 Safety plans that are in force at the event location</p> <p>Hand Sanitiser available at all entrances, washrooms and staff lunch rooms</p> <p>Have contingency staffing in the event that key staff are not able to work on the day</p> <p>Event space well ventilated</p> <p>Consider touch point cleaning of venue during the event</p>	<ul style="list-style-type: none"> - Head of Production - Head of Program - Project Manager - SWF Contracted Staff - Venue Staff 	Possible	Minor	Medium

IDENTIFY HAZARDS		ASSESS RISK			RISK CONTROL		RE-ASSESS RISK		
<i>Break the activity or event down (e.g. Bump in, set up, event, bump out.)</i>	<i>How would a person be harmed? (e.g. Fall from unfenced platform – fracture, contusions, internal injuries)</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Initial Risk Rating</i>	HOW RISK WILL BE ELIMINATED OR CONTROLLED? <i>Refer to the Hierarchy of Controls at the end of this form. The first priority to control an assessed risk is to eliminate it so far as is reasonably practicable (Level 1). When the risk cannot be eliminated, then the hierarchy of controls must be followed to minimise risk to the lowest level that is reasonably practicable (Level 2 through to Level 3)</i>	<i>Who is responsible for implementing and monitoring?</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Residual Risk Rating</i>
Patron Covid-19 infection	Transition of infectious disease to patrons Illness and/or death from infection	Possible	Major	High	<p>Establish Covid-19 Safety Plan for program and following NSW Health Directives on safe Covid-19 events</p> <p>All Patrons are encouraged to be vaccinated as per NSW Health guidance</p> <p>Information supplied to patrons not to attend events and venues if they are unwell</p> <p>Encourage 1.5m Physical Distancing in venues where possible</p> <p>If 1.5m distancing not practical or attending an enclosed space, face masks to be worn as recommended under the current NSW Health Guidelines</p> <p>All Patrons to be reminded of Hygiene & Cleaning practices at points of entry</p> <p>Hand Sanitiser available at all entrances, and washrooms</p> <p>Event space well ventilated</p> <p>Consider touch point cleaning of venue during the event</p>	<p>Head of Production</p> <p>Head of Program</p> <p>Project Manager</p> <p>SWF Contracted Staff</p> <p>Venue Staff</p>	Possible	Minor	Medium
Lack of 1.5m distancing due to Staff traveling in same vehicle	Transition of infectious disease Illness and/or death from infection	Possible	Major	High	<p>If workers need to travel in the same vehicle:</p> <ul style="list-style-type: none"> - face masks to be worn as recommended under the current NSW Health Guidelines - encourage passengers and drivers to spread out, using front and back seats - workers should only handle their own tools and bags where reasonably practicable - set out process to clean the vehicle's high touch areas at the end of each shift/day with detergent or disinfectant - set air conditioning to external air flow rather than recirculation. 	<p>Head of Production</p> <p>Head of Program</p> <p>Project Manager</p> <p>SWF Contracted Staff</p> <p>Venue Staff</p>	Possible	Minor	Medium

IDENTIFY HAZARDS		ASSESS RISK			RISK CONTROL		RE-ASSESS RISK		
<i>Break the activity or event down (e.g. Bump in, set up, event, bump out.)</i>	<i>How would a person be harmed? (e.g. Fall from unfenced platform – fracture, contusions, internal injuries)</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Initial Risk Rating</i>	HOW RISK WILL BE ELIMINATED OR CONTROLLED? <i>Refer to the Hierarchy of Controls at the end of this form. The first priority to control an assessed risk is to eliminate it so far as is reasonably practicable (Level 1). When the risk cannot be eliminated, then the hierarchy of controls must be followed to minimise risk to the lowest level that is reasonably practicable (Level 2 through to Level 3)</i>	<i>Who is responsible for implementing and monitoring?</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Residual Risk Rating</i>
Lack of 1.5m distancing due to program interactions	Transition of infectious disease Illness and/or death from infection	Possible	Major	High	Face masks to be worn in all indoor or situations where 1.5m distancing is not reasonably practicable, as recommended under the current NSW Health Guidelines Conduct program in outdoor locations if available and practicable If indoors, Increased ventilation required with open windows and filtered air-conditioning Review program operations to increase social distancing Hand sanitiser available before and after interactions and cleaning high touch areas after each group/session	Head of Production Head of Program Project Manager SWF Contracted Staff Venue Staff	Possible	Minor	Medium
Speakers non attendance due to self-isolation or infection	Illness and/or death from infection Cancelled event	Possible	Major	High	Speakers to take measures to limit risk of exposure in the weeks leading up to the event. Covid-19 Rapid Antigen Test provided 3 days prior to event Have back up speakers available during the festival to step into session as a replacement Back up technical systems available for speaker to attend event virtually (zoom or other internet platform)	Head of Production Head of Program Project Manager	Possible	Minor	Medium
Change in Public Health Order	Event Requirements and regulation compliance	Possible	Major	High	SWF CEO and Chair of Board meet Daily to assess risks Covid-19 Contingency Plan developed Covid-19 Risks to the event, staff and patrons completed Monitoring all Public Health Order announcements Activate contingency plans according to preplanning	CEO Chair of Board Head of Production Head of Program Project Manager	Possible	Moderate	High

RISK MATIX		CONSEQUENCE					
			INSIGNIFICANT	MINOR	MODERATE	MAJOR	EXTREME
		WHS	Injury/Illness not requiring medical assistance	Minor injury, first-aid treatment, no time off work	Injury requiring one or more days off work. Potential claim from a patron	Injury requiring hospitalisation or 5+ days off work	Fatality or serious injury likely to cause permanent disablement
LIKELIHOOD	ALMOST CERTAIN	Is expected to occur many times each year, could occur within days to weeks.	Medium	High	High	Very High	Very High
	LIKELY	Could occur in most circumstances. Could occur within weeks to months.	Medium	Medium	High	Very High	Very High
	POSSIBLE	Has occurred before. Could occur within months to years.	Low	Medium	High	High	Very High
	UNLIKELY	Has occurred before in a similar organisation. Could occur within the next few years.	Low	Low	Medium	High	High
	NOT EXPECTED	Has occurred elsewhere. Could occur within decades	Low	Low	Medium	Medium	High

Note: The Matrix is to be read in conjunction with the Risk Treatment table overleaf.

RISK CONSULTATION

The Sydney Writers Festival is committed to WHS consultation, so far as is reasonably practicable, with staff carrying out work for the Sydney Writers Festival. Workers consultation will include:

- Sharing of Information
- Opportunity to contribute to the process
- Views are taken into account
- Outcomes of consultation are communicated



WHS RISK TREATMENT

RISK SCORE	TREATMENT
Very High	UNACCEPTABLE: Do not start activity <i>Risk level is unacceptable.</i> <ul style="list-style-type: none"> Inform Manager / Supervisor immediately
High	UNDESIRABLE: Management consent required <i>Requires attention of CEO, HOD</i> <ul style="list-style-type: none"> Activity must be carried out under the supervision (watching over) of a supervisor / manager, and Activity must be covered by a current SWP or an approved SWMS, and Worker undertaking activity must be deemed adequately trained/instructed and deemed competent by the manager, and Controls and procedures should regularly be reviewed to determine if risk control improvements are feasible (IE risk can be eliminated or isolated).
Medium	TOLERABLE: Proceed with supervisor consent <i>Requires attention of your manager</i> <ul style="list-style-type: none"> Activity is managed using approved documented procedures and controls. Controls and procedures should regularly be reviewed to determine if risk control improvements are feasible (IE risk can be eliminated or isolated).
Low	BROADLY ACCEPTABLE: Proceed with activity <i>Monitor and manage as usual</i> <ul style="list-style-type: none"> Risks have been controlled to such a degree that a low residual risk remains

