

RISK ASSESSMENT FORM

HIRER'S NAME	NSW Band Festivala
VENUE	Verbruggen Hall, Music Workshop, Recital Hall West
DATE	Sat 22 & Sun 23 July 2017

CLIENT REP	Pat Devery
MGMNT REP	Jan Marshall
EMPLOYEE REP	Con Supervisor

Risk/s Identified	Level of Risk*			Control measures	Person responsible for actions	Date Completed
	C = Consequence (1-5)*	L = Likelihood (1-5)*	R = Risk Rating (1-4)*			
Describe Nature of Risk/s identified	C	L	R	Detail Corrective Actions (Controls) to eliminate or minimise risk/s identified.	Person responsible for actions	
Patron Management Stampede	2	1	4	<ol style="list-style-type: none"> 1. Ushers will be allocated to the entrance to manage patron movement 2. In the event of a stampede or crush the entrance doors will be closed and the side barriers will be removed to allow patrons to remove themselves from the entrance area. Ushers will calm patrons and remove any unruly patrons from the entrance area. The entrance will be reopened once order has been restored. 	Con Supervisor / Security	2
Overcrowding of the venue.	1	2	4	<ol style="list-style-type: none"> 1. The entrance to the building will be through the Main Glass Doors and patrons will be ushered through to the relevant foyer. 2. Once the venue capacity has been reached access will be denied and exit only will apply. Capacity will be managed by the allocation of tickets. 	Con Supervisor	
Over crowding of toilets.	1	1	4	<ol style="list-style-type: none"> 1. Ushers will monitor and remove patrons loitering in toilets 2. For Verbruggen Hall the level 3 toilets will be utilized and patrons will be directed to the 	Con Supervisor	

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				Atrium toilets if the Foyer Area is not coping with patron traffic flow.		
People refused entry or people ejected from the event loitering around the building.	1	1	1	1. The Front of House supervisor will advise Security if this occurs.	Con Supervisor / Security	
Ejections.	1	1	4	<ol style="list-style-type: none"> 1. The need for any ejection will be identified by the Front of House supervisor and advised to the Security Officer who will take control of the situation. 2. All ejections will be dealt with in accordance with statutory regulations. 3. No Usher or client staff will initiate an ejection 4. Ejected patrons will be given service of a phone to call their parents if required. 5. If necessary the Police will be called to assist with ejections. 	Con Supervisor / Security	
Drug affected patrons.	3	1	4	1. Any drug-affected patrons will be attended to by the Ambulance.	Con Supervisor / Security	
Distressed patrons.	2	1	4	<ol style="list-style-type: none"> 1. Distressed patrons will be taken to the Main Entrance Area and given assistance and use of a phone if required. 2. If necessary an ambulance will be called to attend. 	Con Supervisor / Security	
Violent or aggressive patrons.	3	1	4	<ol style="list-style-type: none"> 1. All violent or aggressive patrons will be ejected. 2. If necessary the police will be called to assist. 	Con Supervisor / Security	

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Assaults	3	1	4	<ol style="list-style-type: none"> Where possible the alleged attacker (s) will be held and the Police will be called to assist. If the person (s) assaulted require first aid they will be attended by an Ambulance 	Security	
Patrons smoking inside the venue	1	1	4	<ol style="list-style-type: none"> Patrons smoking inside the venue will be asked to extinguish the cigarette. Repeat offenders will be asked to leave at the supervisor's discretion. 	Con Supervisor	
Dogs and other animals	1	1	4	<ol style="list-style-type: none"> No animals are permitted on sight with the exception of a vision impaired person's guide dog. 	Con Supervisor	
Broken Glass or other hazardous materials	2	3	3	<ol style="list-style-type: none"> In the event of glass breakages or other hazardous materials posing a risk to patrons, the Front of House supervisor will contact the Security Guard on duty to phone the cleaners. If it is outside of their rostered hours, the Front of House supervisor will arrange for the area to be restricted and the hazard removed. 	Con Supervisor / Security / Cleaners	
Performer emergency evacuation	3	1	4	<ol style="list-style-type: none"> The need for an emergency evacuation will be identified by the Front of House supervisor and advised to the Security Officer who will take control of the situation. 	Con Supervisor / Security	

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Changes or modifications required and agreed.



SIGNED:

DATE: 19/7/17

SIGNED: _____

DATE: _____

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* Level Of Risk legend – see tables below

Step 1 – Estimate the consequences of an incident occurring

	Consequence	Incident
5	Catastrophic	Fatality or permanent serious disability or permanent ill health
4	Major	Serious injury, permanent part disability, long-term illness
3	Moderate	Medical treatment required and several days off work
2	Minor	First aid treatment required
1	Insignificant	No injuries

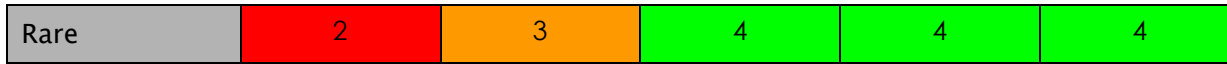
Step 2 – Estimate the likelihood of an incident occurring

	Likelihood	Description
5	Almost certain	Expected to occur in most circumstances
4	Likely	Will probably occur in most circumstances (ie has been known to occur, or has occurred before)
3	Possible	Might occur at some time (ie have heard of it happening)
2	Unlikely	Could occur, but no know instances previously
1	Rare	May occur only in exceptional circumstances

Step 3 – Determine the risk rating

	Catastrophic	Major	Moderate	Minor	Insignificant
Almost certain	1	1	1	2	2
Likely	1	1	2	3	3
Possible	1	2	3	3	4
Unlikely	2	3	3	4	4

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E=extreme risk H=high risk M=medium risk L=low risk