

RISK ASSESSMENT FORM

HIRER'S NAME	Australian School Band & Orchestra Festival
VENUE	Sydney Conservatorium
DATE	For the Festival year 2026

CLIENT REP	Patrick Devery (ASBOF GM)
MGMNT REP	Venue Manager
EMPLOYEE REP	SCM Front of House 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	C	L	R	Detail Corrective Actions to eliminate or minimise risk/s identified.		
Patron Management – antisocial or inappropriate behaviour	2	1	4	<ol style="list-style-type: none"> Ushers will be allocated to the entrance to manage patron movement 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. 	Conservatorium Staff	
Overcrowding of the venue	1	2	4	<ol style="list-style-type: none"> The entrance to the building will be through the Main Glass Doors and patrons will be ushered through to the relevant foyer. 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. 	Conservatorium Staff	
Over-crowding of toilets	1	1	4	<ol style="list-style-type: none"> Ushers will monitor and remove patrons loitering in toilets For Verbrugghen Hall the level 3 toilets will be utilized and patrons will be directed to the Atrium toilets if the Foyer Area is not coping with patron traffic flow. 	Conservatorium Staff	
People refused entry or people ejected from the event loitering around the building.	1	1	4	<ol style="list-style-type: none"> The Front of House supervisor will advise Security if this occurs. 	Conservatorium Staff and security	

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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. 	Conservatorium Staff and security	
Drug affected patrons.	3	1	4	<ol style="list-style-type: none"> 1. Any drug-affected patrons will be attended to by the Ambulance. 	Conservatorium Staff and 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. 	Conservatorium Staff and 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. 	Conservatorium Staff and security	
Assaults	3	1	4	<ol style="list-style-type: none"> 1. Where possible the alleged attacker (s) will be held and the Police will be called to assist. 2. If the person (s) assaulted require first aid they will be attended by an Ambulance 	Conservatorium Staff and security	
Patrons smoking inside the venue	1	1	4	<ol style="list-style-type: none"> 1. Patrons smoking inside the venue will be asked to extinguish the cigarette. 2. Repeat offenders will be asked to leave at the supervisor's discretion. 	Conservatorium Staff	
Dogs and other animals	1	1	4	<ol style="list-style-type: none"> 1. No animals are permitted on sight with the exception of a vision impaired person's guide dog. 	Conservatorium Staff	

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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. 	Conservatorium Staff	
Performer management				<ol style="list-style-type: none"> Please detail how performers will be managed and contained both back stage and on stage 	Volunteer marshals assigned to: - Warmup rooms - Back stage - Stage	
Performer emergency evacuation	3	3	3	<ol style="list-style-type: none"> Rehearse evacuation procedure during rehearsal when all performers are present. Ensure all hirer staff and performance volunteers are briefed on evacuation procedure, and participate in the evacuation rehearsal. 	SBF staff to follow directions of Conservatorium Staff All volunteers to be briefed by Conservatorium Staff from 9.00am Saturday	
First aid requirements for performers	2	3	3	<ol style="list-style-type: none"> Please advise what measures you will have in place to address any first aid issues that may arise with performers and/or hirer staff. 	Registered Nurse, Anne Shearman, on site	
Setting & striking on stage furniture	3	2	3	<ol style="list-style-type: none"> Music Stands – if quantities are required they will be wheeled into the venue on the appropriate trolleys and care taken when lifting off the trolley and setting on stage. To be replaced on the trolley and returned to the appropriate venue storage position. Adjustable chairs (Verbruggen Hall only) - Chairs will be stacked no higher than 7 and loaded from the front legs by leaning the stack backwards to create a 3-5mm gap 	Hirer Stage Manager TBA To monitor movement of orchestral furniture on and off stage to ensure compliance	

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	3	3	3	<p>for the trolley. Do not lift the stack. Ensure hands are in the centre of the trolley handle to avoid a crush. Ensure chairs are slotted together carefully so legs are directly in line as minor rotation of the chair will cause instability and/or damage.</p> <p>3. Ensure chairs are not double stacked on stage for height increase.</p>	with instructions provided.	
Please advise all other identified risks relevant to your performance activity	3	3	3	1.		

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Changes or modifications required and agreed.



SIGNED: _____ Patrick Devery GM DATE: 20/6/25

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 known instances previously
1	Rare	May occur only in exceptional circumstances

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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
Rare	2	3	4	4	4

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