



Risk Assessment Template

This risk assessment template can be applied to assess risk assessment categories including systems of work, use of plant or equipment, events and performances. It is a generic template using Arts Centre Melbourne risk analysis and evaluation criteria.

1. Details

Date of Assessment	15/03/13	Venue / Area	Theatres Building
Version Number	1	Name of person(s) who conducted this event risk assessment	
Review Date	March 2015	Draft. Vineta Koleska. Update M.Thomson Manager Health, Safety, Environment	
Specific to Events / Performances			
Generic Risk for Visitors to ACM.			

2. Attachments (subject to the category of risk assessment and risk identified)

Assembly Areas

3. Risk Assessment Tools

Risk assessment tools have been developed to assist with identifying generic risks applicable to the use of plant or equipment and events and performances.

4. Risk Assessment

No.	Risk Type	Hazard	Risk Rating			Treatment/Controls	Residual Risk			Person or role responsible for treatment/controls	
			L	C	R		L	C	R	Name/role	Done
1	Fire	<p>Injury to public and staff</p> <p>Property damage</p> <p>Crowd panic</p> <p>Adverse publicity</p>	L	Ma	H	<p>Building Emergency Management Plan cover the action to be taken if a fire is reported for awrdens and all staff.</p> <p>Building Emergency Control Organisation functioning.</p> <p>Emergency Control Organisation attends regular training on their responsibilities.</p> <p>Safety and Security officers (SSOs) are the designated first aid officers for the Theatres building and Hamer Hall.</p> <p>Fire warning system is available for the building – warning tones; Alert & Evacuation of theatre and or buildings.</p> <p>Fire fighting equipment is available on site as per the building code requirements.</p> <p>Exit paths remain clear at all times.</p> <p>Illuminated exit signs indicate path of travel in an emergency.</p> <p>Arts Centre crisis management procedures. Crisis management team will be notified where required.</p>	U	M	M	<p>Safety & Security Team</p> <p>Arts Centre Melbourne Staff and Visitors</p> <p>ACM Emergency Control Organisation (ECO)</p>	
2	Medical Emergency	<p>Delay in emergency response</p> <p>Adequate first aid officers in attendance</p> <p>Adequate first aid equipment</p>	P	M	H	<p>Safety and Security officers are the designated first aid for the Theatres building. SSO officers have been trained in Level 3 – First Aid.</p> <p>First aid room available on level 5.</p> <p>Contents of first aid kits regularly inspected and replenished as required.</p> <p>Emergency number 8222 available to staff for direct access to security.</p> <p>Radio communication available for access to security.</p>	R	L	L	<p>Safety & Security Team</p>	

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			L	C	R		L	C	R	Name/role	Done
3	Injury to public and staff Property damage Crowd panic Adverse publicity	Emergencies such as power outage, bomb threat, water leak, gas leak etc. as covered by the Emergency Management Plan.				As above. Building Emergency Management Plan cover the action to be taken if a bomb threat is reported. Bomb threat checklist exists.				Arts Centre Melbourne Staff	
4	Medical emergency Personal Injury Property Damage Hazard	Incident Reporting & Management	P	Mi	M	All injuries, accidents, damages & hazards must be reported immediately to Arts Centre Melbourne representative. All hazards must be reported and isolated or rectified. SSO are designated first aiders.& submit incident report or hazards in CURA or by any Arts Centre Melbourne representative.	U	Mi	L	Arts Centre Melbourne Staff and Visitors	
5	Injury to person(s) Reputational risks	Lost student or student unaccounted	U	M	M	Venue staff will notify Security Control immediately if a student is reported to be missing, who will in order activate Emergency Management Procedures. Tour guides to take an attendance count at start and end of tour.	U	Mi	L	Venue Staff	
6	Medical emergency Injury to public visitors or staff	Slip, Trip, Fall Inability to identify emergency exits paths. Trip Hazards, floor coverings, spills	P	M	M	Venue lighting and house lighting is operational in the foyers and Theatres. Emergency lighting is illuminated for safe ingress and egress of Theatres. Venue staffs have torches available as an additional control, although this is not solely relied upon. All trip hazard reported to facilities and repairs undertaken Staff clean spills as soon as identified	R	M	L	Arts Centre Melbourne Staff	

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			L	C	R		L	C	R	Name/role	Done
7.	Facilities and Amenities	Injury due to inadequate Facilities & Amenities	P	M	M	Bathroom and toilet facilities are provided for visitors convenience Smoking is not permitted in Arts Centre Melbourne buildings. Facilities maintained to standards	I	M	L	Arts Centre Melbourne Staff Facilities & Maintenance	
8	Security	Injury or disturbance to public and staff Property damage Crowd panic	P	M	M	Personal valuables should not be left unattended. Report to staff member who will notify security SSO in attendance around the building	U	I	L	Arts Centre Melbourne Staff Safety & Security Team	

Risk Assessment Criteria (Arts Centre Melbourne Risk Analysis and Evaluation Criteria F2012)

1. Consequence

Severity Level	Financial	Customer Service Interruption	Operational Effectiveness	Reputation/ Political	People & Safety	Legal & Compliance
Severe	Potential loss of > \$500k	Loss of a major service or venue for > 10 days. Cancellation of multiple seasons	Loss of a critical business service for > 10 days. Benefits of significant projects or initiatives are not realised	Severe relationship difficulties with Government. Public enquiry & concentrated local or national media interest	Single death or injuries that include lifetime disabilities. Significant IR disruption and/or significant loss of key people	Significant breach with prosecution and/or significant fines. Serious litigation including class actions
Major	Potential loss of >\$300k	Loss of a major service or venue for > 5 days. Cancellation of an entire season	Loss of a critical business service for > 5 days. Most benefits of significant projects or initiatives are not realised	Government embarrassment and/or internal Government inquiry. Major story in national and/or local media	Injury involving long-term hospitalisation and significant rehabilitation. Very low staff morale, multiple IR disruptions and/or very high staff turnover	Major breach of regulation with significant penalties. Major litigation
Moderate	Potential loss of > \$150k	Loss of a major service or venue for 1 day. Cancellation of several performances	Loss of a critical business service for > 1 days. Loss of a non-critical service for > 10 days. Some key benefits of significant projects or initiatives are not realised	Issue requiring involvement of Arts Minister or other Parliamentary member. Significant item in local media	Injury involving hospitalisation and/or rehabilitation. Low staff morale, some IR disruption and/or high staff turnover	Serious breach of regulation with investigation or report to authority. Potential for prosecution and/or moderate penalties
Minor	Potential loss of > \$75k	Loss on a minor service > 5 days. Cancellation of one performance	Loss of a critical business service for 0.5 – 1 day. Loss of a non-critical business service for > 5 days. Some key benefits of significant projects or initiatives are deferred	Questions by Arts Victoria or other external parties. Low level mention and interest in local media	Injury involving medical treatment other than first aid and lost time from employment. Some staff morale issues	Minor legal issues, non-compliance or breaches of regulation. No reports and no penalties
Insignificant	Potential loss of <\$75k	Loss on a minor service > 1 day. Interruption of a single performance.	Loss of a critical business service for < 0.5 days. Loss of a non-critical business service for > 1 days. Some key benefits of significant projects or initiatives are delayed	Issues resolved as part of normal internal management process. No media interest	Incident, no injury or injury involving first aid and no time lost from employment	

2. Likelihood

Likelihood	
Almost Certain	> 90% probability of risk occurring in the time period assessed
Likely	50- 70% probability of risk occurring in the time period assessed
Possible	20 - 50% probability of risk occurring in the time period assessed
Unlikely	5 – 20% probability of risk occurring in the time period assessed
Rare	< 5% probability of risk occurring in the time period assessed

3. Risk Rating

Consequence	Likelihood				
	Rare	Unlikely	Possible	Likely	Almost Certain
Severe	Medium	High	High	Very High	Very High
Major	Medium	Medium	High	Very High	Very High
Moderate	Low	Medium	Medium	High	High
Minor	Low	Low	Medium	Medium	High
Insignificant	Very Low	Low	Low	Medium	Medium

4. Risk Evaluation and Treatment

Risk Rating	Evaluation	Treatment
Very High	Intolerable 1	Risk reduction methods MUST be implemented . If risk reduction cannot be implemented the activity should be considered for discontinuation
High	Intolerable 2	Risk reduction methods required subject to cost – benefit analysis but some risk reduction process MUST implemented
Medium	Tolerable	Risk reduction methods REQUIRED but risk may be accepted if risk reduction is impracticable or not cost effective
Low	Acceptable	No risk reduction methods required, risk can be accepted
Very Low	Inconsequential	No risk reduction methods required, current procedures should be reviewed for potential efficiencies