

<b>Title:</b>	Risk Management Plan for School and Community Excursions						
<b>Risk Register Author:</b>	Rohan Cutler – Technical Director						
<b>Directorate / Agency</b>	Community Services / The Canberra Theatre Centre (CTC)						
<b>Date of Review</b>	28/04/2014						
Identified hazard	Risk factor(s)	Current controls used to reduce risks	RR with current controls in place <sup>1</sup>			Monitoring and Reviewing	
			C	L	R	Review Date	Officer(s) Responsible for current controls
Weather	Sunburn, dehydration, cold, wet.	Check weather forecast and ensure children are appropriately equipped: a. Hot weather: sunhat, water and sunscreen. b. Cold/wet weather: warm waterproof clothing (umbrellas should be avoided where possible). 2. In extreme conditions groups will be sheltered in CTC foyers. (Note: some limited, shelter may be available in the CTC courtyards, foyers and adjacent grassed areas shaded by trees).	2	2	M	Annually	Group organisers
Performance effects	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.	CTC to issue details of all theatrical effects to be used in any shown to be attended by groups of young people and post appropriate notices. CTC to ensure all effects comply with standard WH&S procedures. Group organisers to advise CTC of any student medical conditions that may be vulnerable to performance effects	2	3	M	Annually	Group organisers FOH Management Education officers

Fire / Evacuation	Injuries caused by rush/panic in event of an evacuation	CTC has an established evacuation procedure. All visitors to CTC must follow the instructions given by Fire Wardens. Group organisers to inform CTC, prior to visit, of any issues that may hinder their group's safe and timely evacuation (e.g. mobility issues).	3	1	M	Annually	Group organisers FOH management Chief fire warden
Slip, Trip and Fall	Injuries through accidents such as trips and falls.	Group organisers to monitor conduct of young people and prevent inappropriate behaviour likely to result in injuries. (Note: CTC has many steps, changes in level and glazed areas that whilst not inherently dangerous, might result in injury to persons unaware of their locality).	2	3	M	Annually	Group organisers Supervisors Building management
Lost child / Separation from group	Lost or distressed child	Group organisers to nominate a meeting spot for all students in the event someone gets lost. Assistance can be obtained from Front of House managers in an emergency	2	3	M	Annually	Group organisers FOH managers
Traffic Hazards	Precinct hazards: Traffic hazards – CTC rear laneway (Theatre Lane) and London Circuit drop off point.	Group organisers to: a. Warn young people of hazards; b. Be aware of location of young people; and c. Implement specific risk treatments appropriate for the group (e.g. managed road crossing).	3	3	M	Annually	Group organisers
Delayed arrival	Delayed arrival (e.g. transport failure) resulting in lock out from performance, failing to arrive by performance start	Group organisers to advise CTC Administration and/or Box office of potential delays in arrival	1	3	L	Annually	Group organisers Box office manager FOH manager
First Aid	Delayed application of first aid.	CTC has first aid officers present at all CTC events. Group organisers to request assistance from CTC staff	2	1	L	Annually	Group organisers FOH managers

Food allergies	Child or student consuming CTC provided food that results in allergic reaction	Group organisers to advise: 1. CTC of any potential risks 2. CTC bar to refuse service to students All pre-packaged foods have appropriate food label warnings Group organisers to monitor students at risk	3	2	M		

Risk matrix									
<b>E:</b> Extreme risk — detailed action plan required <b>H:</b> High risk — needs senior management attention <b>M:</b> Medium risk — specify management responsibility <b>L:</b> Low risk — manage by routine procedures <i>Note:</i> High or Extreme risks must be reported to senior management and require detailed treatment plans to reduce the risk to Low or Medium.				Consequences					
				People	Injuries or ailments not requiring medical treatment	Minor injury or first aid treatment case	Serious injury causing hospitalisation or multiple medical treatment cases	Life threatening injury or multiple serious injuries causing hospitalisation	Death or multiple life threatening injuries
				Financial	1% of budget or <\$5K	2.5% of budget or <\$50K	> 5% of budget or <\$500K	> 10% of budget or <\$5M	>25% of budget or >\$5M
				Insignificant	Minor	Moderate	Major	Catastrophic	
Probability		Historical		1	2	3	4	5	
Likelihood	>1 in 10	Is expected to occur in most circumstances	5	Almost certain	M	H	H	E	E
	1 in 10–100	Will probably occur	4	Likely	M	M	H	H	E
	1 in 100–1,000	Might occur at some time in the future	3	Possible	L	M	M	H	E
	1 in 1,000–10,000	Could occur but doubtful	2	Unlikely	L	M	M	H	E
	1 in 10,000–100,000	May occur but only in exceptional circumstances	1	Rare	L	L	M	H	E

Source: Adapted from AS/NZS ISO 31000:2009 Risk Management, and Australian Capital Territory Insurance Authority (ACTIA) *Risk Management Toolkit*, Canberra, viewed 12 June 2012 < <http://www.treasury.act.gov.au/ACTIA/RM.htm> >.

**NB:** The Risk Matrix has been modified to reflect that in the context of health and safety any chance, even a rare occurrence, of a death or multiple life threatening injury is considered extreme.