

Risk Assessment and Management

The following Risk Assessment and Management information is provided to help school teachers or group leaders plan a trip to The Court Theatre to watch a show, take part in an educational workshop or a backstage tour.

If further information is required please contact our House Manager or Education Manager on 03 963 0870.

The purpose of risk assessment is to identify:

- Possible hazards
- Measures that will eliminate, isolate or minimise identified hazards
- The action to control and minimise the extent of injury.

The definition of 'hazard' as defined by the Health and Safety in Employment Act 1992 is:

- a. An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and
- b. Includes
 - A situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person; and
 - Without limitation, a situation described resulting from physical or mental fatigue, drugs, alcohol, traumatic shock or other temporary condition that affects a person's behaviour.

The Court Theatre has a number of staff that are first aid qualified and trained to provide a response in an emergency.

First aid kits are readily accessible in all areas of the theatre and a mobile kit is taken to all off-site activities. There is an AED machine in The Court Theatre foyer.

Hazard Identification	Elimination, isolation and minimisation	Action if hazard occurs
Student-specific ailment	Group leaders are to be solely responsible for participants and their individual medical needs during their visit to the theatre, ensuring that the required medical aid is on hand.	Group leaders are to administer medication based on the participants' individual medical ailments. In an emergency notify an Education or Front of House staff member who will ensure that emergency services are contacted.
Fire, earthquake, etc.	Group leaders should familiarise themselves with the closest emergency exit. If using a rehearsal space the Education Tutor or Guide will inform the participants and	Group leaders and participants are to follow the directions and instructions provided by the Education Tutors, Guides, Front of House staff and Ushers.

	<p>leaders of the closet emergency exits.</p> <p>Education Tutors, Guides, Front of House staff and Ushers to give instructions at the time of the emergency.</p> <p>Group leaders are to bring a class list so they can ensure that all participants are accounted for after an emergency.</p>	<p>The Muster station for all occupants of the theatre is the car park.</p> <p>Group leaders are to check that all participants are accounted for.</p>
Stairs	<p>Participants and group leaders are to take care to avoid slips and trips by ensuring that they walk and are mindful of where they are going and of other people around them.</p>	<p>For minor accidents, first aid will be administered on site and a Record of Accident form must be completed and handed to a member of theatre staff.</p> <p>For serious accidents, group leaders are to notify a member of staff who will ensure that emergency services are contacted.</p>
Cuts, burns and bruising	<p>Education Tutors and Guides are to disclose any risks associated with specific practical activities.</p> <p>Education Tutors and Guides are to demonstrate the correct and safe way to carry out an activity.</p>	<p>For minor accidents, first aid will be administered on site and a Record of Accident form must be completed and handed to a member of theatre staff.</p> <p>For serious accidents, group leaders are to notify a member of staff who will ensure that emergency services are contacted.</p>
Getting lost or exposed to stranger danger	<p>Group leaders are aware that members of the public are likely to be present during a trip to the theatre.</p> <p>Group leaders are to ensure that there is an appropriate number of adults assigned to participant groups.</p> <p>Group leaders are to be solely responsible for the overall safety of the participants.</p> <p>Group leaders are to inform participants that if they are leaving the main group for whatever reason they must tell a group leader and be</p>	<p>If a participant is unaccounted for, the group leaders are to notify a member of theatre staff who will ensure that appropriate action is taken including notifying the House Manager, the Education Manager or the Chief Executive to initiate first response.</p> <p>Theatre staff and group leaders are to conduct an initial search of the immediate area.</p> <p>Theatre staff will contact the Police if necessary.</p>

	<p>accompanied by a leader from the group.</p>	<p>Group leaders will ensure that their school/group policy relating to lost children is followed.</p>
<p>Car park and access road</p>	<p>Group leaders are to be aware that access to the theatre is through a car park and students should travel through it in an orderly fashion. Education Tutors will brief groups if they need to travel through the car park to access the creative learning space.</p>	<p>For minor accidents, first aid will be administered on site and a Record of Accident form must be completed and handed to a member of theatre staff. For serious accidents, group leaders are to notify a member of staff who will ensure that emergency services are contacted.</p>
<p>Panic or stress due to trains noise (shaking)</p>	<p>Group leaders are to inform participants in advance of their visit that trains travel near the theatre and when this happens the building shakes. Education Tutors and Guides will inform groups of the affect trains have when they pass by at high speed.</p>	<p>Participants are offered the opportunity to find a quiet space to feel calm if required.</p>