

Lake Macquarie City Council Risk Assessment
Rathmines Theatre



This document is a **Generic (controlled) activity Risk Assessment**

Work Area / Location	Rathmines Theatre, 25 Stilling St, Rathmines				Find	Locate this document via the Full Controlled Document search on the Backyard	
Assessed By	Melanie Stanton	Approved By	Manager Arts, Culture and Tourism - Jacqui Hemsley - 16 September 2021	Date Due for Review	16 September 2025	Audience	Departmental - Lake Macquarie City Council Staff & Venue Hirer

WHS Aspects	Possible WHS Impacts	Initial Risk Rating	Control Measures (first consideration should be seeking ways to Eliminate, Substitute, Isolate or Engineer out the hazard before implementing administrative controls or PPE)	Timeframe to implement (based on initial risk rating) *	Responsible Position/s	Residual Risk
Location of Document Management cabinet	Failure of contractors to identify relevant building information prior to carrying out works on the building, and also for them to complete the necessary documentation that is contained within the Document Management cabinet	C 2 = M	Instructions have been provided to the building contractors carrying out the refurbishment of the Theatre to install the Document Management cabinet in a readily visible location at eyeline in the foyer	Completed	Principal contractor	D 2 = L
Observation room opening at height	Fall from height Items being dropped from height if not properly secured	C 1 = H	Perspex window installed into bottom section of window	Completed	LMCC staff	D 3 = L
Faulty handrail on wooden steps leading to stage – portable steps approx. 800mm	Falling while using the steps, leading to injury	C 2 = M	New sets of treads built for each side of stage	Completed	LMCC staff	D 4 = VL
Performers	Injury to performers during performance	L	Performers to be inducted prior to performance and made aware of edge of stage, placement of electrical equipment, sets, props and instruments	Immed. - <24hr	Production Manager Stage Manager	VL
Audience	Injury to audience members	VL	Front of House staff to ensure the safety of the audience and prevent unauthorised entry by audience to restricted areas of the Centre. All areas are assessed in relation to possible hazards before patrons arrive.	Immed. - <24hr	Hirer Front of House staff	VL

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					E	E	H	M
					E	H	M	L
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M	L	VL	VL					

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Noise	Noise levels too loud for surrounding businesses and residences	VL	Sound system to be controlled so that amplified music cannot be clearly heard outside the Theatre	Immed. - <24hr	Sound operator Production manager	VL
	Noise levels do not cease at 10 pm as per the EPA	VL	Amplified music not to be heard by neighbouring residences and businesses after 10 pm.	Immed. - <24hr	Sound operator Production manager	VL
Insurance	Public Liability Insurance not current	M	Copy of Certificate of Currency to be provided with Application for use of the Theatre	< 30 days	Hirer	VL
Alcohol	Alcohol not served in a responsible manner	L	An on premises liquor license has been obtained and only staff who have Responsible Service of Alcohol certification are allowed to serve. Alcohol stored in locked pantry and fridge.	< 30 days	Event Staff (internal & external)	VL
Theatrical Smoke	Smoke used without disabling the fire alarm causing a security callout	VL	Council to be told in advance so Fire alarm system can be disabled prior to use of theatrical smoke	< 30 days	Hirer Performing Arts Officer	VL
	Smoke causes patrons or performers to feel ill	M	Move person to ventilated area	Immed. - <24hr	FOH staff or Stage Manager	VL
Falling from height	Persons falling off edge of stage	L	Brief stage users of 600mm stage height and assist frail users when on stage. Rehearsal by performers to familiarise with spacing	Immed-<24 hr	Performing Arts Officer Hirer	VL
	Falling from ladder if installing sets or adjusting lighting	M	Use Australian standard ladder. Apply brakes correctly. Use with supervision and a person footing. Hire professional technician if not comfortable working at heights.	Immed - <24 hr	Theatre Technicians	L
Electrical Equipment	Non-compliant	M	Annual testing and tagging of provided equipment	< 12 Months	Performing Arts Officer	L

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Environmental Aspects	Possible Environmental Impacts	Initial Risk Rating	Control Measures (first consideration should be seeking ways to Eliminate, Substitute, Isolate or Engineer out the hazard before implementing administrative controls or PPE)	Timeframe to implement (based on initial risk rating) *	Responsible Position/s	Residual Risk
Garbage facilities	Not enough garbage bins	L	Waste bins onsite emptied each week, recycling fortnightly. Hirer to remove all other rubbish from site. Cleaners and LMCC staff to manage bins going out by Sunday night		Hirer	
Electricity Usage	Lights or appliances are left on needlessly wasting electricity	L	Hirer to ensure any equipment not in use is turned off as per the operating manual and induction. AV System has power saving mode when not in use		Hirer	
Catering	Use of non-biodegradable products for catering causing pollution in local landscape and endangering wildlife	L	Hirer to ensure that paper cups are used rather than polystyrene foam, and only biodegradable straws are served		Hirer	
No balloons, single use plastic bags or glitter	Litter blowing into lake and surrounding park land that does not break down causing pollution and endangering wildlife	M	Implement a no single use/non biodegradable plastic policy and communicate to hirers and contractors		Hirer	

Quality Aspects	Possible Quality Impacts	Initial Risk Rating	Control Measures (first consideration should be seeking ways to Eliminate, Substitute, Isolate or Engineer out the hazard before implementing administrative controls or PPE)	Timeframe to implement (based on initial risk rating) *	Responsible Position/s	Residual Risk
Performers	Performers not turning up	L	Understudies or reducing repertoire		Event Lead (internal and external)	L
Sound and Lighting	Failure to switch on when required	L	Contact Council emergency number (4921 0333) Regular maintenance		Hirer Performing Arts Officer	L
	Damage to equipment	L	Hirers briefed on equipment use and professional technician available to hire for more complex operation. Inventory list checked at end of event for damage. Photo records of equipment taken prior to opening of Theatre as reference file.		Hirer Performing Arts Officer	L
One Music Licence	One Music Licence not current	VL	Production manager to ensure that One Music Licence is current. LMCC has One Music licence to cover not for profit groups.		Hirer	VL
Security	Security Alarm activated	L	Contact Security monitoring company 1300 131 728		Hirer	VL

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	Building not armed at conclusion of use	L	Security monitoring company automatically alerted after midnight and contact Council/send patrol. Multiple staff have mobile phone app to be able to monitor remotely if not armed at conclusion of known activity, and arm from app.		Hirer ACT delegated staff	L
Damage to stage or auditorium floor	Dance shoes (in particular tap shoes) damaging heritage floor boards on stage, or auditorium floor if used for dance activity	H	Vinyl dance floor to be laid over wooden floor if tap shoes or similar are to be worn for dance activities		Hirer	L
Tape damaging wooden floor	If tape used to fix dance floor or similar, risk of damaging floor boards or varnish when peeled up	H	Tape only to be fixed to vinyl floor in wings, and strips of vinyl floor to be over-taped and not taped directly to stage or wooden floor surface if used in auditorium. Rubber mats or cable trays to be used to cover cables rather than taping over to avoid trip hazard		Hirer	L

COVID-19		Initial Risk Rating	Control Measures (first consideration should be seeking ways to Eliminate, Substitute, Isolate or Engineer out the hazard before implementing administrative controls or PPE)	Timeframe to implement (based on initial risk rating) *	Responsible Position/s	Residual Risk
COVID-19	Staff or other customers catching COVID-19 (could result in serious illness or death).	M	<ul style="list-style-type: none"> All staff and hirers abide by venue COVID safe plan and hirer COVID safe plan All programming to run in accordance with venue specific COVID safe plans and current health advice. Staff and volunteers have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well. Cleaning and disinfecting in accordance with guidance from Safe Work Australia and Public Health Authority. Touch Point Cleaning in accordance with guidance from Safe Work Australia and Public Health Authority and Venue Touch Point Cleaning checklist. Physical distancing – floor has markings installed and program capacity to allow for current capacity guidelines and 1.5m spacing where possible. Programs and activities cannot be run if venue's capacity does not allow for physical distancing. Programs and activities can include catering – if the catering is single serves and there is no re-use or double handling of 	At all times	Performing Arts Officer/Hirer	L

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			<ul style="list-style-type: none"> any food or service products. Alcohol based hand sanitiser is provided at all programs (out of reach of children). Posters on hand washing are prominent in venues and hand washing facilities including soap and water and air dryer are available in the bathrooms. PPE can be used or made mandatory by hirers at their own discretion. Hirers are required to submit list of attendees and contact numbers within 24 hours of the hire taking place. 			
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List all Hazardous Chemicals to be used in this process.	
Note: All Hazardous Chemicals must be accompanied by a Hazardous Chemical Risk Assessment . Refer to Hazardous Chemical – Process Control Document for guidance.	
Nil	

The following people were consulted in the development of this risk assessment

Team Members	Team Name and / or Position
Melanie Stanton	Events – Performing Arts Office

Dissemination and Acknowledgement (How is this Risk Assessment to be communicated to ALL staff undertaking this task)

Method eg: Site Specific Induction or RA Training &/OR a Toolbox Talk, Team meeting etc	Evidence of dissemination eg: saved to TRIM, &/OR details recorded in Daily Diary or Worker Training Passport.
Site Specific induction conducted by LMCC staff members	Induction checklist signed and recorded
Hirer to conduct onsite meeting with all staff/volunteers	

Document References (Acts, Regulation, Codes of Practices, Related Risk Assessments – including Hazardous Chemical, Manual Handling etc)	
Work Health and Safety Act 2011	Work Health and Safety Regulations 2017
COVID Safety Plan – Theatres - Form	

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