

Lake Macquarie City Council Risk Assessment
Warners Bay Theatre Risk Assessment



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

Work Area / Location	Warners Bay Theatre				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 - 18 January 2021	Date Due for Review	18 January 2025	Audience	Departmental – Arts, Culture and Tourism and Theatre hirers

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
Hirers	Injury to hirers and patrons though unrepaired items	M	Conduct weekly inspections and report maintenance to AM Buildings (CRM) for action	1-7 days	Performing Arts Officer, Events and to AM Buildings staff	L
	Injury to hirers and patrons through stacking chairs incorrectly	M	Process for stacking chairs and using chair stacker developed and included in the Operation Manual provided to hirers	< 24hr	Performing Arts Officer, Events staff and hirers	L
	Injury of Hirers accessing the orchestra pit	M	Process for using orchestra pit developed and included in the Operation Manual provided to hirers	< 24hr	Performing Arts Officer, Events staff and hirers	L
	Injury to hirers through non-specific activities	M	All hirers given a site-specific induction and warned about potential hazards such as moving the pianos etc	1-7 days	Performing Arts Officer, Events staff and hirers	L

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Falling from height	Persons falling off edge of stage	L	Brief stage users of 900mm stage height and assist frail users when on stage. Rehearsal by performers to familiarise with spacing	< 24hr	Performing Arts Officer, hirers	VL
	Falling from ladder if installing sets or adjusting lighting	M	Use Australian standard platform ladder. Apply brakes correctly. Use with supervision and a person footing. Hire professional technician if not comfortable working at heights	< 24hr	Hirers, Production Manager	L
Fire	Personal injury to hirers and patrons from ignoring fire alarm	H	Site Induction on the use of the Venue is given to all hirers. Evacuation procedures and exit plan displayed in foyer, kitchen, backstage, main hall and toilets in Operation Manual supplied to all hirers. Fire alarm goes directly to the security firm and the fire brigade	< 24hr	Performing Arts Officer, Events staff and hirers	M
	Alarm is triggered with no fire	VL	Site Induction on the use of the Venue is given to all hirers. Fire alarm goes directly to the security firm and the fire brigade	< 24hr	Performing Arts Officer, Events staff and hirers	VL
	De-activation of alarm by non-authorized person	L	Fire Alarm Control Panel Key only available to authorised personnel. Fire officers will attend if alarm is triggered even if it is de-activated by an unauthorised user. Fire alarm only to be turned off by attending fire officers. Notice displayed next to alarm system.	< 24hr	Performing Arts Officer, Events staff and hirers	VL
	Use of theatrical smoke	M	Prior approval required. Specific Induction required. Separate procedure prepared	< 24hr	Performing Arts Officer, Events staff and hirers	L
Disabled Access	Foyer access unsafe	M	Regular inspections of non-slip surface provided on external entrance ramp.	6 – 12 months	Performing Arts Officer, Events staff and hirers	L
	Disabled lift not operating correctly/unsafe	M	Annual maintenance inspection arranged by AM- Buildings Instructions for use placed on lift.	6 – 12 months	AM- Building staff and hirers	L
Food Handling	Unhygienic preparation and handling	M	Hirers serving food to be referred to 'Guidelines for food Businesses at Temporary Events' NSW Food Authorities www.foodauthority.nsw.gov.au	< 24hr	Performing Arts Officer, Events staff	L

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					and hirers	
Insurance	Hirers failing to provide a current Certificate of Currency	L	All hirers must provide a current Certificate of Currency before they hire the Venue	8 – 30 days	Hirers	VL
Equipment	Injury to hirers and patrons through equipment brought on to site	H	Hirers to ensure all equipment brought onto site is tagged and tested and erected in a safe manner.	< 24hr	Hirers	M
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	< 24hr	Hirers	VL

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
Cleaning Chemicals	Inappropriate use of cleaning chemicals	L	Council approved cleaning chemicals to be used. All chemicals locked up in cleaning cupboard.	1 – 7 days	Performing Arts Officer, Events staff and hirers	L
Noise Levels	Excessive Noise levels	VL	Hirers are advised they must comply with the EPA guidelines	< 24hr	Hirers	VL
Waste	Waste management procedures not followed	VL	Waste management procedures are included in the induction process and stated in the Venue Hire Agreement	< 24hr	Hirers	VL
Use of single use plastics, balloons, glitter, foam	Litter blowing into lake and surrounding park land that does not break down causing pollution and endangering wildlife	L	Implement a no single use/non biodegradable plastic policy and communicate to hirers and contractor If used, approval by Council to be given, with hirer providing a responsible disposal plan	< 24hr	Hirers	VL

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
Building	Damage to Venue by hirers	M	Inventory and post hire inspection conducted after each booking.	1 – 7 days	Hirers	L
	Damage to Venue from excess loading of the lighting bars	M	The Operation Manual states the lighting bar weight limits No equipment or materials are to be hung from the lighting bars without prior Council approval.	< 24hr	Hirers	L

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Tape damaging wooden floor	If tape used to fix dance floor or similar, risk of damaging floor boards or varnish when peeled up	M	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	< 24hr	Hirer	L
	Break-ins and theft of equipment	H	Monitored security system including movement sensors and reed switches on doors and windows.	< 24hr	Hirers and Quantic Security	M
	Hirers not securing the building and setting the alarm at the end of the hire period.	M	Monitored security system. Security company attend building if alarm is not activated by midnight.	< 24hr	Hirers and Quantic Security	L
Damage to stage or auditorium floor	Dance shoes (in particular tap shoes) damaging stage surface, or wooden auditorium floor if used for dance activity	M	Vinyl dance floor to be laid over wooden floor if tap shoes or similar are to be worn for dance activities	< 24hr	Hirer	L
Administration	Cleanliness of Venue	VL	Weekly inspections and post hire inspections. Cleaning scheduled by professional company managed by Council	1 – 7 days	Performing Arts Officer, Events staff, hirers and cleaning contractors	VL
Use of equipment	Misuse of kitchen, scalding/burns etc	M	Inductions for use of kitchen equipment. Instructions for use of equipment included in operation manual. Instructions for use of the oven located on wall next to oven.	< 24hr	Hirers	L
General	Service of alcohol on site – excessive consumption of alcohol	L	Hirers serving alcohol must ensure that staff/volunteers have Responsible Service of Alcohol training and Liquor Licence required in application	< 24hr	Hirers	VL
	Persons working with children have not been subject to a 'Working with Children' check	H	The hirer to ensure that A Working With Children Check be carried out on employees/volunteers working with minors.	1 – 7 days	Hirers	M

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COVID-19	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
COVID-19	Staff or other customers catching COVID-19 (could result in serious illness or death).	M	<p>All staff and hirers abide by venue COVID safe plan and hirer COVID safe plan</p> <ul style="list-style-type: none"> 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 at least 1.5m apart from each other and 4 square metres per person. •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 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 Visitors require to register contact details via QR code on entry 	At all times	LMCC Staff, Performing Arts Officer, Hirers	L

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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.

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

Team Members	Team Name and / or Position
Melanie Stanton	Performing Arts Officer
Frances Fraser	Safety & Compliance Officer

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.
Hirers Induction	Induction sign off and log
Hire Agreement	Smartygrants online application

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Document References (Acts, Regulation, Codes of Practices, Related Risk Assessments – including Hazardous Chemical, Manual Handling etc)	
Lake Macquarie Performing Arts Venue Operation Manual	LMCC Construction Standards for Food Stalls of One (1) Day Duration
Warners Bay Theatre Use of Theatrical Smoke	LMCC Pricing Policy
Lake Mac Theatres Terms of Use	Liquor Act 2007
Warners Bay Theatre Venue Site induction	Registered Clubs Act 1976
Warners Bay Theatre Fire Isolation Procedure	Licensing Court of NSW Liquor Amendment (Responsible Service of Alcohol Training) Regulation 2003
Local Government Act 1993	Registered Clubs Amendment (Responsible Service of Alcohol Training) Regulation 2003
Protection of The Environment Operations (noise control) Regulation 2008	Protection of The Environment Operations (waste) Regulation 2014
Copyright Act 1879 No 20	Child Protection Legislation Amendment Act 2014
NSW Ombudsman's Child Protection Act	ONELicence
Guideline for Food Businesses at Temporary Events	Work Health & Safety Act 2011
Department of Primary Industries Food Authority August 2010	Covid-19 Hirer Agreement
COVID Safe Plan for Theatres (D09943556)	

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