STM Studio Supplies

by Professionals for Professionals



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**STM Theatre Operations**

**Risk Assessment Template**

[[1]](#footnote-1)Risk management is a proactive process that helps you respond to change and facilitate continuous improvement in your theatre. It should be planned, systematic and cover all reasonably foreseeable [hazards](https://www.safeworkaustralia.gov.au/glossary#hazards) and associated [risks](https://www.safeworkaustralia.gov.au/glossary#risks).

A risk assessment involves considering what could happen if someone is exposed to a hazard. A risk assessment can help you to determine:

* severity of the risk
* whether any existing [control measures](https://www.safeworkaustralia.gov.au/glossary#control-measures) are effective
* what action you should take to control the risk, and
* how urgently the action needs to be taken

A risk assessment will assist to:

* identify which workers are at risk of exposure
* determine what sources and processes are causing the risk
* identify if and what kind of [control measures](https://www.safeworkaustralia.gov.au/glossary#control-measures) should be implemented, and
* check the effectiveness of existing [control measures](https://www.safeworkaustralia.gov.au/glossary#control-measures)

A risk assessment can be undertaken with varying degrees of detail depending on the type of hazard and the information, data and resources that you have available. It can be as simple as a discussion with your workers or involve specific risk analysis tools and techniques developed for specific [risks](https://www.safeworkaustralia.gov.au/glossary#risks) or recommended by safety professionals.

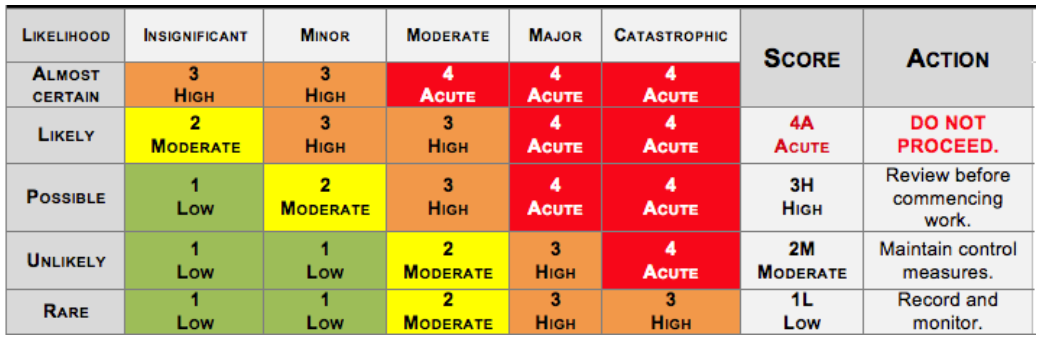
**Steps in risk management**

1. Identify Hazards
2. Assess Hazards
3. Eliminate hazards
4. If unable to eliminate, then control hazards
5. Residual risk reassessment

Ensure that:

* Policies are established, promoted and reviewed
* Workers Compensation and other insurances are current and sufficient
* Information, qualifications, experience, and supervision is assessed and addressed
* Systems in place to identify and address training needs
* Maintenance systems to address scheduling, compliance, and monitoring
* Sufficient time and budget allocated to WHS

**Risk Ranking Matrix**

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk Assessment Control Plan** | | | | | | |
| Person responsible for Risk Assessment: | |  | | | Issue date: |  |
| **Item** | **Job Step**  *List the work tasks in a logical order* | | **Potential Hazards & Risk Ranking**  *Identify the hazards and risks that may cause harm to workers or the public.* | **Controls & Mitigated Risk Ranking**  *Describe what will be done to control the risk. What will you do to make the activity as safe as possible?* | | |
| *Example* | *Enter theatre* | | *Tripping or fall 2M* | *Ensure area is clear and well lit 1L* | | |
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| --- | --- | --- | --- | --- | --- |
| **Part A Safety Inspection of Physical Elements**  Delete any that do not apply | | | | | |
| **Electrics** | | | | | |
|  | | Yes | No | Notes | |
| House Lighting is adequate | |  |  |  | |
| Aisle Lighting is adequate | |  |  |  | |
| Exit lights are in working order | |  |  |  | |
| Exit lights are visible from auditorium & stage | |  |  |  | |
| Leads are secured and do not cross walkways, aisles or exits | |  |  |  | |
| Each fixture has a safety chain | |  |  |  | |
| IEC cables/ supply cables not resting on or in heat path of fixtures | |  |  |  | |
| Rooms are neat and tidy | |  |  |  | |
| Accessories are correctly attached to fixtures | |  |  |  | |
| 100% of rig checked for safety | |  |  |  | |
| Set electrics & practicals tagged & tested | |  |  |  | |
| **Sound Communication & AV** | | | | | |
| Leads are secured & do not cross walkways, aisles, or exits | |  |  |  | |
| Flown speakers & instruments are correctly. & safely rigged | |  |  |  | |
| Flown speakers & instruments have safety chains / 2 rigged points | |  |  |  | |
| Looms are neat & tidy | |  |  |  | |
| Accessories are correctly attached to fixtures | |  |  |  | |
| 100% of rig checked tar safety | |  |  |  | |
| Noise levels comply with safety guidelines | |  |  |  | |
| Comms in auditorium | |  |  |  | |
| **Scenery & Rigging** | | | | | |
| Flats a re correctly rigged & braced | |  |  |  | |
| Braces are secure & marked | |  |  |  | |
| Appropriate use of hardware | |  |  |  | |
| All shackles are moused | |  |  |  | |
| Winch handles turned around if not in use | |  |  |  | |
| Trip hazards are marked | |  |  |  | |
| Rosta adequately secured together | |  |  |  | |
| Flats & furniture flame retarded | |  |  |  | |
| **Access** | | | | | |
| Treads secured | |  |  |  | |
| Treads appropriate, rise, overhang, depth | |  |  |  | |
| Safety rails erected where required | |  |  |  | |
| Rosta & ramp edges are defined | |  |  |  | |
| Fly Rail | | | | | |
| Lines appropriately weighted & weights strapped in | |  |  |  | |
| Floors clear & tidy | |  |  |  | |
| Adequate lighting | |  |  |  | |
| Trip hazards removed | |  |  |  | |
| **Loading Galleries & Grids** | | | | | |
| Counterweights stacked safely & load evenly distributed | |  |  |  | |
| Floors clear & tidy | |  |  |  | |
| Adequate lighting | |  |  |  | |
| Trip hazards removed | |  |  |  | |
| Fire equipment accessible | |  |  |  | |
| First Aid equipment accessible | |  |  |  | |
| **Information Tool box** | | | | | |
| Adequate forms | |  |  |  | |
| All tools present | |  |  |  | |
| Code of Practice available | |  |  |  | |
| Chart of knots present | |  |  |  | |
| **Part B Safety Inspection of Introduced Elements**  Delete any that do not apply, add any that are required | | | | | |
| **Auditorium** | | | | | |
| Seating clear & tidy | |  |  |  | |
| Exits clean & clear | |  |  |  | |
| Aisles clean & clear | |  |  |  | |
| Crossovers clean & clear | |  |  |  | |
| **Stage & Wings** | | | | | |
| Emergency exits clean & clear | |  |  |  | |
| Wings clear & tidy | |  |  |  | |
| Corridors & crossovers clean & clear | |  |  |  | |
| Stage entrances & exits clear & tidy | |  |  |  | |
| Stage entrances & exits appropriately lit | |  |  |  | |
| Stage entrances & exits marked | |  |  |  | |
| Stage floor swept/vacuumed | |  |  |  | |
| Railings safe | |  |  |  | |
| Tread, ramp & rostra edges defined, as appropriate | |  |  |  | |
| Carpet runners & cable ramps trip safe | |  |  |  | |
| Adequate onstage work lights | |  |  |  | |
| Adequate blue light in wings | |  |  |  | |
| Food areas clean& comply with the Food Act | |  |  |  | |
| Waste bins provided | |  |  |  | |
| Dressing rooms adequately lit, furnished & ventilated | |  |  |  | |
| **Emergency Equipment** | | | | | |
| Easily identified signage present | |  |  |  | |
| Fire extinguishers present & unobstructed | |  |  |  | |
| Fire hoses present & unobstructed | |  |  |  | |
| First Aid kits present & contents complete | |  |  |  | |
| Ice packs available | |  |  |  | |
| Evacuation procedures posted | |  |  |  | |
| **Properties** | | | | | |
| Breakaway items suitable | |  |  |  | |
| Safety Data Sheets, SDS, available if required | |  |  |  | |
| Risk Assessment attached | |  |  |  | |
| Electrical work is safe | |  |  |  | |
| **Costumes** | | | | | |
| Risk Assessment attached | |  |  |  | |
| **Scenery** | | | | | |
| Risk Assessment attached | |  |  |  | |
| Electrical work is safe | |  |  |  | |
| **Naked Flames on stage** | | | | | |
| Sand buckets in wings | |  |  |  | |
| Suitable methods of extinguishing candles etc | |  |  |  | |
| Suitable holders/ drip trays for candles etc | |  |  |  | |
| Storage for Dangerous Goods arranged | |  |  |  | |
| Sets & props fire retarded | |  |  |  | |
| Costumes fire retarded | |  |  |  | |
| Additional safety equipment standing by | |  |  |  | |
| Risk Assessment attached | |  |  |  | |
| **Special Effects** | | | | | |
| Risk Assessment attached | |  |  |  | |
| Safety Data Sheets, SDS, available if required | |  |  |  | |
| **Additional Items** | | | | | |
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| **Complete list of Attachments** | | | | | |
| # | **Title** | | **Completed by** | |  |
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|  |  | |  | |  |

1. Source, Safe Work Australia <https://www.safeworkaustralia.gov.au/> [↑](#footnote-ref-1)