**SAMPLE RISK ASSESSMENT from ACECQA, adapted for THEATRE ROYAL Hobart:** [**Sample forms and templates | ACECQA**](https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates)

*Approved providers, nominated supervisors and family day care educators must ensure a risk assessment is carried out before children are taken outside the service premises on an excursion. Prior authorisation must also be obtained from parents or other authorised nominees.*

***Theatre Royal has adapted this template from an ACECQA template****, to assist services in undertaking risk assessments before children leave the school or service premises as part of an excursion to the Theatre Royal.*

|  |  |  |
| --- | --- | --- |
| **Risk assessment and management template - Excursion** | | |
| **Service Name** |  | |
| Excursion details | Attend a performance of [Name of show] at the Theatre Royal, Hobart. | |
| **Date (s) of excursion.** |  | |
| **Proposed activities.**  List all activities that will take place during the excursion. | Travel to the Theatre Royal, Hobart, 29 Campbell Street.  View a Performance of [NAME OF SHOW] at [time] [date]. Participate in the post-show QnA. Return to the school/service premises. | |
| **Pick up location and destination (s).**  List each location travelled to and from as part of the excursion. E.g., the museum, park for lunch and service. | Travel to: Theatre Royal: [29 Campbell Street, Hobart Tasmania 7000](https://www.bing.com/ck/a?!&&p=e7ac6096214af7a1JmltdHM9MTcxODA2NDAwMCZpZ3VpZD0yNGIyY2QwNy1jNTU2LTZiZTItMzM2MC1kOTBlYzRiYzZhZTYmaW5zaWQ9NTYzNg&ptn=3&ver=2&hsh=3&fclid=24b2cd07-c556-6be2-3360-d90ec4bc6ae6&u=a1L21hcHM_Jm1lcGk9MTAxfn5Vbmtub3dufkFkZHJlc3NfTGluayZ0eT0xOCZxPVRoZWF0cmUlMjBSb3lhbCZzcz15cGlkLllOMzgwMXgyNTA0NjM0NzkmcHBvaXM9LTQyLjg3OTY1MDExNTk2NjhfMTQ3LjMzMTA2OTk0NjI4OTA2X1RoZWF0cmUlMjBSb3lhbF9ZTjM4MDF4MjUwNDYzNDc5fiZjcD0tNDIuODc5NjV-MTQ3LjMzMTA3JnY9MiZzVj0xJkZPUk09TVBTUlBM&ntb=1)  Bus drop-off locations recommended:   * Bus stop on Campbell Street outside Menzies * Bus stop opposite Menzies (Stop 1 Liverpool St) * Multiple bus stop zones outside the Hotel Grand Chancellor on Campbell Street * Bus stop on Mistral Place outside Fountainside | |
| **Estimated departure and arrival times and duration of the excursion.**  E.g., from the service to each destination and returning to the service. | Departure from school/service premises: \_\_.\_\_ am/pm  Travel time to Theatre Royal: \_\_\_\_ minutes  Arrive at Theatre Royal: \_\_.\_\_ am/pm  Performance begins: \_\_.\_\_ am/pm Run time of: \_\_\_ minute + \_\_\_\_ minute QnA  \**these details are listed on the Theatre Royal website page for the Schools Performance*  Depart Theatre Royal: \_\_.\_\_ am/pm  Arrive back at school/service premises: \_\_.\_\_ am/pm | |
| **Proposed route** You can include an image of the route sourced online. |  | |
| **Means of transport** E.g., public bus, private bus, coach, private car, taxi, tram |  | |
| **Requirements for seatbelts or safety restraints in your state or territory have been met.** | Yes / No  Comment: | |
| **Number and full names of each adult involved in the excursion.**  E.g., service staff, family members, volunteers |  | |
| **The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.**  E.g. for children’s individual needs. |  | |
| **The number of children involved in the excursion.** |  | |
| **Any water hazards during the excursion, including any risks associated with water-based activities?**  If yes, detail in the risk assessment table below. | No | |
| **Educator to child ratio, including whether this excursion warrants a higher ratio.**  Provide details in the risk assessment table below. |  | |
| Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for):  Transport to nearest parking available, at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Entering Theatre Royal through the main entrance at the corner of Campbell and Collins Street.  Reminder to all transport that outside the Heritage Theatre Royal building on Campbell Street is no longer a drop off zone and is a no standing area. All drop off should occur at either:   * Bus stop on Campbell Street outside Menzies * Bus stop opposite Menzies (Stop 1 Liverpool St) * Multiple bus stop zones outside the Hotel Grand Chancellor on Campbell Street * Bus stop on Mistral Place outside Fountainside | | |
| Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking): | | |
| **Excursion checklist – items to be readily available during the excursion**  **(Please tick)** | | |
| o First aid kit – *available on all levels of Theatre Royal premises* | | o List of adults involved in the excursion |
| o List of children involved in the excursion | | o Contact information for each adult |
| o Contact information for each child | | o Mobile phone / other means of communicating with the service & emergency services |
| o Medication, health plans and risk assessments for individual children | | o Other items, please list *ECG and First Aid trained staff available on site at Theatre Royal*  *Defibrillators available onsite* |
|  |  |  |

Use the table below to identify and assess risks to the safety, health or wellbeing of children attending the excursion, and specify how these risks will be managed and minimised (regulation 101(1)). This must include any risks associated with water-based activities.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risk assessment | | | | | |
| Activity | Hazard identified | Risk assessment  (use matrix) | Elimination/control measures | Who | When |
| View Performance | *E.g. Challenging themes or imagery in show* \*Please check the Schools Performance page for the show you are viewing to ensure any **content warnings or age recommendations** have been met, and that you are aware of any Production trigger warnings (linked to First Aid) including strobe lighting | Moderate | Check age recommendations and content warnings. Evaluate suitability. Appropriately brief the class prior to the excursion.  Alert Box Office (boxoffice@theatreroyal.com.au) ahead of performance and confirm with FOH Supervisor on arrival of any photosensitivity or other measures in place to support students, including seating close to exits, access seating | Lead Teacher | Prior to excursion and on arrival at venue |
| Walking from drop-off point to Theatre | Traffic, busy road | Moderate | Brief students prior to excursion. Remind when departing from bus. *For young students, walking in pairs, holding hands, in high visibility vests.* Disperse staff at front, back and throughout group. Actively supervise throughout. | All supervisory staff | Brief students prior to excursion. Remind when departing from bus. Actively supervise throughout. |
| Fire or Evacuation | Fire or Evacuation while at Theatre | Very low | Theatre Royal have procedures and wardens in event of emergency, staff will guide a safe evacuation in an orderly fashion | Theatre Royal Front of House staff and All Supervisory Teaching Staff | If occurs – during excursion |
| First Aid / Injury | Risk of Injury or Illness during Excursion | Moderate | All medications to be taken with students on Excursion. First Aid kit to be taken on excursion. First Aid kits also available at Theatre Royal and First Aid trained staff on site. | Theatre Royal Front of House staff and All Supervisory Teaching Staff | If occurs – during excursion |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk Matrix** | | | | | | |
| Consequences | Likelihood | | | | | |
|  | Rare | Unlikely | Possible | Likely | Almost Certain |
| Major | Moderate | High | High | Critical | Critical |
| Significant | Moderate | Moderate | High | High | Critical |
| Moderate | Low | Moderate | Moderate | High | High |
| Minor | Very low | Low | Moderate | Moderate | Moderate |
| Insignificant | Very low | Very low | Low | Moderate | Moderate |

|  |  |  |  |
| --- | --- | --- | --- |
| **Plan and Review** | | | |
| Plan prepared by: | Full name:  Signature:  Role/Position: | Date: |  |
| Prepared in consultation with: | Full name:  Signature:  Role/Position: | | |
| Communicated to all relevant staff: | Yes / No  Comment if needed: | | |
| Vehicle safety information reviewed and attached: | Yes / No  Comment if needed: | | |
| Risk assessment to be evaluated and reviewed on:  A risk assessment must be undertaken prior to an excursion being undertaken (and before seeking authorisation for that excursion to be undertaken - see regulation 102). If the excursion is a '*regular outing*'\*, a risk assessment must be undertaken *at least* annually. | Date: | | |