

**Risk Assessment: Safety**  
**Title: Groups of young people visiting QPAC**  
**Ref: RA0001**



**Risk Register**

No.	Risk Type	Hazard (what might happen)	Risk Rating			Treatment	Residual Risk			Person Responsible for Treatment	
			L	C	R		L	C	R	Name	Done
1	Public Safety	Weather related risks such as sunburn, dehydration, cold, wet.	4	2	M	1. Check weather forecast and ensure children are appropriately equipped: a. Hot weather: sunhat, water and sunscreen. b. Cold/wet weather: warm waterproof clothing (umbrellas should be avoided). 2. In extreme conditions groups will be sheltered in QPAC foyers. (Note: some limited, shelter may be available in the QPAC courtyards, foyers and adjacent grassed areas shaded by trees).	3	1	L	1. Group organisers	
2	Public Safety	Theatrical effects including but not limited to: mist, fogs, bright or flashing lights, strobing lighting, loud and/or sudden noises with potential to scare or induce a medical reaction.	3	1	L	1. QPAC to issue details of all theatrical effects to be used in any show to be attended by groups of young people and post appropriate notices. 2. QPAC to ensure all effects comply with standard WH&S procedures. 3. Group organisers to assess the potential impact of effects on their young people.	2	1	L	1. QPAC 2. QPAC 3. Group organisers	
3	Public Safety	Injuries caused by rush/panic in event of an evacuation	2	4	H	1. QPAC has an established evacuation procedure. All visitors to QPAC must follow the instructions given by Fire Wardens. 2. Group organisers to inform QPAC, prior to visit, of any issues that may hinder their group's safe and timely evacuation (e.g. mobility issues).	2	2	L	1. QPAC 2. Group organisers	
4	Public Safety	Injuries through accidents such as trips and falls.	4	2	M	1. Group organisers to monitor conduct of young people and prevent inappropriate behaviour likely to result in injuries. (Note: QPAC has many steps, changes in level and glazed areas that whilst not inherently dangerous, might result in injury to persons unaware of their locality).	4	1	L	1. Group organisers	
7	Public Safety	Lost or distressed child	3	2	M	1. Group organisers to nominate a meeting spot for all students in the event someone gets lost. 2. Assistance can be obtained from Stage Door in an emergency (tel 38407500)	3	1	L	1. Group organisers 2. All	
8	Public Safety	Precinct hazards: Traffic – QPAC is surround on all sides by roads, Grey St & Melbourne St & Russell St are particularly busy. Grey St separates QPAC and South Bank railway station. Brisbane River – risk of drowning	2	5	H	1. Group organisers to: a. Warn young people of hazards; b. Be aware of location of young people; and c. Implement specific risk treatments appropriate for the group (e.g. managed road crossing).	2	4	H	1. Group organisers	
10	Event	Delayed arrival (e.g. transport failure)	3	1	L	1. Contact QPAC Reception on 38407400 or Box Office on 38407551 and advise of likely delay.	3	1	L	Group organisers	

**NOTES**  
 Emergency assistance (including First Aid) is available at all times by going to or contacting Stage Door on 3840 7500 or asking any QPAC staff member for assistance. (Stage Door is located in the QPAC tunnel).

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The objective of a risk assessment is to identify anything that may have an unplanned impact on an activity (a hazard), to rate the risk of an unplanned occurrence by evaluating likelihood and consequences, then to develop a treatment for significant risks so that after the treatment is applied the residual risk is acceptable. Note that the same hazard may need to be assessed for a number of consequences.

**Using the Template:** Complete the contextual information on the first page. (2) Identify all risks and their likelihood and consequence; record this information in the risk register. (3) Using the risk matrix determine the risk rating for each risk as follows: identify the row with the appropriate risk type; move along the row to the relevant consequence; descend the consequence column to the corresponding likelihood row; the cell where the consequence column and likelihood row meet gives the risk rating. (4) Refer to the bottom section of the matrix to identify the action required for the risk rating. (5) Develop a risk treatment plan for each risk were this is required to reduce the risk as far as is reasonable practicable. (6) Assess the residual risk rating after the treatment is applied and action the revised risk rating as described in the matrix.

Describe activity being assessed	This is a generic risk assessment identifying risks likely to be applicable to any visit to QPAC by a group of young people whether as performers or patrons (e.g. schools, youth groups). Those responsible for the young people are strongly advised to conduct their own risk assessment, particularly taking into account the nature of the young people and the proposed activities to be engaged in at QPAC.
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Risk Assessment prepared by and date	Information sources	Other persons consulted
Date: 10.05.2010 Prepared by: Rex Hodges (20/06/11 grammatical errors corrected)	1. Workplace Health and Safety Queensland 2. Australian Standards 3. QPAC policy and procedures 4. Queensland Fire Advisory standards	Kim Davis (FoH Manager) Ken Francey (Out of the Box Prod. Mgr) Belinda Macartney (Education Manager)

	Risk Matrix	Consequences (C) if risk occurs				
	Risk Type	1=Negligible	2=Minor	3=Moderate	4=Major	5=Severe
	<b>Public Safety</b>	No medical treatment	1 <sup>st</sup> Aid treatment only to individual(s)	1 <sup>st</sup> Aid treatment only to many	Individuals need hospital treatment	Death or many hospitalised
	<b>Workplace Health &amp; Safety (WH&amp;S)</b>	No medical treatment	1 <sup>st</sup> Aid treatment only	1 <sup>st</sup> Aid/GP treatment and lost time to injury	Individuals need hospital treatment	Death or many hospitalised
<b>Likelihood (L) of risk occurring</b>	<b>5=Almost Certain:</b> is expected to occur during the activity	LOW	MEDIUM	HIGH	EXTREME	EXTREME
	<b>4=Very Likely:</b> is expected to occur more often than not	LOW	MEDIUM	HIGH	EXTREME	EXTREME
	<b>3=Likely:</b> will occur on occasion	LOW	MEDIUM	HIGH	HIGH	EXTREME
	<b>2=Unlikely:</b> may occur but far more likely not to occur	LOW	LOW	MEDIUM	HIGH	HIGH
	<b>1=Very unlikely:</b> practically impossible to occur	LOW	LOW	LOW	LOW	LOW
<b>Risk Rating (R) &amp; Action Required</b>	<b>EXTREME</b>	Activity must not proceed whilst any risks are rated EXTREME				
	<b>HIGH</b>	Activity must not proceed whilst any Public Safety or WH&S risks are rated HIGH. Any residual HIGH risks to reputation, event or financial must be approved by CEO.				
	<b>MEDIUM</b>	Risk treatment plan (e.g. Safe Work Practice) must be in place before activity begins.				
	<b>LOW</b>	No further action required				