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RISK ASSESSMENT

A completed Show Risk Assessment must be uploaded into Eventotron no later than **July 25th 2025**

Please save your version as SHOW NAME\_RA\_HUB HAME\_2025.

Please note that Sydney Fringe Festival will have both festival wide and managed venue specific risk assessments. These Risk Assessments will cover all elements that Sydney Fringe manage including festival staff and production equipment.

**Your risk assessment should consider the immediate hazards, level of risk, restrictions and government advice for your show, artists, and crew elements. It is the sole responsibility of the Company contact or primary artist to assess and mitigate any risks that could arise by your performance.**

**Sydney Fringe have provided a guide and template below as a starting point to prompt thinking on some of the common hazards. Please take the time to review and assist each line against your own show.**

WHAT IS A RISK ASSESSMENT?

A qualitative Risk Assessment is a plan that identifies hazards and provides an analysis of associated risks for an event and details the mitigation measures to be in place to minimise, or where possible, remove such risks.

Here are some definitions to help you better understand the process:

* **Hazard**: Anything that has the potential to cause harm to a person. The best way to manage a hazard is to remove it.
* **Risk**: The combination of the likelihood of specific unwanted activities or situations occurring from a Hazard, and the potential consequences if they should occur.
* **Consequences:** How bad would the most severe injury be if exposed to the hazard? (Measured on a 1-5 scale)
* **Likelihood:** How likely is the person to be injured if exposed to the hazard? (Measured on an A-E scale)
* **Risk Rating:** A combination of the consequence and likelihood scores that provides an overall estimated level of risk. (Measured from LOW – EXTREME)
* **Control Measures:** Actions that can be taken to reduce the potential of exposure to the hazard.

The **Risk Assessment** involves considering the sources of risks, their potential consequences and the likelihood that those consequences may occur. Based off this analysis, you must put control measures in place to prevent or detect these potential risks. When determining what control measures to put in place, follow the Hierarchy of Control.

The **Hierarchy of Control** is a system of selecting the most appropriate control measures for managing risks to health and safety using a step-by-step approach from the highest level of protection and reliability through to the lowest and least reliable protection. The hierarchy (or order) of steps you need to follow when managing hazards and risks are as follows:

1. **Elimination:** Completely remove any health and safety hazards and risks.
2. **Substitution:** If a hazard cannot be removed, you must minimise it by substituting (entirely or partly) the hazard with something with a lesser risk.
3. **Isolation:** Enclose or isolate the hazard from any person exposed to it, such as with barriers.
4. **Engineering Controls:** Implement engineering controls of the hazard (*Not likely to be a factor for your show)*
5. **Administrative Controls:** Alert everyone to the danger of the hazard with appropriate signage and provide appropriate information, training and supervision.
6. **PPE:** Provide personal protective equipment, such as ear plugs, goggles. *(Not likely to be a factor for your show)*

COMPLETING THE RISK ASSESSMENT

**1. What are the hazards:** Review your event and examine what could reasonably be expected to cause harm. The provided template includes examples of common hazards found in a theatre context. Please delete and add hazards as they apply to your event.

**2. Evaluate the risks:** Who might be harmed and how? Consider how, where, how much, and how long individuals are typically exposed to a potential hazard. Write out the potential risks arising from these hazards. The provided template includes examples. Please delete and add risks as they apply to your event.

**3. Initial Risk Rating:** Using the Risk Analysis Matrix, determine the existing risk rating of every identified risk.

**4. Implement Control Measures**: What action is necessary to address the hazard? Using the Hierarchy of Control, come up with effective ways to eliminate and minimise the risks. The below template includes suggested control measures. Please add and delete these measures as they apply to your event.

**5. Residual Risk Rating**: With these new control measures in place, redo the risk rating for each risk. All risks should now be either at LOW or MEDIUM.

**6. Responsibility:** Document who from your team with be responsible for actioning the proposed control measures and ensuring the risk is minimised.

|  |  |  |  |
| --- | --- | --- | --- |
| **SHOW SUMMARY** | | | |
| **PRESENTER/ARTIST:** |  | **SHOW NAME:** |  |
| **CONTACT NO:** |  | **VENUE:** |  |
| **EMAIL:** |  | **DATE:** |  |
| **PERSON CONDUCTING RISK ASSESSMENT:** | |  | |

**RISK ANALYSIS MATRIX**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LIKELIHOOD** | **CONSEQUENCE** | | | | |
| 1  INSIGNIFICANT | 2  MINOR | 3  MODERATE | 4  MAJOR | 5  CATASTROPHIC |
| A  ALMOST CERTAIN | **MEDIUM** | **MEDIUM** | **HIGH** | **EXTREME** | **EXTREME** |
| B  LIKELY | **MEDIUM** | **MEDIUM** | **HIGH** | **HIGH** | **EXTREME** |
| C  POSSIBLE | **LOW** | **MEDIUM** | **MEDIUM** | **HIGH** | **HIGH** |
| D  UNLIKELY | **LOW** | **LOW** | **MEDIUM** | **MEDIUM** | **HIGH** |
| E  RARE | **LOW** | **LOW** | **MEDIUM** | **MEDIUM** | **MEDIUM** |

|  |  |  |
| --- | --- | --- |
| **Probability of Risk** | | |
| **A** | ALMOST CERTAIN | The event is expected to occur in most circumstances. |
| **B** | LIKELY | The event will probably occur in most circumstances. |
| **C** | POSSIBLE | The event might occur at some time. |
| **D** | UNLIKELY | The event could occur at some time but is not expected. |
| **E** | RARE | The event may occur only in exceptional circumstances. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Consequences of Risk** | | | |
|  |  | **Physical** | **Financial and Reputational** |
| **5** | **Catastrophic** | Will lead to permanent injury or death. Will result in serious disruption to the event. |  |
| **4** | **Major** | Serious damage to health which may be irreversible, requiring medical attention and ongoing treatment. | Widespread client, patron or staff dissatisfaction and media attention. Long delays or interruptions. Serious reputational damage to your company and/or Sydney fringe. Noticeable impact on the event with a cost between 20-30% of the budget. |
| **3** | **Moderate** | Reversible health damage which may require medical attention but limited ongoing treatment. | Some complaints or interruptions. Possible PR backlash and reputational damages. A measurable cost between 10-20% of budget. |
| **2** | **Minor** | First aid only with little or no lost time. | Customer complaints. Reported but minor influence on public image and the Sydney Fringe brand. A measurable cost between 5-10% of budget. |
| **1** | **Insignificant** | No lost time. Negligible effect on operations. | No influence on public image. Measurable financial effect on budget – less than 5%. |

**RISK IDENTIFICATION AND ANALYSIS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Before Treatment** | | |  | **Residual Risk** | | |  |
| **Hazards** | **Risks** | **Conseq.** | **Likelihood** | **Risk** | **Control Measures** | **Conseq.** | **Likelihood** | **Risk** | **Responsibility** |
| Trip and Fall | Bruises, Lacerations, Sprains, Fractures, Brain Injury, Deaths |  |  |  | • Attend venue briefing with Venue Manager on bump in. • Read and review any venue updates from Sydney Fringe. • Adequate work lighting during bump in/out and through rehearsals. • Sufficient house lighting to allow safe audience ingress & egress. • House lights illuminated promptly post-performance • Walk through checks and good housekeeping |  |  |  |  |
| Awkward & Heavy Manual Handling | Sprains & Strains, Back/Neck Injury, Crush injuries, Puncture Injuries, Hernias, Disabilities |  |  |  | • All set construction designed in accordance with safe build and lifting practices in mind. • Weights clearly labelled. • Adequate staff numbers and safety supervision. • Provision and use of mechanical lifting and carrying devices. |  |  |  |  |
| Electrical Energy | Electric shock, Burns, Electrocution |  |  |  | • All operators familiar with safe use of equipment. • All equipment tagged and tested by qualified electrician. |  |  |  |  |
| Noise Energy | Mental irritation, Acute hearing damage, Chronic hearing damage |  |  |  | • All operators familiar with safe use of equipment. • PA monitoring and adjustment and levels set. • Exposure monitoring and limiting. • PPE provided and used. |  |  |  |  |
| Fire & Smoke | Respiratory Irritation, Burns, Suffocation, Incineration |  |  |  | • Use of fire-retardant chemical on set. • Isolation of in-house smoke alarms and brigade-calling alarms during performance and rehearsals Requested and confirmed. • Fire exits/paths of travel not obstructed. • Safety brief and induction carried out. • Special Performance Condition approval process. |  |  |  |  |
| Hazardous Chemicals and Substances | Irritation, Burns, Suffocation, Toxicity, Cancers |  |  |  | • MSDS for all chemicals provided. • Gases and chemicals stored and handled in accordance with codes of practice. • PPE issued as required. |  |  |  |  |
| Cigarettes, Naked Flame, Hazers & Fogs, etc. | High risks to safety, security and legal liabilities |  |  |  | • Notification of Special Performance Conditions, demonstration and venue approval required. |  |  |  |  |
| Set Elements and Properties |  |  |  |  |  |  |  |  |  |
| Mental/Emotional Distress | Psychological Triggering Content, Psychological Distress |  |  |  | • Trigger warnings provided. |  |  |  |  |
| Content of Show | Patrons upset by content, protestors |  |  |  | • Ensure a full 360 consideration of your event and any possible trigger warnings that may be required.  • Include content warnings in marketing materials and update into Eventotron for Sydney Fringe guide, website and ticketing system.  • Ensure sensitive responses are pre-drafted to ensure timely response to any complaints.  • Notify Sydney Fringe and the venue manager immediately in the event of complaints to ensure mitigation strategies are in place for management of any protestors. |  |  |  |  |