

## RISK ASSESSMENT FORM

<b>Risk Assessment:</b>	<b>Schools attending the Venue to see a performance</b>			<b>Date:</b> 16/03/2026	<b>Review Date:</b> 16/03/2027	<b>Yearly</b>
<b>Division:</b>	CCP	<b>Branch:</b>	PAE	<b>Location / Work Area:</b>	Dubbo Regional Theatre and Convention Centre	
<b>Assessed by:</b>	<b>Manager:</b> Linda Christof	<b>Coordinator:</b> Tiffany Rowland	<b>Team Leader:</b> Scott McTiernan Karlee Funnell			
<b>Council Requirements</b>	<p><i>It is important for the visiting school to be aware that it is their responsibility to always manage and supervise the students</i></p> <ul style="list-style-type: none"> <li><i>Council staff may guide the activity, however total supervision remains the sole responsibility of the school/organisation</i></li> <li><i>If minors are visiting the facility, it is the school/organisations responsibility to ensure parental consent and other relevant insurance has been arranged.</i></li> </ul> <p><i>Pre Visit</i></p> <ul style="list-style-type: none"> <li><i>Teachers /organisers must review this risk assessment</i></li> <li><i>All participants should be informed of control measures and behavioural requirements</i></li> </ul>					

<b>Risk Assessment</b>	<b>Hazard</b>	<b>Hazardous Scenario</b>	<b>Current Controls</b>	<b>Controls for Schools/Organisations</b>
Task Activity / Step				
School Groups arrival, departure drop-off/pick-up and assembly	Traffic movement, congestion and roadways	Students disembark unsafely, vehicles moving with poor visibility in busy areas	Designated bus drop off zone at front of the facility. Staff and ushers positioned at venue entry Clear signage <b>If advised of buses arriving, Event Booking Team Leader to organise Traffic Management for bus drop off area</b>	<b>Pre-arrival instructions noted above reviewed.</b>
Entry to the Theatre	Slips, trips, falls crowding, lost students	Students rushing, tripping on steps, becoming separated from their group	Ushers guiding groups to doors and seating Adequate lighting in foyer and aisles Clearly marked steps and ramps Staggered seating for large groups Additional ushers/front-of-house staff for school daytime shows Seating layout pre-determined and assigned to ushers.	<b>Teachers accompanying students in orderly lines through correct entry doors</b> <b>School bags to be stored in the foyer, not taken into the auditorium</b>
Seating During the Performance	Behavioural issues, medical incidents, falls from seats	Students leaning over/standing on seats, feeling unwell or suffering a medical incident	Teachers are seated with school group Ushers monitoring aisles and assisting with torch light for those needed to leave/re-entre auditorium. First Aid Officer on-site Seating allocated to keep groups together	<b>Mandatory teacher to student supervision ratios met</b>

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Students moving around the venue	Slips, trips, falls	Students running, poor visibility, uneven surfaces	Handrails and non-slip surfaces Emergency and aisle lighting Ushers stationed at key points	<b>Teachers accompanying students</b>
Students accessing restrooms before/after the show	Congestion, slips on wet floors, unsupervised students	Students pushing in queues, slipping, wandering away from group	Multiple restroom locations Regular cleaning schedule Increased cleaning checks during school performances	<b>Teachers accompanying students</b>
Responding to fire alarm or emergency	Panic, crowd crush, blocked exits	Students not following instructions, teachers unfamiliar with exits	Trained staff and ushers Clearly marked exits and evacuation plans Public address system Staff at exit points during school shows Chief Fire Warden and trained venue staff	<b>Teachers accompanying students and complying with staff and PA instructions Meet at Emergency Evacuation Assembly Point in Council Carpark</b>
Post-show Q&A or stage visit	Falls from stage, contact with equipment	Students climbing on stage, touching props, tripping on cables	Restricted stage access Usher supervision Clear physical boundaries Stage crew present during interactive elements Teachers briefed to maintain group control Q & A conducted with students remaining in auditorium	<b>Teachers accompanying students</b>
Supporting students with mobility, sensory, behavioural or medical needs	Distress, accessibility barriers, medical complications	Students overwhelmed by noise, unable to access seating safely, requiring urgent medical attention	Accessible seating and facilities First aid trained staff Relaxed performance options Pre-visit consultation with schools about individual needs by school request Wheelchair requirements are to be provided by schools when completing School Group Booking Form	<b>Teachers accompanying students</b>

The information provided above was current as at 16.03.2026. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. When this information is revised it will be accessible from Dubbo Regional Theatre and Convention Centre's website.drtcc.com.au.