

2017 Northern Beaches Instrumental Festival					
Description and Location of Venue:		School Hall - Pittwater High School		Contact number: 0434050843	
Date:		14 June 2017 to 25 June 2017		Committee: Martin Hardy, Sarah Shaw, Anthony MacDermott, Cassie White, Kylie Tyson, Andrew Terry, Sasha Stocken, Penny Coucill, Jill King, Joshua Hughes, Kelvin Anderson, Robert Johanson.	
Activity	Hazard Identification  Type / Cause	Risk Assessment  Choose either High, Medium or Low	Elimination or Control Measures		
			Specific elimination or control measures	Who	When
<b>Band and/or orchestra, Musical performances in hall</b>	Accidental injury whilst setting up stage. Electrical shock. Participation in musical productions may cause personal injury, falling from the stage and damage to equipment. Users are at risk of slips, trips and falls.	Medium	<b>Accidental Injury</b> (a) An accident on stage or whilst setting up or dismantling band equipment is very rare. Students are always instructed to be very careful around musical instruments. (b) The teacher with Emergency Care or First Aid certification will have a small First Aid kit and can administer immediate First Aid. (c) The student's parent(s) will then take the responsibility for further medical treatment where necessary. (d) All electrical equipment has been safety checked and tagged. Musical sets are to be constructed correctly, being sturdy enough to not tip over onto students, nor heavy enough to be moved. Students must follow instructions from teachers and be aware of the rules of stage productions at all times. No unauthorised personnel to access the stage area unless with a teacher.	The supervising teachers, and/or the child's parents	Prior to departure and during the excursion.
<b>Slips, Trips and Falls</b>	Users of the hall and car park may suffer injuries if they slip, on spillage or trip over objects. Risks include: - Back strain - injury - Muscular – skeletal injury - Cuts - Bruises - Fractures - Sprains – joints, muscles - Foot injuries	Low	Good lighting in car park and all rooms and corridors in hall. Users know to clear up spillages immediately and know where equipment for this is kept. Mats at entrance of hall to stop rain water being carried in. No storage in corridors. No trailing electrical leads/cables. Chairs to be placed evenly to avoid tripping.	The supervising teachers and/or students parents.	Throughout the duration of the stay in the hall

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<b>Electricity and Electrical Equipment</b>	Users risk electric shocks or burns from faulty equipment or installation. Risks include: - Cuts - Bruises - Electric shock - Electric burns - Serious injury	Medium	Fixed installation correctly installed by qualified electrician and inspected regularly. All repairs by qualified electrician. Sockets in safe places. Portable equipment checked for visual signs of damage before use. Hall users know they are responsible for any equipment used on site. Students to be properly trained on all electrical equipment before use and no inappropriate use of equipment to be allowed. Make sure fuse box is accessible in case of emergency. Do not overload equipment. <b>Electrical Equipment usage:</b> - Exclude students from using inappropriate equipment - All staff and students to follow manufacturers instructions - Staff to undertake visual checks of equipment prior to each use, e.g. no joins in the lead, insulations are intact, without cracks or fraying, plug tops are in good condition without cracks or pieces missing, etc. Refer to Visual Inspection Checklist - Any damaged/defective equipment should be taken out of use and labelled as unsafe. All defects must be reported - All repairs, including fitting of plugs to be undertaken by competent persons - Position equipment correctly consider location of sockets and prevent trailing leads - Equipment to be used by authorised personnel only - Establish emergency procedures re. First Aid in the event of electric shock - Pay due attention to environmental conditions, i.e. caretakers use of tools outdoors - Store safely all equipment not in use - Extension leads only to be used as a temporary measure	The supervising teachers and/or students parents.	Throughout the duration of the stay in the hall
<b>Storage areas and storage of equipment</b>	Users could be injured by collapsing stacks. Tripping over equipment left on the floor.	Low	Users must stack tables and chairs carefully so that they do not collapse. Chairs must be stacked no higher than 10 in a row. All equipment stored on shelves must be stored correctly with heavier equipment on the lower shelves. Gym and Band equipment must be stored correctly and when moved from the storage rooms, supervised by supervising teacher. Storage doors must be kept locked at all times. Students not to enter storage rooms without permission by a teacher or parent. Storage areas to be kept clear and tidy at all times.- Ensure adequate levels of supervision, instruction and training are in place	The supervising teachers and/or students parents.	Throughout the duration of the stay in the hall

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<b>Indoor Games/ Activities. Dance performances.</b>	Strains, sprains, pulled muscles, bruises, cuts and knocks. Entrapment of certain body parts. Slips, trips and falls. - Lack of supervision - Collisions - Dropping/falling equipment Fractures - Head injury - Injury to others	Medium	Staff to ensure students are warmed up prior to activity. Students to wear correct footwear and clothing. Balls are not permitted in the school hall. All equipment must be free from damage and loose parts. Teachers must be aware of emergency procedures and exits. First aid kit to be on hand at all times. Choreography within limits of safe dance practices. Brief students at the beginning of rehearsal to work within physical limitations. - Ensure adequate levels of supervision, instruction and training are in place - Refer to the PE advisers for specific advice/training - Remove surplus equipment/furniture from hall prior to PE sessions - Ensure hall/gym is free from defects, floor surfaces and cleanliness maintained, no trip/slip hazards - All equipment in use to be regularly checked for defects by staff - All equipment to be inspected by competent persons, i.e. specialist contractor - Equipment to be stored safely - staff to supervise in storage areas to avoid collisions/accidents - First aid facilities are available - Take into account Manual Handling assessments are undertaken for any new equipment purchased - 'Test' lift apparatus	The supervising teachers and/or students parents.	Throughout the duration of the stay in the hall
<b>Hazardous Substances</b>	The cleaner, students and staff can be at risk of cleaning products. Skin problems, eye damage and vapours, may cause breathing problems. Risk of consumption of hazardous chemicals in cleaners cupboard	Low	Mop, brushes and rubber gloves provided. Cleaning products must be stored securely away in a locked cupboard. Students are not to enter the cleaning cupboard. Cleaners reminded to lock door after use. Use materials in accordance with manufacturers instruction. Never mix chemicals especially toilet cleaners/bleach. Undertake regular stocktake checks and dispose of unapproved materials. Use materials appropriate to task. Clean up spillages immediately. Segregate students from cleaning areas, erect signs/instructions.	Cleaners and teachers	Throughout the duration of the stay in the hall
<b>Emergency Evacuation</b>		Medium	Detailed emergency evacuation strategy in place. Keep exit areas clear of chairs/tables. • Emergency Evacuation Plan and Assembly Points in place • Mobile Phones on hand to contact emergency services • Emergency Plan and procedures explained to staff and students on arrival • Venue evacuation plan received and disseminated to staff • On site fire extinguishers maintained to relevant regulations and standards by the venue • Fire/bomb threat procedures indicated on evacuation plan and fire extinguishers, fire hose reels and fire blankets clearly marked. • Evacuation assembly points • On site first aid available from supervising staff • Communication to Ambulance, Hospital, Fire Service readily on hand, and mobile phone communication available • Venue staff on hand to assist. On site fire extinguishers maintained to relevant regulations and standards by venue.	The supervising teachers and/or students parents.	Throughout the duration of the stay in the hall

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<b>Usage and moving of equipment in the school hall.</b>	Users risk electric shocks or burns from faulty equipment. The lifting, carrying, pushing, pulling of loads may cause injury. Dropping the load, poor technique, rushing, lack of assistance or failure to recognise that help is needed. Obstruction/poor housekeeping. Lack of training/instruction. Risks of back strain, physical injury, internal injuries, e.g. hernias, cuts and bruises, injuries to feet.	Medium	All equipment used in the school hall must be well maintained in accordance with the WHS regulations and appropriate standards. Outline procedures for use of equipment used in the hall by students and staff. Detail instructions on requirements and expectations of use. - Reduce the amount of manual handling - Ensure manual handling assessments are undertaken for all tasks - Provide additional training for staff and students as identified - Break down loads where possible. - Use mechanical assistance where available, e.g. barrows, trolleys for heavy loads and longer distances - Request assistance for heavy loads and doors, stairs, hazardous routes, etc. (avoid use of stairs where possible) - 'Test' weight of loads prior to lifting - Use correct/kinetic lifting techniques – refer to training - Improve/maintain the standard of site maintenance, e.g. trip/slip hazards - Store heavy items between knee and chest level securely - Transport loads at quiet times – less pedestrian traffic - Consider environmental factors – outdoors, e.g. snow and ice	The supervising teachers and/or students parents.	Throughout the duration of the stay in the hall
<b>School hall kitchen</b>	Users risk burns from Instantaneous in kitchen. Slips or falls from spillage. Electric shock from faculty equipment.	Low	All equipment used in the school hall kitchen must be in working order. Users know to clear up spillages immediately and know where equipment for this is kept. Use of the instantaneous must be by staff and parents only. Students not to enter kitchen unless accompanied by a teacher or parent. Knives to be kept in drawers out of sight. First Aid kit to be accessible at all times.	The supervising teachers and/or students parents.	Throughout the duration of the stay in the hall
<b>Bathroom and Change areas</b>	Risks are: Lack of supervision, slips, trips and falls. Risk of infection and drowning. Bruises, fractures, sprains, minor injury and injury to others.	Low	Ensure adequate levels of supervision. Ensure toilets are regularly cleaned and sanitized and maintained. Report all accidents as appropriate. Ensure floors area free from water. Students to wear suitable footwear.	The supervising teachers and/or students parents.	Throughout the duration of the stay in the hall
<b>Lift/Elevator</b>	Clothing/hair getting trapped in closing door. Slip, trip or fall. Getting stuck in lift if there is a blackout.	Low	Following the operating instructions when entering the lift. Students must accompany a teacher/parent when using the lift. Secure loose clothing to alleviate it being trapped in the closing door. Ensure all clothing and gear area clear prior to closing the lift door. Clear the lift area once disembarking from lift. Inspections and maintenance carried out according to documented procedures and in compliance with department regulations. Emergency phone is in working order.	The supervising teachers and/or students parents.	Throughout the duration of the stay in the hall