

RISK ASSESSMENT & MANAGEMENT PLAN

We have formulated this Risk Assessment and Management Plan to supplement booking information and make booking an incursion with **Perform Education** as easy and safe as possible.

In our twenty-one years of touring, **Perform Education** have had negligible accidents or incidents in schools reported in relation to a performance, and we pride ourselves on delivering safe incursions as well as safe educational, curriculum aligned messaging.

Echelon Productions is the company through which **Perform Education** operate. Echelon Productions has public liability insurance to the amount of \$20 million.

Perform Education is a registered COVID-safe business. Our first priority is the health & safety of students, teachers and all school staff, as well as our employees.

We have identified 10 different stages within our incursion programs that may present some 'hazards' or risk to students, teachers, parents or any of our performers. These 10 stages are as follows:

1. **Pre-Incursion Visit – Performers undertake relevant Working With Children Checks and have received all relevant up-to-date vaccinations**
2. **Day of Performance**
3. **Arrival at school and parking the vehicle**
4. **Setting up ready for the performance**
5. **Students entry into venue for the performance**
6. **During the performance**
7. **Students departure from the venue at the conclusion of the performance**
8. **During breaks in between performances**
9. **Packing up and putting equipment back into the vehicle**
10. **Leaving school grounds and school area in the vehicle**

RESPONSIBILITY OF SCHOOL:

- (a) All equipment provided by the school for use by the Performers (table, chairs, electrical power points) are to be inspected and tested prior to the performance by both the Performers and the relevant Contact Teacher at the school to ensure they are reliable and safe.
- (b) The school must ensure the correct ratio of adults to children in line with any regulations.
- (c) The school staff are responsible for the behaviour and discipline of students during the performance. Performers do not have the appropriate training to be considered as supervisory staff for school children.
- (d) School staff are responsible for permission of students to leave the performance space at any time.
- (e) The school have communicated any specific school health policies to be adhered to and provided advance notification for special requirements.

Stage	Possible Hazards Identified	Likelihood of occurrence (use matrix below to translate)	Has this occurred before?	Management Plan
1. Pre-Incursion Visit	<ul style="list-style-type: none"> • Performer not approved 	1:1	No	<ul style="list-style-type: none"> • All performers hired must obtain a cleared Working With Children Check in order to be contracted • All performers must sign in agreement to a company Code of Conduct to adhere to while in the presence of children.
2. The day of the performance	<ul style="list-style-type: none"> • Performer is unwell 	4:2	Yes	<ul style="list-style-type: none"> • Actors are required to have up to date COVID and Flu shots. • If symptoms are mild, then performers are advised to maintain their distance from children/teachers. • If symptoms are severe, then performance may need to be rescheduled. • Performers are required to provide a written report their health after visiting every school
3. Arrival at school and parking the vehicle	<ul style="list-style-type: none"> • Hit building or other object 	1:1	No	<ul style="list-style-type: none"> • Licensed driver to operate vehicle • Adhere to speed limits • Take care in adverse weather • Use safety mirrors, signs etc. • Obtain correct parking instructions from schools prior
	<ul style="list-style-type: none"> • Hit student or other person 	1:2	No	
4. Setting up ready for the performance	<ul style="list-style-type: none"> • Trip on step or carpet 	2:2	No	<ul style="list-style-type: none"> • Take care and do not rush • Wear sturdy shoes • If an indoor venue and no teacher present, actors will ask children to leave, and if possible lock doors to prevent re-entry until supervised.
	<ul style="list-style-type: none"> • Slip over on wooden or lino floor (especially if wet day) 	2:2	Yes	
	<ul style="list-style-type: none"> • Children unsupervised by a teacher in the performance space. 	4:2	No	
5. Students entry into venue for the performance	<ul style="list-style-type: none"> • Trip on step or carpet 	2:2	No	<ul style="list-style-type: none"> • Performers always assist teachers in seating students • Ensure students take care on entry
	<ul style="list-style-type: none"> • Slip on wooden or lino floor 	2:2	No	

6. During the performance	• Performer strains muscles kneeling/bending down etc.	2:2	No	• Bending/kneeling down limited
	• Performer trips/falls on students	2:1	Yes	• Aisle(s) cleared by performers before starting so ease of access is enabled
	• Performer treads on students fingers	2:1	No	• Pre Show explanation for students to stay seated on bottoms, keep legs and fingers in and not lie down or stretch-out
	• Student pulls objects off table without permission onto self or others.	2:1	Yes	• No students allowed in backstage area
	• Any props or set pieces accidentally fall on student	2:1	Yes	• Students close to props and set instructed to keep clear and 'Do not Touch' unless instructed by Performer
	• Sunburn, dehydration and overheating of students (if outside or on hot day)	2:1	No	• Performances must be held indoors or undercover area.
	• Students bump into other students	2:1	Yes	• Students under supervision at all times by teachers and Performers. • Students instructed in any interaction/dance and shown how to be careful moving.
7. Students departure from the venue at the conclusion of the performance	• Trip or fall down step.	2:1	No	• Students told to stay seated and wait for instructions from their teachers
	• Slip over	2:1	No	
8. During breaks in between performances	• Students access the performance space and slip over or set/props fall on them	2:2	No	• Request teachers to lock doors to the performance space • Students not permitted to enter at any time other than performance session with a teacher • One teacher, student or performer to remain in space on guard
9. Packing up and putting equipment into the vehicle	• Student bumped into by Performer carrying out equipment.	2:2	No	• Students always supervised by Performers if assisting with packing up.
	• Student strains muscle, slips over, while helping pack up.	2:2	No	• Students not usually used to help pack up as bags are quite heavy and awkward to move.
10. Leaving school grounds and school area in vehicle	• Hit building or other object	1:1	No	• Licensed driver to operate vehicle • Adhere to speed limits • Take care in adverse weather • Use safety mirrors, signs etc.
	• Hit student or other person	1:2	No	

- 1 – Highly unlikely
- 2 – Unlikely
- 3 – Possible but unlikely
- 4 – Quite possible
- 5 – Highly possible

Resulting in:

- 1 – Minor illness or injury requiring no treatment or first aid.
- 2 – Illness or injury requiring doctor's treatment or first aid.
- 3 – Serious illness or injury resulting in hospital admission
- 4 – Serious illness or injury resulting in permanent disability or other
- 5 – Serious illness or injury resulting in death.

For example:

- 1:1 = a Minor illness or injury requiring no treatment of first aid (1) which is Highly Unlikely (1)
- 3:4 = a Serious illness or injury resulting in hospital admission (3) which is Quite possible (4).