



**Campbelltown Arts Centre
Education Programs**

Risk Assessment Worksheet – School and Community Education Programs

Program	Creative Careers Expo 2025		
Program Brief	<p>CAC's Creative Careers Expo is a large-scale annual event for secondary students in Years 10 – 12 who are interested to explore career pathways and study options in the arts. The event includes: programmed artist panel discussion/s, music performance, BBQ by provided by Arts Cafe & Catering, drop-in workshops and information stalls from between 12-20 tertiary institutions and arts organisations.</p> <p>The event is for 200 - 300 students and teachers ('visitors') from multiple schools. Visitors can join full day program or drop in at preferred times; some are visiting with class groups while a small number of students are attending with a parent/carer or independently. The day will commence with an open schedule to explore stalls and workshops, followed by a panel discussion at midday in the Performance Studio running for 1.5hrs, which features tiered seating.</p> <p>Drop-in style workshops and activations will be held throughout CAC including: Workshop 1, Workshop 4, Library, Performance Studio, Green Room & Amphitheatre. Stalls will be located throughout venue, including foyer spaces, Amphitheatre and gallery entry (or all indoors in event of wet weather). Tertiary institutions will provide additional signage and marketing collateral, to contribute to their own stall set-up, and bring any materials necessary for their workshops.</p> <p>This event is coordinated by CAC's Education & Creative Learning Programs Assistant Samantha Relihan, MC'd by CAC Education Officer Celeste Wrona with the event supported by CAC Production Lead / Technician and CAC Educators. The day will also involve 3-4 artists presenting at the panel and 1 artist performing. Lunch and a performance will wrap up the day, with the event concluding at 2:30pm.</p> <p>Location: Campbelltown Arts Centre, Performance Studio, foyer and workshop spaces. Galleries and gardens open to attendees.</p>		
Division/Section	City Placemaking and Services Portfolio	Reference No	RI058CSAC
Unit/Work Area	Campbelltown Arts Centre/Education Programs	Version No	01
Date of initial Assessment	Date Last Reviewed	17 February 2025	Date of Next Review March 2026
Development/Reviewed By	Samantha Relihan, Celeste Wrona, Frank Mainoo Boamah (CAC) and WHS Unit		
Related Documentation	CCC Risk Identification and Control Worksheets: 003: Planned Functions & Community Events, 009: Conducting Training, Lessons and Supervision, 011: Contractors, 018: First Aid, 034: Art Gallery & Stage Work Risks, 047: Covid 19,		
Relevant Legislation / Codes of Practice / Standards	Refer to Legislation, Standards and Codes of Practices - Reference Table CDO-22/346		
Processes/Qualifications/Certification/Training/Familiarisation requirements for nominated tasks	<ul style="list-style-type: none"> • Pre event briefing • Emergency Evacuation Plan • First Aid training 		

DATA AND DOCUMENT CONTROL

<p>Qualifications/Certification/Training/Familiarisation requirements for nominated tasks</p>	<ul style="list-style-type: none"> • Current WWCC certification for all staff working with students • Current First Aid Certification • Risk Assessments in Related Documentation • Current Professional/Public Liability Insurance • Site Induction including review of this Risk Assessment as applicable • Knowledge of venue Emergency Evacuation procedures
<p>Personal Protective Equipment/Plant that is available to perform the required task</p>	<ul style="list-style-type: none"> • Displays • First Aid Kit • AV, Sound & Lighting Equipment • Tripods, Lighting Stands, Speaker Stands, Microphone Stands • Signage • Audio Equipment including musical instruments and amplification equipment • Trestle tables • Pull up banners • Tables and chairs

DATA AND DOCUMENT CONTROL

RISK RATING CALCULATOR

RISK CALCULATOR	How Likely - Likelihood – How Likely is it to happen and how often?				Risk	Risk Priority
	How Severe - Consequences or Seriousness How bad is it likely to be?	Certain to Occur Expected to occur in most circumstances (VL)	Likely Will probably occur in most circumstances (L)	Unlikely It might occur occasionally or it could happen (U)		
Extreme – Kill or cause permanent disability or ill health (K)	1	1	2	3	1	Dangerous level of risk – must be controlled immediately. Access to the hazard should be immediately restricted until the risk can be lowered to an acceptable level. Timeframe for development of action plan to implement controls is within 24 hours.
Major – Cause serious injury / illness or long term illness (S)	1	2	3	4	2	Unacceptable level of risk – must be controlled immediately. Access to the hazard should be immediately restricted until the risk can be lowered to an acceptable level. Timeframe for development of action plan to implement controls is within 24 hours
Moderate – Medical attention and several days off work (M)	2	3	4	5	3	Risks are considered unacceptable. Control measures are required to be introduced to reduce the risk of injury to an acceptable level. Timeframe for development of action plan to implement controls is within 48 hours
Minor – First Aid needed (F)	3	4	5	6	4	Risks are considered unacceptable. Control measures are required to be introduced to reduce the risk of injury to an acceptable level. Timeframe for development of action plan to implement controls is within 48 hours
					5	Risks are considered acceptable. Controls in place adequately reduce the risk of injury. No further action required.
					6	Risks are considered acceptable. Controls in place adequately address the risk of injury to be "Rare" No further risk control necessary.

Hierarchy of Risk Control - Elimination of the hazard is the first priority.

Level 1 Eliminate the Hazard – Where elimination is not reasonably practicable, minimise the risk by working through the other alternatives in the hierarchy.

Level 2 Substitute the Hazard – If the hazard can't be eliminated, try to replace it with a less hazardous material, equipment or work method.

Isolate the Hazard – Separate the hazard from the person. For example, install guards, fencing or environmental protection devices.

Engineering Controls – Utilise engineering means to control the hazard. For example, change or modification to equipment.

Level 3 Administrative Controls – Change work methods – alter tools, equipment, adopt safe systems of work/procedures, training in manual handling or cleaner work practise
Personal Protective Equipment – and training in use. Only use as last resort. For example, glasses, gloves, hearing protection.

DATA AND DOCUMENT CONTROL

CAC SCHOOL & COMMUNITY EDUCATION PROGRAM STANDARD HAZARD & RISK CONTROLS

Identified Hazards	Identified Risk	Risk Rating			Risk Control Measures	Risk Rating		
		How Severe	How Likely	Risk		How Severe	How Likely	Risk
Art Centre Environment	Risk of incident or injury from: <ul style="list-style-type: none"> • Slips, Trips or Falls • Access and egress • Art materials and equipment • Use of Workshops • Number of attendees • Lacerations • Bruising • Extreme weather • Electrocutation 	S	U	3	<ul style="list-style-type: none"> • Visual assessment of site for suitability, prior to commencing any work. • Stalls and workshop spaces to be set up prior to commencement to allow a final assessment of the layout. • Event, including workshop spaces and stalls, to be arranged to allow easy movement around the venue, and to avoid blocking exits and thoroughfares. • Additional space for movement considered, for wheelchair users and/or people with mobility impairments • Staff to always work in a stable and safe position and keep proper footing. • Sufficient break times or staff support included in event plan • Water to be provided to all artists and C - A -C Educators during event • If required student groups to be supervised by Supervisors (external staff) at all times. • Carers/family of students who have individually booked (ages 15+) are advised that CAC cannot supervise during event. • Current information regarding the program, event or facility considerations provided with confirmation of booking. • Inclusion of relevant risks and venue requirements for participants included in pre-event or program Welcome/Introduction. 	M	VU	5

DATA AND DOCUMENT CONTROL

Identified Hazards	Identified Risk	Risk Rating			Risk Control Measures	Risk Rating		
		How Severe	How Likely	Risk		How Severe	How Likely	Risk
					<ul style="list-style-type: none"> Ensure there is at least 1 representative from the visiting organisation supervising each group, in addition to any CAC staff or guides Supervising Staff from visiting organisation to be active in managing student behaviour and ensuring venue guidelines are adhered to. For children under 18 years, the group is responsible for providing a minimum of 1 supervisor per 30 high school age participants. 			
Art materials & equipment	Injury from inappropriate use of art materials, poor set up and management of materials including plugs and cords that can cause a trip hazard	M	L	3	<ul style="list-style-type: none"> Regular review of this Risk Assessment to ensure that Hazards and Controls remain applicable CAC Site Coordinator (appointed casual Technician or Educator) to undertake inspection of stalls following final set -up by tertiary institutions, to ensure equipment allows sufficient space for movement and is adequately secured. For any stalls that require power, cords must be taped down and appropriately managed to avoid any potential trip hazards or electrocution 	M	L	5
Use of workshops	Risk of over congestion in spaces, layout restrictions and furniture placement, obstructions, slippery floors	M	L	3	<ul style="list-style-type: none"> Housekeeping of area during workshops, ensuring the floor and working area is clean and free of items which could result in a slip, trip or fall hazard. Housekeeping of area during workshops, ensuring the floor and working area remains obstruction free. CAC Education Program staff to remind students to be mindful of their personal space when moving around venue 	M	L	5
Manual handling	Strains and sprains from: <ul style="list-style-type: none"> Handling and/or moving furniture and/or equipment Continuous bending Pushing and pulling Overreaching 	S	L	3	<p><i>CAC Workers:</i></p> <ul style="list-style-type: none"> Manual Handling Risk Assessment and Manual Handling Awareness Training for Arts Centre staff. 	S	L	5

DATA AND DOCUMENT CONTROL

	<ul style="list-style-type: none"> Working in awkward positions and/or awkward postures Prolonged or sustained work in awkward positions and/or awkward postures 				<ul style="list-style-type: none"> Heavy or awkward items to be moved by Arts Centre staff, as per Manual Handling Risk Assessment. Use of trolleys or dollies Ensure trolleys or dollies are positioned as close as practically possible to the item/s required to be moved and the relocation point to reduce the amount of manual handling. Avoid overreaching and working in awkward postures or positions Larger equipment to be moved by at least two staff members avoid injury. Always work in a stable and safe position and ensure you keep proper footing and balanced at all times. Take rest brakes as needed. Rotation of tasks. Arts Centre staff and Supervisors to ensure proper Manual Handling techniques are used and followed. 			
Learning programs, artworks and sensitive content	<p>Risk of serious emotional response, injury or illness to public or staff from:</p> <ul style="list-style-type: none"> Inappropriate material and themes in artworks Responses to artist presentations or public Q&A Unidentified triggers in sensitive content, artworks and/or presentations 	M	U	4	<p><i>Tertiary Institutions & CAC workers:</i></p> <ul style="list-style-type: none"> Presenters/tertiary institutions briefed on age and context of audience, and appropriate content Pre - event communication to school/external organisation in regards to the content of works on exhibition, with attention to potential triggers and confronting or upsetting works. Informal debrief and additional risk controls for sensitive content, as identified. Caution the public through signage where sensitive content exists in works Additional follow up with school/external organisation or individual, as identified 	M	VU	5

DATA AND DOCUMENT CONTROL

Emergency situations	Medical Emergency Emergency Evacuation Severe Weather Event	S	U	3	<p><i>CAC workers:</i></p> <ul style="list-style-type: none"> • CAC emergency procedures followed • CAC First Aid Officer on site during CAC opening hours • First Aid kit accessible on site at Front Desk and Green Room. • Clear access for emergency vehicles • CAC staff to have mobile phones on hand at all times <p><i>Visitors:</i></p> <ul style="list-style-type: none"> • Visitors briefed on Emergency Procedures and Evacuation area, as part of introductions and general housekeeping • Visitors to be advised of procedures if needing to evacuate from CAC staff and escorted out to nominated Evacuation area 	M	VU	5
Identified Hazards	Identified Risk	Risk Rating			Risk Control Measures	Risk Rating		
		How Severe	How Likely	Risk		How Severe	How Likely	Risk
Stinging Insects / Spiders	Risk of injury or illness from: • Insect or spider bites	K	VU	3	<ul style="list-style-type: none"> • As part of pre-event or program Welcome/Introduction alert participants to the specific risk of: Bull ant and insect bites Keeping to defined pathways Staying out of garden beds • Students with severe allergies/ medical conditions to bring medications as required <p><i>Visitors:</i></p> <ul style="list-style-type: none"> • Advised that EpiPen and asthma medication not kept on-site. • Report any identified insect infestation e.g. bees, wasp nest etc. • Keep to defined pathways and out of garden beds. • Students with severe allergies/ medical conditions to bring medications as required • First aid resources available from Front Desk (CAC staff) as well as a dedicated First aid area managed by contracted Ambulance Services for entire event 	M	VU	5

DATA AND DOCUMENT CONTROL

Water – e.g. lakes, rivers, pools, fountains and water features	Risk of serious incident or injury due to: • Slips, trips and falls • Entering body of water	S	U	3	<ul style="list-style-type: none"> CAC to block off access to Japanese Gardens and pond area for this event Student supervision given a high priority at all times 	M	VU	5
Identified Hazards	Identified Risk	Risk Rating			Risk Control Measures	Risk Rating		
		How Severe	How Likely	Risk		How Severe	How Likely	Risk
Public attendance	Increase risk of serious incident or injury from: • Slips trips and falls • Lacerations • Bruises • Cuts • Lost members of the public • Child protection and safety concerns	M	U	4	<p><i>CAC workers:</i></p> <ul style="list-style-type: none"> Staff qualified in first aid and First Aid kits located on -site Introduction and briefing to core visitors each day, with attention to key safety hazards Safety signage Emergency Evacuation plan Support Staff Event Management Plans Risk Assessment available to booked groups Individual and group contact details available in event booking spreadsheet. <p><i>Visitors:</i></p> <ul style="list-style-type: none"> Students advised not to bring valuables Students advised to bring a water bottle; no water fountains available on-site. Students advised to bring small bags or keep items on their person throughout event. Bag storage space available to avoid congestion in theatre space (limited). 	M	VU	5
Lost members of the public		M	U	3	<ul style="list-style-type: none"> Staff to liaise with Education & Creative Learning Programs Assistant in the event a student is lost or requires non-medical support. Students can speak to CAC staff, including Front Desk, if they become lost or need directions. 	M	U	5

DATA AND DOCUMENT CONTROL

Child protection		S	U	3	<ul style="list-style-type: none"> All workers working directly with children will provide a valid Working with Children Check clearance number. Advise all workers and tertiary institutions to report child safety concerns to applicable schools or Education & Creative Learning Programs Assistant Report child safety concerns to applicable schools or Education & Creative Learning Programs Assistant Mandatory reporting organisational processes to be followed for immediate and reportable risks to children 	S	U	5
Moving traffic	Risk of serious incident or injury from: <ul style="list-style-type: none"> Impact with vehicle Slips trips and falls 	S	U	3	<p><i>CAC workers:</i></p> <ul style="list-style-type: none"> Designated set down areas Access to first aid facilities Designated times for vehicles needing to drive on-site <p><i>Visitors:</i></p> <ul style="list-style-type: none"> Students to be walked from bus drop off point to Arts Centre entrance, and return, by accompanying Supervisors Be observant and exercise caution around vehicles whilst entering and leaving Arts Centre 	M	VU	5
Extreme weather conditions: Sun and Heat, heavy rain	Risk of serious incident or medical episode due to sun or heat exposure, slips or injury due to heavy rain and wet floors	S	U	3	<ul style="list-style-type: none"> Participants should bring water, hats, sunscreen, aprons and wear clothing appropriate to weather and nature of excursion. (Water fountains are not available on site) Additional rest breaks can be introduced if required Modify the event to accommodate the weather conditions when appropriate. When required, adequate shaded areas and covering for extreme weather conditions Contingencies in place to move indoors where required In the event of wet weather, outside stall to be relocated indoors; wet weather signage at affected areas; CAC Technician to monitor indoors for wet/slip areas; visitors to be notified of slip risks. 	M	VU	5

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Food preparation and handling	Increase risk of serious injury or injury from: <ul style="list-style-type: none"> • Lacerations • Contamination • Sharp objects • Burns 	M	U	4	<p><i>CAC workers & Food Vendor:</i></p> <ul style="list-style-type: none"> • Approved food vendor via Arts Cafe & Catering involved in hot food preparation • Fresh / clean utensils, crockery and cutlery – disposable utensils used where practical • Ensure food is kept at the correct temperature. • Rubber gloves for preparing and handling of food products. • Hand washing facilities • BBQ is located outdoors and situated to avoid congestion • Halal and vegetarian food options made available for students • First Aid Kit available <p><i>Visitors:</i></p> <ul style="list-style-type: none"> • Teachers and students to advise of any allergies and if required, bring their own lunch. • Teachers to advise students not to share their food to avoid any cross - contamination / allergic reactions 	M	VU	5
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DATA AND DOCUMENT CONTROL



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01 July 2024

Attention: Berlinda Goff

The General Manager
 Campbelltown City Council
 PO Box 57
 CAMPBELLTOWN NSW 2560

Dear Berlinda,

Certificate of Currency

This is to certify that membership is current, as at the date stated above. This certificate provides a summary of the cover and is not intended to amend, extend, replace or override the terms and conditions provided by the Statewide Mutual Liability Scheme.

CLASS	Public Liability/Professional Indemnity
MEMBER	Campbelltown City Council
BUSINESS OF MEMBER:	Local Government Authority, as defined in wording
EXPIRY DATE	30 June 2025
GEOGRAPHICAL SCOPE	Anywhere in the World, excluding the Dominion of Canada and the United States of America.
LIMITS OF PROTECTION	Public Liability \$20,000,000 any one occurrence Products Liability \$20,000,000 any one occurrence and in the aggregate any one Period of Protection Professional Indemnity \$20,000,000 any one claim and in the aggregate any one Period of Protection
STATEWIDE CERTIFICATE NUMBER	000109

This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder.

Yours sincerely,

Naamon Eurell
Executive Officer