

Risk Assessment Worksheet

This risk assessment has been developed for Council and work undertaken on its behalf. Leaders are responsible for reviewing this document in consultation with relevant staff to ensure hazards, risks, and risk control measures are relevant for the task/activity. Please contact the WHS Team for any questions or issues arising.

Task/Activity	Burra Bumal In-School Dance Workshops Dates: 11 - 15 May 2026				
Division/Section	Creative Life / City Futures		Reference No	CAC: 001	
Unit/Work Area	Campbelltown Arts Centre / Education Programs		Version No	002	
Date of Original Assessment	11 February 2025	Date Last Reviewed	9 February 2026	Date of Next Review	9 February 2027
Development/Reviewed By	Samantha Relihan (Education & Creative Learning Programs Assistant, CAC), Celeste Wrona (Education Officer, CAC), Anthea Doropoulos (Creative Producer, CAC), Sarah Morris (Aboriginal Cultural Program Officer, CAC), Anne Cutajar (Creative Programs Assistant, CAC), WHS Unit				
Related Documentation	<ul style="list-style-type: none"> • Authorised Statement - Work Health and Safety (WHS) Risk Management • Corporate Risk Assessment - CAC School and Community Education Programs and Excursions • Corporate Risk Assessment - Contractors • Corporate Risk Assessment - Driving, Parking & Transporting • Corporate Risk Assessment - Fatigue Management • Corporate Risk Assessment - First Aid • Corporate Risk Assessment - Manual Tasks and Hazardous Manual Tasks • Corporate Risk Assessment - Planned Functions and Community Events • Corporate Risk Assessment - Psychosocial Hazards at Work • Corporate Risk Assessment - School and Community Education Program • Corporate Risk Assessment - Use of Mobile Phones • Corporate Risk Assessment - Working Outdoors • Corporate Risk Assessment - Conducting Training, Lessons and Supervision • Information Sheet - Incident Report Injury Notification Flowchart 				
Definition of Task/Activity (What does the task/activity involve, duration etc.)	<p>The CAC and NAISDA Dance Project 'Burra Bumal' supports Aboriginal and Torres Strait Islander students in Macarthur and Western Sydney to explore their creative voice through artistic mentorship in dance, cultural knowledge and performance skills led by community Elders, established dance artists and some of the most promising young contemporary Aboriginal and Torres Strait Islander dancers in Australia.</p> <p>This is an annual program presented in partnership with Campbelltown Arts Centre and NAISDA Dance College.</p>				

DATA AND DOCUMENT CONTROL

Revised Date: 18/12/2022
Review Date: 18/12/2025

COMPULSORY PERSONAL PROTECTIVE EQUIPMENT (PPE) TO BE WORN (please mark applicable PPE)

Hard Hat		<input type="checkbox"/>	High Visibility Vest /Shirt		<input type="checkbox"/>	Respiratory Protection		<input type="checkbox"/>
Eye Protection		<input type="checkbox"/>	Safety Harness		<input type="checkbox"/>	Safety Goggles		<input type="checkbox"/>
Hand Protection		<input type="checkbox"/>	Coveralls		<input type="checkbox"/>	Safety Glasses		<input type="checkbox"/>
Hearing Protection		<input type="checkbox"/>	Sun Hat		<input type="checkbox"/>	Face Shield		<input type="checkbox"/>
Safety Footwear		<input type="checkbox"/>	Sunscreen		<input type="checkbox"/>	Dust Mask		<input type="checkbox"/>

Plant or Other Equipment Required	N/A
--	-----

Relevant Legislation/Codes of Practice/Standards	Refer to Legislation, Standards and Codes of Practices - Reference Table on FRED
---	--

Qualifications/Certification/Training/Familiarisation Requirements for Nominated Task or Activity

Compulsory Training	Non-Compulsory Training
<ul style="list-style-type: none"> • The above mentioned 'Related Documentation' • Current 'Employee' Working with Children Clearance for all staff and facilitators attending and working with children under 18 years of age • Current Professional/Public Liability Insurance from Contractors • Site specific induction, including review of this risk assessment • Department/Role Specific Induction and Training • Child Safety training • Emergency Management – knowledge of venue evacuation procedures • Conflict Resolution & Handling Difficult People training • Sun, Heat, Sharps Awareness 	<ul style="list-style-type: none"> • First Aid Training • Fire Warden Training

RISK CALCULATOR	How Likely - Likelihood - How Likely is it to happen and how often?			
	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
Major - Cause serious injury / illness or long term illness (S)	1	2	3	4
Moderate - Medical attention and several days off work (M)	2	3	4	5
Minor - First Aid needed (F)	3	4	5	6

Risk	Risk Priority
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 .
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
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
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 must always be the first priority.

Level 1 Eliminate the Hazard - Where elimination is not reasonably practicable, you must 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.

Identified Non-Conformances

Non-conformances or any actions required or identified during the development and/or review of a Risk Assessment are to be entered into Donesafe. Advice on the non-conformance or action required is to detail the proposed action, the person responsible and the proposed completion date. When the proposed action has been completed, evidence of the action items completion is to be entered into Donesafe and the action marked as completed. For action items not rectified by the proposed completion date, Donesafe will provide email notification to the responsible person and their Manager that the action remains open and overdue.

Review and Evaluation

All Risk Assessments must be reviewed, and any measures adopted to control risk, whenever:

- There is an incident, or any new hazards are identified.
- There has been an injury or illness to a worker.
- A significant change is proposed in the place of work or in work practices or procedures to which the Risk Assessment relates.
- Where there is evidence that the Risk Assessment is no longer valid.

All Risk Assessments will be reviewed 3-months after the implementation of the appropriate controls, to ensure their effectiveness and will be reviewed every 5-years thereafter and in accordance with any legislative changes.

DATA AND DOCUMENT CONTROL

Revised Date: 18/12/2022

Review Date: 18/12/2025

Please refer to the Risk Calculator located on the back page to ascertain the Risk Rating.

Identified Hazards	Identified Risks	Risk Rating			Risk Control Measures	Risk Rating		
		How Severe	How Likely	Risk		How Severe	How Likely	Risk
Working environment / Dance Workshop	Risk of serious injury or illness from: <ul style="list-style-type: none"> • Slips Trips & Falls • Sprains/Strains • Extreme weather (e.g. high & low temperatures, stormy conditions & wind gusts) • Site access and egress 	M	L	3	<ul style="list-style-type: none"> • Pre session assessment of site for continued suitability • Pre session briefing taking into account suitability of current risk controls. • Knowledge of venue Emergency Evacuation procedures • If outdoors adequate supply of sunscreen and water. • Regular rest breaks • Adequate shaded areas and covering for extreme weather conditions • Contingency options considered in case of last minute changes with venue • Facilitators ensure all participants complete an appropriate warm-up before beginning any dance activities. • Facilitators to monitor student participation and ensure students are moving safely to their ability level. • Facilitators actively monitor students throughout the workshop, supporting them to move safely, work within their own physical abilities, and modify movements as needed. • Teachers provide facilitators with relevant medical or accessibility information so movements can be adapted safely. • Students are reminded to wear appropriate clothing and footwear that allows safe movement. • First Aid support 	F	U	5
Excessive noise levels	Risk of serious injury or illness from: <ul style="list-style-type: none"> • Excessive noise levels • Announcements / loud music from the PA system 	M	L	3	<ul style="list-style-type: none"> • Compliance with conditions of the venue. • Compliance with Environmental Protection Authority EPA guidelines. • Maintain separation from loud noise source and audience • Hearing protection available to employees • Program Management Plans 	F	U	5

DATA AND DOCUMENT CONTROL

Revised Date: 18/12/2022

Review Date: 18/12/2025

Contractors	Risk of serious injury and illness involving: <ul style="list-style-type: none"> Contractors / performers Council staff Public Visitors 	M	U	4	<ul style="list-style-type: none"> All contractors to hold current WWCC Contractor inductions Contractor Reviews Public Liability Insurance with no less than \$20M liability Program Management Plans 	M	VU	5
Program being facilitated in multiple schools	Sessions being run in unsuitable facilities Facilitators on site without clearance	M	U	4	<ul style="list-style-type: none"> Schools have been pre assessed for suitability to hold program Facilitators and teachers ensure students are aware of venue emergency exits and procedures. All facilitators to be inducted to school prior to commencing sessions Program schedule in place 	M	VU	5
Supervision	<ul style="list-style-type: none"> Additional participants Reduction in participants 	M	U	4	<ul style="list-style-type: none"> Adequate staff/student ratio in place Program introduction for participants Program schedule to run to time 	M	VU	5
Lifting, pushing, pulling and carrying heavy loads	<ul style="list-style-type: none"> Slips, trips, and falls Musculoskeletal injuries Fatigue Muscle tears, hernias, spinal injuries Crush and impact injuries 	S	U	3	<ul style="list-style-type: none"> Assess the load and plan the lift Team lift, where required 	M	VU	5
Insects, reptiles, birds and rodents	<ul style="list-style-type: none"> Bites and stings Contamination of work areas Property and infrastructure damage 	F	L	4	<ul style="list-style-type: none"> Use of insect repellent, when required Regular cleaning and sanitation Maintain hygienic work areas and food preparation areas. Keep clear of overgrown vegetation 	F	U	5

DATA AND DOCUMENT CONTROL

Revised Date: 18/12/2022
Review Date: 18/12/2025

Exposure to cold, wind and storms	<ul style="list-style-type: none"> • Colds, flus and other infections • Flying debris • Lightning strike • Inability to seek shelter • Dehydration • Slips, trips and falls • Falling objects and debris • Fatigue • Death 	K	VU	3	<ul style="list-style-type: none"> • Wet weather clothing - wind breaker jacket and raincoat • Warm clothing - jumper, jacket and UV rated, breathable, moisture wicking, chemical resistant long sleeve tops/shirts with collar • Warm clothing - UV rated, breathable, moisture wicking, chemical resistant long pants • Regular breaks out of the cold and/or wet weather • Maintain hydration by drinking 200ml of water every 2 hours. • Use of Office building to seek shelter in air conditioning • Rotation of duties • Work in teams of minimum two persons at all times • Consider event cancellation/postponement in extreme weather conditions 	M	VU	5
Working with children	<ul style="list-style-type: none"> • Lost children • Child Safety 	S	U	3	<ul style="list-style-type: none"> • All staff working with children under 18 years of age must have a current and verified Working with Children Clearance • Teacher supervision and accompaniment at all times • Staff awareness of venue blind spots • Staff to be aware of Child Safe Practices, Policies, Code of Conduct and Incident Reporting. • Age-appropriate activities and equipment 	F	U	5
Uneven or unmarked changes in flooring heights	<ul style="list-style-type: none"> • Slips, trips, and falls • Musculoskeletal injuries • Bruising, sprains and strains • Fractures, broken bones • Head injuries 	S	U	3	<ul style="list-style-type: none"> • Exclusion zones • Verbally warn participants, as required • Stick to designated walkways, where possible 	F	VU	6

DATA AND DOCUMENT CONTROL

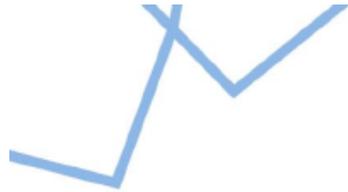
Revised Date: 18/12/2022
Review Date: 18/12/2025

Fatigue	<ul style="list-style-type: none"> • Reduced concentration and alertness • Impaired decision-making and judgement • Slips, trips, and falls • Musculoskeletal injuries • Increased risk of accidents • Stress, anxiety, and burnout • Increased absenteeism 	M	L	3	<ul style="list-style-type: none"> • Provision of shaded areas or quiet spaces • Scheduling regular breaks for both staff and student participants • Limit working extended hours • Planned staffing levels to avoid excessive demands on event staff • Monitoring weather conditions and adjusting controls accordingly • Maintain hydration • Regular task rotation between physically demanding and lighter tasks • Ensure adequate lighting, ventilation and climate control, where possible • Provision of seating and rest areas 	F	U	5
---------	--	---	---	---	---	---	---	---

----- END OF RISK ASSESSMENT -----

DATA AND DOCUMENT CONTROL

Revised Date: 18/12/2022
Review Date: 18/12/2025



ABN 69 009 098 864

One International Towers,
100 Barangaroo Ave,
Sydney, NSW, 2000

Tel: (02) 9320 2700

Direct: (02) 9320 2726

Naamon.Eurell@jta.com.au
www.statewidemutual.com.au

01 July 2025

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 2026
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

DATA AND DOCUMENT CONTROL

Revised Date: 18/12/2022

Review Date: 18/12/2025