



**Campbelltown Arts Centre
Education Programs**

Risk Assessment Worksheet – School and Community Education Programs

Program	Lynda Draper Artist Intensive Day				
Program Brief	Monday 8 December 2025, 8:50am – 2:30pm Students in Years 9-12 are invited to join us for an enriching Artist Intensive Day with award winning ceramic artist and educator Lynda Draper and the Campbelltown Arts Centre Education team. This immersive experience will take students on a dynamic journey of creativity and artistic expression, beginning with a guided gallery tour of Draper’s solo exhibition, ‘Glimmer’, followed by a hands-on practical workshop in ceramics facilitated by the artist, before engaging in a reflective writing session with CAC educators designed to challenge student thinking and strengthen their ability to analyse and respond to artworks.				
Division/Section	City Futures/Creative Life	Reference No			
Unit/Work Area	Campbelltown Arts Centre/Education Programs	Version No		1	
Date of initial Assessment		Date Last Reviewed	N/A	Date of Next Review	14 November 2027
Development/Reviewed By	Celeste Wrona, Samantha Relihan (C-A-C) and WHS Unit				
Related Activities					
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				
Qualifications/Certification/Training/Familiarisation requirements for nominated tasks	<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 				

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

C-A-C 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 	S	U	3	<ul style="list-style-type: none"> • Regular review of this Risk Assessment to ensure that Hazards and Controls remain applicable. • 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. • C-A-C Education Program staff to remind students to be mindful of their personal space when moving around venue • Ensure there is at least 1 representative from the visiting organisation supervising each group, in addition to any C-A-C 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 adult supervisor per 15 primary school age participants (or younger) or 1 supervisor per 30 high school age participants. • Organisations to supervise young participants using public toilets • Consideration of Workshop layout to maximise entry and egress. • Additional space for movement considered for attendees with mobility requirements. • Housekeeping of area during workshops, ensuring the floor and working area remains obstruction free. 	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
Learning programs, artworks and sensitive content	Emotional/Stress response to exhibition or program content	M	U	4	<ul style="list-style-type: none"> C-A-C Education Program staff and contracted artists 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. Additional follow up with school/external organisation or individual, as identified 	M	VU	5
Emergency Situation	Medical Emergency Emergency Evacuation Severe Weather Event	S	U	3	<ul style="list-style-type: none"> Emergency evacuation process confirmed to attendees as part of Welcome/Introduction C-A-C Wardens advised of group visits and excursion occurring Pre Event briefing facilitated for attending staff and contractors Visitor Service Officer on duty briefed on program, event or excursion taking place If weather conditions are too severe consideration should be given to postpone or cancel the program, or excursion for that day. Campbelltown Arts Centre does not keep EpiPens or Ventolin on-site. Please ensure visitors bring an EpiPen or Ventolin inhaler if required. Access to First Aid 	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
Stinging Insects / Spiders	Risk of injury or illness from: • Insect or spider bites	S	U	3	<ul style="list-style-type: none"> As part of pre event or program Welcome/Introduction alert participants to the specific risk of: <ul style="list-style-type: none"> 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 	M	VU	5
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"> As part of excursion or program welcome/introduction alert participants of behavioural expectations and to be cautious when: <ul style="list-style-type: none"> Being around the edges of ponds Being around the edges of fountains By: <ul style="list-style-type: none"> Being conscious of surroundings Keeping to defined pathways Listening to instructions Student supervision given a high priority at all times 	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
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	As part of excursion or program Welcome/Introduction alert participants of behavioural expectations on and around sites <ul style="list-style-type: none"> • Pre planned and scoped participant movement to be agreed and documented • Designated set down areas • Designated times for vehicles needing to drive on-site • Student supervision given a high priority at all times 	M	VU	5
Sun and Heat	Risk of serious incident or medical episode due to sun or heat exposure.	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. equired. • Modify the excursion to accommodate the weather conditions when appropriate. 	M	VU	5
Building or Maintenance Contractors working on site	Risk of incident or injury from: <ul style="list-style-type: none"> • Slips, Trips or Falls • Access and egress changes • Number of attendees 	S	U	3	<ul style="list-style-type: none"> • Contractor attendance to be considered in Education Program or Excursion programming. • Where possible all Building and Maintenance work to be rescheduled or facilitated earlier or later during programs or events. • Building or Maintenance Contractors must be signed In and Out as per standard requirements with C-A-C Visitor Service Officer 	M	VU	5

DATA AND DOCUMENT CONTROL