

Capital E National Arts Festival Risk Analysis and Management

What could go wrong?	What could cause this?	How to prevent this from happening?	Whose responsibility is this?	When/Where will preventative measures be taken?	Emergency plan
<p>Person is lost or unaccompanied</p>	<ul style="list-style-type: none"> o Inadequate supervision. o Inadequate supervisor-person ratio. o Person's lack of awareness or risk in such a position. 	<ul style="list-style-type: none"> o Class teacher responsible for labelling students.(school and phone number) o Ensure supervisors personally conduct careful and regular head counts. o Plan for and enforce minimum supervisor ratios. o Ensure all students are made aware of their requirement to stay with their supervisor. o Junior school students to be accompanied to the toilet with a school supervisor. 	<ul style="list-style-type: none"> o Classroom teacher o School supervisors o Classroom teacher & Capital E FOH. o Classroom teacher & Capital E FOH. o School supervisors 	<ul style="list-style-type: none"> o Planning stages o Meeting with school supervisors o Meet and greet at beginning of day/festival experience with whole school group. 	<ul style="list-style-type: none"> o Report missing student and description to all Capital E FOH hosts. o Report missing student and description to all venues. o When missing student is located they are to be collected by their School supervisor and returned to their correct school group.
<p>Personal accident or injury</p>	<ul style="list-style-type: none"> o Student looking where they are going. o Student falls over. o Student pushing or shoving. o Student running. o Student disobeying road signals o General carelessness. o Slipping on wet floors 	<p>Students advised by FOH about:</p> <ul style="list-style-type: none"> o No Running (on streets and venues) o Crossing roads at pedestrians crossings. o Being considerate to other public on the street. <p>Also</p> <ul style="list-style-type: none"> o Extra Capital E staff will be positioned at crossings and car park drive ways. o Capital E staff to place "Wet Floor" signs out and point these out to Teachers/ 	<ul style="list-style-type: none"> o Capital E FOH o Classroom teacher and visiting supervisors. 	<ul style="list-style-type: none"> o Meet and Greet at beginning of day/festival experience with whole school group. o As necessary throughout festival experience. o "Wet Floor" sign available at each venue. 	<ul style="list-style-type: none"> o Qualified FOH first aid hosts attending injured student. o Capital E Host to fill in an OSH incident report before school group leaves.

		Visiting supervisors.			
Sick person	<ul style="list-style-type: none"> o Lack of medication o Pre-existing condition o Special Effects from performance 	<ul style="list-style-type: none"> o Classroom teacher to ensure all required medication is brought from school. o FOH to ask classroom teacher if there are any special conditions to be aware of - including medical. o FOH to be aware of any shows with Special Effects e.g. Strobe lighting 	<ul style="list-style-type: none"> o Classroom Teacher and visiting supervisors. o Capital E FOH. 	<ul style="list-style-type: none"> o As and when necessary. o FOH check on arrival. 	<ul style="list-style-type: none"> o Qualified FOH first aid hosts attending injured student. o Osh incident report fill in by Capital E host before school group leaves.
Weather related hazards	<p>Lack of adequate protection against:</p> <ul style="list-style-type: none"> o Dehydration o Heat o Cold o Rain o Wind o Sunburn 	<ul style="list-style-type: none"> o Classroom teacher must check weather forecast and ensure students are suitable protected. o FOH will guide groups through the city with as much shade and protection as possible. 	<ul style="list-style-type: none"> o Classroom Teacher and visiting supervisors. o Capital E FOH 	<ul style="list-style-type: none"> o Checks before leaving school o Before leaving each venue o As necessary. 	<ul style="list-style-type: none"> o Qualified FOH first aid hosts attending injured student. o OSH incident report fill in by Capital E host before school group leaves.
Fire	<ul style="list-style-type: none"> o Malfunctioning equipment o Deliberate, careless activity 	<ul style="list-style-type: none"> o Reporting any suspicious behaviour o Performance Technicians to carry out thorough equipment checks. 	<ul style="list-style-type: none"> o Capital E FOH o Visiting members of the public o Performance technicians. 	<ul style="list-style-type: none"> o As and when utilising tools, facilities & ignition systems. o As and when suspicious behaviour is reported. o Technical check before each show. 	<ul style="list-style-type: none"> o Follow emergency plan of venue and directions of trained FOH members.
Earthquake	<ul style="list-style-type: none"> o Natural occurrence 	<ul style="list-style-type: none"> o Unpreventable 	<ul style="list-style-type: none"> o Teaching students safe behaviour in an earthquake. 	<ul style="list-style-type: none"> o Teaching students safe behaviour in an earthquake. 	<ul style="list-style-type: none"> o Follow emergency plan of venue and directions of trained FOH members.
Special needs not catered for	<ul style="list-style-type: none"> o Individual needs (e.g. mobility, intellectual, medical) of a visitor are not addressed. o A lack of awareness of individual needs. 	<ul style="list-style-type: none"> o Classroom teacher or visiting supervisor must advise FOH staff prior to the visit of any needs requiring specific assistance. 	<ul style="list-style-type: none"> o All Classroom teachers and/or visiting supervisors. 	<ul style="list-style-type: none"> o As special needs are reported to Capital staff. o Capital E ensure all FOH are trained in procedures (e.g. 	<ul style="list-style-type: none"> o Not an Emergency situation.

				wheelchair access into venues)	
Lack of communication between Capital e staff and Class teachers/Visiting supervisors	<ul style="list-style-type: none"> o No mobile phone number passed on from class teacher/visiting supervisor. o Class teacher/visiting supervisor does not have Capital E FOH phone number. 	<ul style="list-style-type: none"> o Visitors must bring sufficient number of Cell Phones per group ensuring each group has at least one, and that it is turned on during transition times between performances. o FOH Host to check phone number is correct with classroom teacher/ Visiting supervisor. 	<ul style="list-style-type: none"> o All class teachers /visiting supervisors o All Capital E FOH Hosts. 	<ul style="list-style-type: none"> o At planning stage before arrival at first venue. o Meet and greet at beginning of day/ festival experience with whole school group. 	<ul style="list-style-type: none"> o Not an Emergency situation.
Toilet accident	<ul style="list-style-type: none"> o Excitement o Not knowing the toilet location o Not taking toilet breaks when offered 	<ul style="list-style-type: none"> o Class teachers/ visiting supervisors familiarise themselves with toilet locations in each venue. o FOH host point out toilet facilities to teacher/visiting supervisor at each venue 	<ul style="list-style-type: none"> o Teacher/visiting supervisor o All Capital E FOH Hosts. 	<ul style="list-style-type: none"> o On initial meeting with group FOH host will discuss toileting breaks. o At each venue FOH will point out toilets to teacher/ visiting supervisor o Teacher/visiting supervisor to bring spare change of clothes if deemed necessary. 	<ul style="list-style-type: none"> o School supervisor to attend to student.