



THE VICTORIAN ALL-STATE JAZZ CHAMPIONSHIPS

Risk Assessment

Victorian All-State Jazz Championships
– Saturday 14 May and Saturday 21 May 2022



Prepared by: ASJ

Version # 1

Date: 05-04-2022

The recommendations and controls herein are to be addressed in the checklists included.

Introduction

The ASJ Risk Assessment is a live document and can therefore never be considered final. Changes to risks and controls should be reflected and actioned immediately.

Under Occupational Health and Safety (OH&S) legislation, common and other related law, ASJ is committed to ensuring that all reasonable steps are taken to ensure the event is conducted in a manner which provides for the safety of all persons that might be present at any time, including the public, students, parents, guests, employees, independent contractors, venue hirers, their employees and attendees.

Scope and Purpose

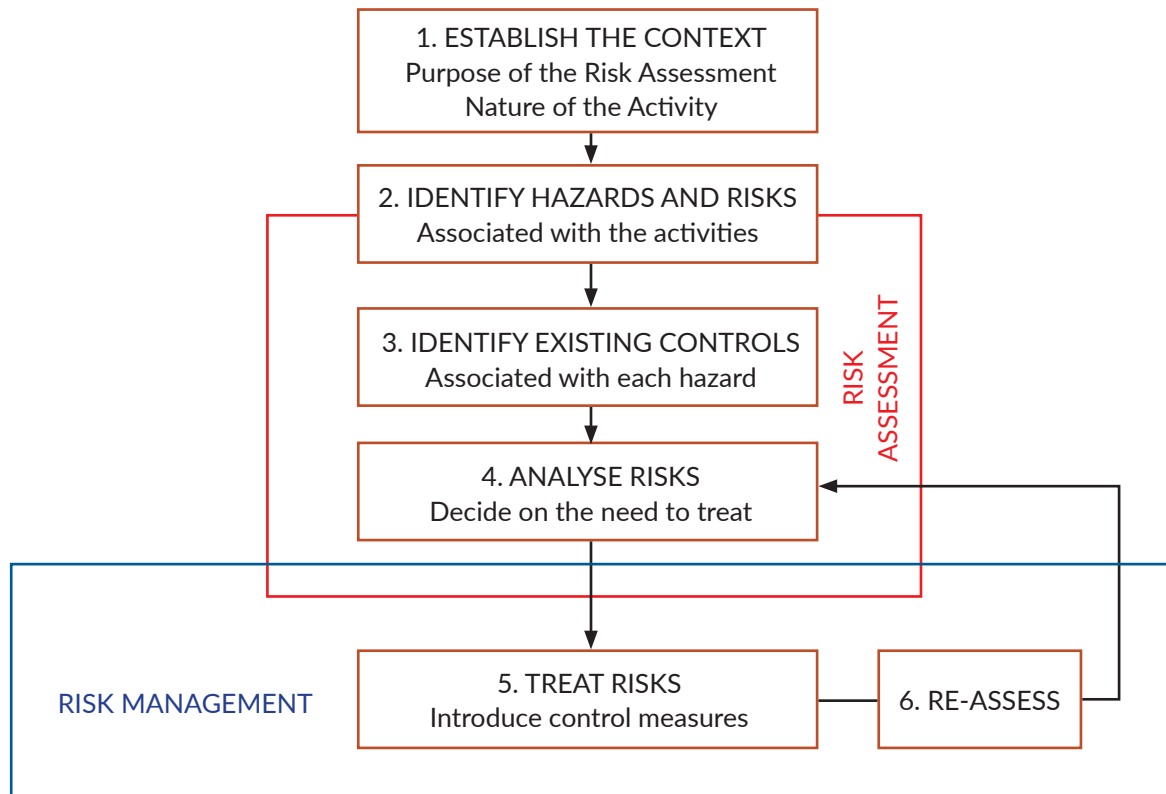
This document is to be read in conjunction with the ASJ Emergency Response Plan, the ASJ COVIDSafe Plan and any other supporting documentation provided to participating schools for the ASJ Championships event. These documents are accessible on the ASJ website.

This risk assessment is intended to act as a record of, and aid in identifying and managing the risks and hazards identified by ASJ, in conducting this event. It contains a description of the methodology used to analyse the hazards and risks identified, together with the control measures implemented by ASJ to manage the hazards and risks identified. It also includes checklists to assist in the implementation and management of the risk controls.

PLEASE NOTE:

Every effort has been made to ensure the accuracy and completeness of this information; however, ASJ makes no warranty regarding its use, and assumes no liability for any damages or loss suffered as a result of any inaccuracy or omission.

Event Risk Management Process – Overview



Control Hierarchy

The control hierarchy is a list of control measures, in priority order, that can be used to eliminate or minimize exposure to hazards. Below is the control hierarchy with general examples of each control measure:

- 1. Elimination**
Avoid the risk by removing the hazard completely.
- 2. Substitution**
Use less hazardous procedure/substances equipment/process.
- 3. Isolation**
Separate the process from people by the use of barriers/enclosures or distance.
- 4. Engineering Controls**
Mechanical/physical changes to equipment/materials/process.
- 5. Administrative Controls**
Change procedures to reduce exposure to a hazard
- 6. Personal Protective Equipment**
Gloves, hats, boots, goggles, masks, clothing etc.

Table 1: Risk Rating Matrix

	Very likely (++) (could happen at any time)	Likely (+) (could happen sometime)	Unlikely (-) (could happen but very rarely)	Very unlikely (--) (could happen but probably never will)
Death or permanent disability/illness (!!!!)	Unacceptable	Unacceptable	Unacceptable	Unacceptable
Long term or serious illness/injury (!!!)	Unacceptable	Unacceptable	Unacceptable	Work to reduce
Medical attention and several days off work (!!)	Unacceptable	Unacceptable	Work to reduce	Acceptable
First Aid required (!)	Unacceptable	Work to reduce	Acceptable	Acceptable

Table 2: Toleration of Risk

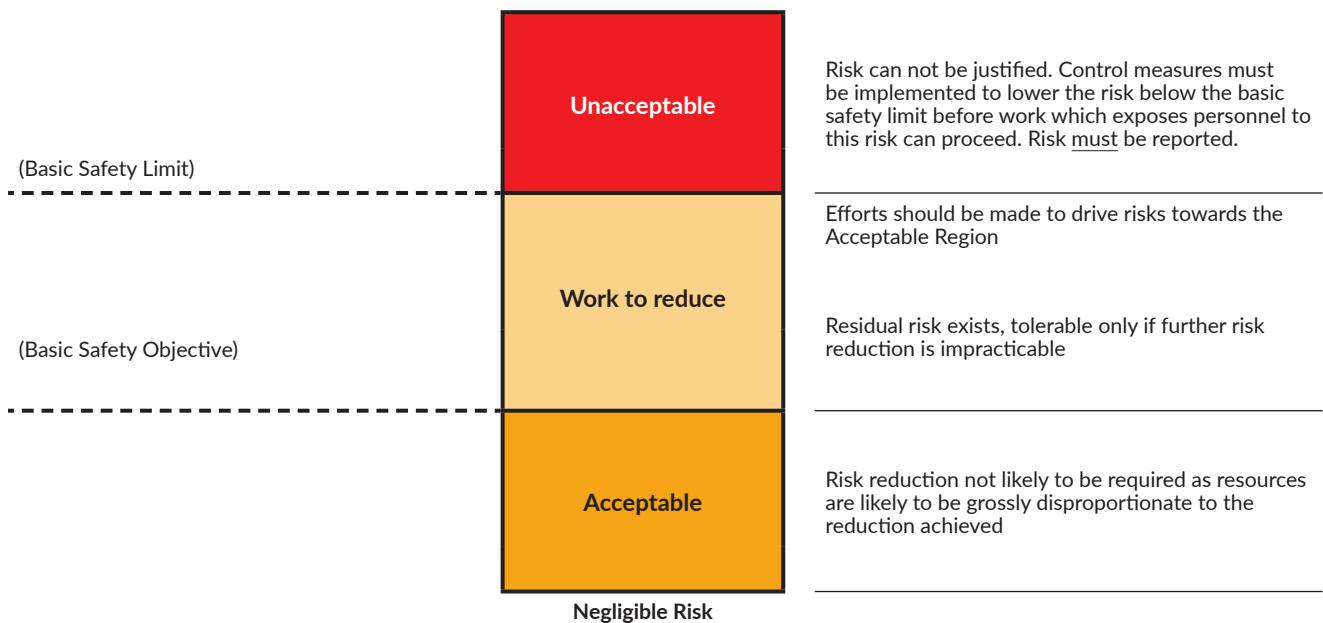


Table 3: Risk Analysis**How do I use this Table?**

1. Identify the Hazard.
2. Identify the associated Risks.
3. Identify the existing Risk Controls.
4. Rate the risk (using Table 1, above).
5. Determine whether additional treatment is required. If not, proceed to 7 (below), otherwise, identify additional controls.
6. Re-rate the risk (using Table 1, above).
7. Identify who is responsible for the controls.
8. Identify documentation relevant to the risk &/or controls.
9. Mark treatments for checklists (Implementation checklist for items requiring implementation once, daily checklist for items requiring daily inspection).

Venue: **All event performance venues**

1. Hazard	2. Risks	3. Existing Risk Controls	4. Risk Rating	5. Additional Risk Treatment	6. Risk Rating	Responsible to Monitor/ Supervise	References	Implementation Checklist (Y/N)	Daily Checklist (Y/N)
COVID-19	Exposure to COVID-19 whilst participating in the ASJ Championship event.	<ul style="list-style-type: none"> ➤ ASJ will follow current government and health authority guidelines including the cleaning of performance venues, toilets and eating areas prior to and following the event and the use of hand sanitiser and hygiene protocols at all performance venues. ➤ QR Codes are in place in the event that contact tracing is required. ➤ A COVIDSafe Plan is in place for this event and is accessible on the Victorian All-State Jazz (ASJ) website. 	Acceptable	<ul style="list-style-type: none"> ➤ Participating schools are responsible for reminding their students of general hygiene and COVIDSafe protocols. ➤ ASJ event organisers and each participating school will keep an attendance record of participating staff and students. 	Acceptable	➤ ASJ Event organising committee and participating school staff		Y	Y

Venue: All event performance venues

1. Hazard	2. Risks	3. Existing Risk Controls	4. Risk Rating	5. Additional Risk Treatment	6. Risk Rating	Responsible to Monitor/ Supervise	References	Implementation Checklist (Y/N)	Daily Checklist (Y/N)
First Aid Injury / Illness at venue during the event.	No qualified First Aider onsite if injury/ illness occurs requiring medical treatment.	<ul style="list-style-type: none"> ➤ A qualified First Aid provider will be available onsite in Harefield House (see map). ➤ First Aid kits available at each performance venue for minor injuries. ➤ A venue warden has been assigned to each performance space. 	Acceptable	<ul style="list-style-type: none"> ➤ In the case of a medical emergency, the patient will be diverted to the Holmesglen or Sandringham hospitals emergency dept. 	Acceptable	<ul style="list-style-type: none"> ➤ ASJ Event staff 	ASJ Event Coordinator	Y	N
Child Safety	Grooming/Child Abuse	<ul style="list-style-type: none"> ➤ All ASJ adults have a WWCC /VIT clearance. ➤ All students are to be supervised at all times by their accompanying teachers. 	Acceptable	<ul style="list-style-type: none"> ➤ Each school is to take responsibility for their school students in relation to child safe protocols. ➤ Students are not to leave the campus without teacher supervision. 	Acceptable	<ul style="list-style-type: none"> ➤ ASJ event staff. ➤ Participating Schools' staff to oversee the supervision of their students. 		Y	Y
Inappropriate or no footwear	Injury due to stepping on sharp object.	<ul style="list-style-type: none"> ➤ Cleaning is completed each day before and after the event ➤ Closed toed shoes to be worn. 	Acceptable	<ul style="list-style-type: none"> ➤ First aid kits available in each performance venue. 	Acceptable	<ul style="list-style-type: none"> ➤ ASJ event staff. ➤ Participating Schools' staff to oversee their students. 		Y	Y
Theft	Loss of musical instruments and other personal items	<ul style="list-style-type: none"> ➤ Designated, supervised area - Hawkes Sports Centre (HSC) for all schools' instruments. 	Acceptable		Acceptable	<ul style="list-style-type: none"> ➤ Volunteer supervisor. 		Y	Y

Venue: All event performance venues

1. Hazard	2. Risks	3. Existing Risk Controls	4. Risk Rating	5. Additional Risk Treatment	6. Risk Rating	Responsible to Monitor/ Supervise	References	Implementation Checklist (Y/N)	Daily Checklist (Y/N)
Manual handling of chairs, and any prop items in setting up performance venues.	Injury due to incorrect lifting and carrying of items for set up of performance venues	<ul style="list-style-type: none"> ➤ ASJ will be responsible for set up of performance venues. ➤ Participating schools' staff to ensure their students move and conduct themselves safely and appropriately in all venues whilst on the St Leonard's College campus. ➤ ASJ performance venues to be monitored by Staff in charge. 	Work to reduce	<ul style="list-style-type: none"> ➤ As per OHS protocols, team lifting is to be used where appropriate. 	Acceptable	<ul style="list-style-type: none"> ➤ ASJ Event staff 		Y	Y
Voice strain	Loss of voice due to voice strain	<p>Participating schools' staff are responsible for the management of their students in relation to:</p> <ul style="list-style-type: none"> ➤ Appropriate breaks throughout the day ➤ Vocal warm up vocals prior to any performance (warm up rooms have been made available adjacent to each performance venue). ➤ Bottled water available for purchase. 	Acceptable	<ul style="list-style-type: none"> ➤ Water bubblers available throughout the campus (see venue map) 	Acceptable	<ul style="list-style-type: none"> ➤ Participating school staff and their students 		N	Y

Venue: All event performance venues

1. Hazard	2. Risks	3. Existing Risk Controls	4. Risk Rating	5. Additional Risk Treatment	6. Risk Rating	Responsible to Monitor/ Supervise	References	Implementation Checklist (Y/N)	Daily Checklist (Y/N)
Fatigue	Fainting, exhaustion, injury due to muscle /voice strain	<ul style="list-style-type: none"> ➤ Appropriate breaks ➤ Water available ➤ Food is available for purchase from the cafeteria throughout the day ➤ Designated seating areas are available around the campus ➤ Appropriate warm ups at each rehearsal. 	Acceptable	<ul style="list-style-type: none"> ➤ First Aid available in the Harefield House Longroom. 	Acceptable	<ul style="list-style-type: none"> ➤ Participating school staff and their students. 		N	Y
Water in the venue	Potential to spill and create a slip hazard	<ul style="list-style-type: none"> ➤ Bottled water only to be taken into performance venues and to be placed in designated area away from physical movement ➤ Paper towels/tissues available to remove any spills immediately. 	Work to reduce	<ul style="list-style-type: none"> ➤ Some performance venues are carpeted, significantly reducing risks associated with spillage. ➤ Lids to be kept on bottled water ➤ First aid kits kept in each performance venue. 	Acceptable	<ul style="list-style-type: none"> ➤ Participating school staff and their students 		N	Y
Spillages	<ul style="list-style-type: none"> ➤ Increased slip hazard ➤ Personal injury 	<ul style="list-style-type: none"> ➤ Liquids to be contained when not in use 	Acceptable	<ul style="list-style-type: none"> ➤ Lids kept on bottled water ➤ First aid kits kept in the venue 	Acceptable	<ul style="list-style-type: none"> ➤ ASJ Staff ➤ School Staff and Students 		N	Y

Venue: All event performance venues

1. Hazard	2. Risks	3. Existing Risk Controls	4. Risk Rating	5. Additional Risk Treatment	6. Risk Rating	Responsible to Monitor/ Supervise	References	Implementation Checklist (Y/N)	Daily Checklist (Y/N)
Fire Exits	<ul style="list-style-type: none"> ➤ Personal injury ➤ Access to fire safety equipment ➤ Access to fire exits ➤ Danger to others 	<ul style="list-style-type: none"> ➤ In the event of a fire emergency, ASJ performance staff and students are to follow the directions of ASJ staff, as per the Emergency Response Plan. ➤ Venue wardens have been appointed ➤ Evacuation procedures posted in performance venues ➤ Fire exits signage visible in performance venues (in accordance to building regulations). 	Work to reduce	<ul style="list-style-type: none"> ➤ Fire safety equipment is kept in all performance venues. ➤ Fire exits checked daily for obstructions 	Acceptable	<ul style="list-style-type: none"> ➤ ASJ Event staff ➤ Staff of participating schools are responsible for assisting their students in the event of an emergency. 		Y	Y

Venue: All event performance venues

1. Hazard	2. Risks	3. Existing Risk Controls	4. Risk Rating	5. Additional Risk Treatment	6. Risk Rating	Responsible to Monitor/ Supervise	References	Implementation Checklist (Y/N)	Daily Checklist (Y/N)
Emergency situations requiring evacuation / lockdown	➤ Injury/death from being unable to evacuate the building	<ul style="list-style-type: none"> ➤ In the event of a fire emergency, ASJ performance staff and students are to follow the directions of ASJ staff, as per the Emergency Response Plan. ➤ Venue wardens have been appointed ➤ Evacuation procedures posted in performance venues. ➤ Chief warden has been appointed and will be onsite to manage any emergency response. 	Acceptable		Acceptable	➤ ASJ Staff	ASJ ERP Plan	Y	Y
Cables	Trip, slip or fall	<ul style="list-style-type: none"> ➤ All cables to be taped down using gaff/ electrical tape, or carpet/ cable trays used ➤ Cables running through high frequency areas to be visibly marked out ➤ All performance staff and students made aware of cables in performance venue, as applicable. 	Acceptable	➤ Any cables in use for performance to be checked daily for trip hazards.	Acceptable	➤ ASJ staff		Y	Y

Venue: All event performance venues

1. Hazard	2. Risks	3. Existing Risk Controls	4. Risk Rating	5. Additional Risk Treatment	6. Risk Rating	Responsible to Monitor/ Supervise	References	Implementation Checklist (Y/N)	Daily Checklist (Y/N)
Electrical equipment	Electrocution	<ul style="list-style-type: none"> ➤ All electrical equipment to have current test and tag ➤ All electrical equipment to have a 'clear zone' from any liquid being used throughout the performance 	Acceptable		Acceptable	<ul style="list-style-type: none"> ➤ ASJ staff 		Y	N
Public / Guest safety incident	Physical Injury / Near miss	<ul style="list-style-type: none"> ➤ Any safety incident / injury / near miss to a guest is to be reported to ASJ staff. ➤ First Aid is onsite during the event, located in Harefield House Longroom. ➤ First Aid kits are available in each performance venue. 	Acceptable		Acceptable	<ul style="list-style-type: none"> ➤ ASJ staff ➤ Participants responsible to report any safety incident/injury/ Near miss to ASJ staff. 		Y	N

Control Implementation Checklist

– For implemented risk controls

NO.	Risk Control	Checked by:	Date:
1.	Safety announcements made at commencement of ASJ event		
2.	Fire safety equipment available		
3.	First aid kits stocked and available in performance venues		
4.	First Aid post – organised and in place at Harefield House Longroom		
5.	All fire exits clear and accessible		
6.	Personnel designated to Chief Warden and supporting emergency response roles		
7.	Fire exits signage clear and visible in room		
8.	Evacuation signage posted in each performance venue		
9.	Evacuation and Emergency Response Plan provided to participating schools		
10.	ASJ Event Risk Assessment available on ASJ website to participating schools		
11.	ASJ COVIDSafe Plan available on ASJ website and to participating schools		

Daily Control Checklist during Performances

– For controls requiring ongoing inspection/monitoring – to be completed by ASJ staff

NO.	DESCRIPTION	OK	NOT OK	N/A	DETAILS
1.	Performance venues cleaned				
2.	Vocal / Bands physical warm up				
3.	Bottled water available to purchase plus external water bubblers available outside throughout the campus (see venue map)				
4.	Clear access to all fire exits				
5.	Full working lights in venue				
6.	Supervision of movement of performers				
7.	Electrical cables, cords etc checked for damage, and trip hazards				
8.	Venue items checklist				
9.	Comms working				
10.	Appropriate directional signage in place				