


NSW Department of Education

Work Health and Safety
Risk assessment plan

School/workplace	The Arts Unit			Condition, task, activity or event	Film By Invitation
Principal/workplace manager					
Assessed by	Chris Dodds	Date	17/10/23	Location	Hoyts Entertainment Quarter 206 Bent St, Moore Park NSW 2021
Approved by	Michelle Dodd	Date	31/10/23	Review date	
WHS Risk Register update	23076	Date	13/11/23	Prepared in consultation with	Michelle Dodd

Risk Management process

(insert rows as required)

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
What presents the potential risk to health and/or safety?	What might happen, how likely is it and what could be the consequence/s?	Apply WHS Risk Matrix	What action/s will be taken to eliminate the risk/s or at least reduce them to an acceptable level?	Apply WHS Risk Matrix	Who is responsible for putting controls in place?	When should the controls be put in place?	When were controls implemented?
Natural and man-made emergencies.	Injuries during panic or emergency situations.	8 - Medium	<p>Familiarise students with emergency exits. Have an established meetup point. Ensure staff are aware of emergency procedures. These will be clearly illuminated in the cinema.</p> <p>Communication to Ambulance, Hospital, Fire Service readily on hand, and mobile phone communication available – call 000.</p> <p>Call Incident Report & Support Hotline 1800 811 523. Contact student counsellors if required.</p> <p>Contact staff EAP 1800 060 650 if required.</p> <p>Obtain a copy of emergency procedures from Hoyts.</p>	4 - Medium	TAU Staff	Prior to workshop / on the day of the workshop.	