

WAKAKIRRI

Does your school have a story to tell? The search is on!

MATRIX

LIKELIHOOD

What are the consequences and likelihood of this event occurring?		Very Likely. It could happen at any time.	Likely. It could happen sometime	Unlikely. It could happen but very rarely.	Very Unlikely. It could occur but probably never will.
		VL	L	U	VU
Fatality/ permanent disability	F	1	1	2	3
Serious injury (e.g. broken leg)	S	1	2	3	4
Minor injury/ medical attention/ several days off work	M	2	3	4	5

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Negligible injury (first aid)	N	3	4	5	6
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RISK IDENTIFICATION, ASSESSMENT AND CONTROL FOR WAKAKIRRI NATIONAL STORY FESTIVAL

ACTIVITY	HAZARD Type/Cause	Risk Management (Likelihood, consequence and rating - use matrix)	Elimination or Control Measures	Who	When
Travel to venue (by bus)	Road accident	VL; F; 1	Bus to be operated by experienced and licenced bus-driver supplied by bus company	Driver	On journey
Arrival at venue	Separation of student(s) from group	L; N; 4	<ul style="list-style-type: none"> • Teacher supervision ratio according to Ed Dept (or similar) requirements • Secure dressing room areas • Call the roll • Buddy system 	Teachers	At all times

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Occupation of dressing area(s)	Fall or slip	L; S; 2	<ul style="list-style-type: none"> • Store all belongings out of walkways • Students to remain seated in area unless permission granted to move about 	Teachers	In dressing area(s)
Emergency evac	Fire, bomb, terrorist attack or other emergency	V; F; 2	<ul style="list-style-type: none"> • Teachers learn emergency evac for the venue • Teachers explain these procedures to students prior to entering the venue • Teachers advise venue and Wakakirri staff of signs of fire, suspicious persons, suspicious packages or suspicious activities 	<p>All teachers</p> <p>Teacher in charge</p> <p>All teachers</p>	<p>Before arriving</p> <p>Before arriving</p> <p>At any time whilst in the venue</p>

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Rehearsal and Performance	Sprain, break, muscular injury	L; S; 2	<ul style="list-style-type: none"> • Costumes suitable to movement required (including up and down stairs) • Simple studs. No other jewellery • Warm-up and cool-down activities • Clear instruction and direction from teachers and Wakakirri crew • Short nails • First Aid Kit 	<p>Teacher</p> <p>Students</p> <p>Students</p> <p>Teachers and Waka crew</p> <p>Students</p> <p>Teachers</p>	<p>When deciding to reuse/make</p> <p>All the time</p> <p>Pre and post rehearsal and performance</p> <p>At all times</p> <p>On the day</p> <p>On hand at all times</p>
Rehearsal and Performance	Injury on stage		<ul style="list-style-type: none"> • Safe stage area and safety talk 	<p>Waka crew and venue techs</p>	<p>On the day</p>
Rehearsal and Performance	Injury from sets and props	L; S; 2	<ul style="list-style-type: none"> • Clear instruction and direction from teachers and Wakakirri crew • Safe stage area and safety talk 	<p>Teachers and Waka crew</p> <p>Waka crew and venue techs</p>	<p>On the day</p>

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All general activities	Asthma attack, epileptic fit, illness	L; S; 2	<ul style="list-style-type: none"> • Advise parents of the use of smoke machine during rehearsals and the show • Advise parents of the use of strobe lighting during rehearsals and the show • Secure copies of student’s medical requirement records – note students with special needs such as those related to asthma or epilepsy • Ensure all medications are on hand for students requiring them with correct dosage info • Students with asthma carry Ventolin or similar as required • Teacher carries contact details for parents • Ice-cream containers 	<p>Teacher in charge As above</p> <p>Students</p> <p>Teacher in charge Teachers</p>	<p>Pre event</p> <p>Pre event</p> <p>Before leaving for the venue</p> <p>At all times</p> <p>At all times</p> <p>At all times</p> <p>At all times</p> <p>On hand in dressing area</p>

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<p>Dismissing students post performance</p>	<p>Unsupervised and unplanned separation from group</p>	<p>L; N 4</p>	<ul style="list-style-type: none"> • Take children in small groups to meet parents in allocated meeting area (area will be allocated by Wakakirri staff) • Mark each student off the roll as they are met by their parent/caregiver 	<p>Teachers Teachers</p>	<p>During dismissal process As each student is delivered to their parents</p>
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