

25th Biennale of Sydney 2026

Rememory

Education Sub Risk Assessment

White Bay Power Station

Document History

Version #	Date Created	Name	Details
01	12/02/25	Jessica Tok	Draft
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This document is a risk assessment prepared by the Biennale of Sydney for its Education Program at White Bay Power Station, Rozelle. It is written in accordance with the international risk management standard ISO 31000:2018 – Risk Management. This standard provides a formal and globally accepted process for the identification, assessment, and treatment of risk. It is to be used in conjunction with the most recent Biennale of Sydney principal risk assessment, evacuation and safety plans. Please advise Biennale of Sydney Management if further information is required.

Multiple risk scenarios have been included in this report that outline key risk controls, plans, documents, and third-party reports that are required to meet the production requirements.

Visiting schools retain duty of care and supervision responsibility for their students at all times. Biennale staff provide venue safety management and operational support.

Risk Analysis

Risk analysis is a process that is used to understand the nature, sources, and causes of the risks that have been identified, and to estimate their level of risk on the event. To support the risk analysis process, criteria scales have been developed and applied.

The likelihood that a risk may take place on the event is selected from below.

LIKELIHOOD		
Level	Likelihood	Definition
A	Almost Certain	Is expected to occur during the event.
B	Likely	Will probably occur during the event.
C	Possible	Might occur at some time during the event.
D	Unlikely	Could occur at some time during the event.
E	Rare	Might occur in exceptional circumstances during the event.

For each risk identified, the consequence of the risk occurring must be considered using the consequence criteria below. Consequence refers to the outcome of an event affecting objectives. This should be based on the most credible outcome (not the worst case) impact of the risk. The most credible outcome means that which is plausible or reasonably believable.



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CONSEQUENCE					
Level	Consequence	Safety	Operational	Financial	Reputational
1	Insignificant	Risk impact would be negligible, or no impact to individuals' safety. (Basic First Aid)	Risk impact would be negligible, or no impact to business operations. (0 - 30 min)	Risk impact would be negligible, or no financial loss. (< \$1000 AUD)	Risk impact would be negligible, or no reputational harm. (Possible localised complaints)
2	Minor	Risk impact would result in minor injury or harm. (Treatment by doctor)	Risk impact would result in minor disruption to business operations. (30mins - 1 hour)	Risk impact would result in minor financial loss. (\$1000 - \$10,000 AUD)	Risk impact would result in minor reputational harm. (Interest authorities / regulators and some adverse social media)
3	Moderate	Risk impact would result in moderate injury or harm requiring medical treatment in hospital. (Treatment in hospital)	Risk impact would result in short-term disruption to business operations. (1 - 2 hours)	Risk impact would result in reasonable financial loss. (\$10,000 - \$100,000 AUD)	Risk impact would result in reasonable reputational harm. (Media coverage by main media channels)
4	Major	Risk impact would result in serious injuries or harm requiring immediate hospitalisation. (Hospitalisation)	Risk impact would result in medium-term disruptions to business operations. (2hours - 5 hours)	Risk impact would result in substantial financial loss. (\$100,000 - \$500,000 AUD)	Risk impact would result in substantial reputational harm. (State & national media coverage impacting partnerships / investing)
5	Severe	Risk impact would result in one or multiple deaths or permanent disability one or more individuals. (Death or Disability)	Risk impact would result in long-term disruptions to business operations. (> 1 days)	Risk impact would result in significant financial loss. (> \$500,000 AUD)	Risk impact would result in severe reputational harm. (National & International media coverage impacting executive governance appointments)



Risk Evaluation

Risk evaluation is a process that is used to compare risk analysis results with risk criteria in order to determine whether or not a specified level of risk is acceptable or tolerable.

By combining the likelihood and consequences and using the risk matrix below – a risk level is obtained.

Risk Matrix			Consequences				
			1	2	3	4	5
			Insignificant	Minor	Moderate	Major	Severe
Likelihood	A	Almost Certain	Medium	High	High	Very High	Very High
	B	Likely	Medium	Medium	High	High	Very High
	C	Possible	Low	Medium	Medium	High	Very High
	D	Unlikely	Low	Low	Medium	Medium	High
	E	Rare	Low	Low	Low	Medium	High

Once contributing factors have been considered and risk controls applied for each identified risk, a residual risk level will remain.

Risk Treatment

Biennale has a legal duty to ensure that risks on the event are eliminated or minimised so far as is reasonably practicable. It is not a requirement, or possible, to eliminate all risk, and all productions, events, performances, and work activities have some level of risk associated with them.

The intent of risk management is to reduce risks to levels that are acceptable for the production / business.

Risk Treatment involves selecting and implementing one or more treatment options from below:

- Retain Risk - accept the risk
- Avoid Risk - avoid a particular activity all together
- Reduce Risk - to levels so far as reasonably practicable*
- Remove the Source of Risk - remove a hazard/risk completely



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- Change the Consequences or Likelihood
- Share Risk - engage specialists or contractors.

Generally, event related risks are reduced through a variety of safety controls including:

- Engaging specialists in areas like medical, security & safety
- Engaging specialist contractors and tradespersons
- Contracting a venue that is suitable and fit for purpose
- Isolating the areas where hazardous work will take place
- Implementing written safety procedures across all contractors
- Implementing strict controls over vehicle and plant movement
- Implementing strict supervision of high-risk work, rigging, scaffolding.

Risk Level	Risk Treatment	Management Intervention
Low	Accept / Treat	Managed by routine procedures and unlikely to require specific applications of resources. Should be subject to routine review as per organisation standards.
Medium	Treat	The risk is managed by specific monitoring or response procedures. Security measures and controls should be reviewed, amended accordingly, and subject to ongoing review.
High	Treat	Senior management attention is required. Action plans and treatments are managements responsibility. Mitigating measures should be developed and implemented and subject to ongoing review.
Very High	Avoid / Treat	Senior executive management action is required. Immediate action plans and treatments are required. Mitigation measures require immediate compliance and validation, and subject to ongoing review.



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Risk Scenarios

#	What could cause Harm? (Hazard)	What could go Wrong? (Risk)	Current Controls	Risk Ranking (Initial)	Further Recommended Controls	Risk Ranking (Post Controls)	Actions on the Day	Whom	Safe to proceed Y/N
1	Excursion Details and Permission Notes are lacking appropriate detail	<p>Parent / Carer Uncertainty - Parents not knowing full details of excursion or event</p> <p>Staff not fully prepared, showing lack of responsibility for group.</p> <p>Parents distressed about the location and activity of their child</p> <p>Parents aren't advised of the nature of the site and exhibition</p>	<p>Full information provided on the excursion / event.</p> <p>Parent / Carer consent the aspects of excursion and a detailed itinerary.</p> <p>Parents informed of the location of students as well as task responsibilities / times and drop off/pick up times / school excursion policies</p> <p>Staff plan for excursion using the checklist in the internal Excursion Policy and discussions at staged meetings</p> <p>No student is to leave the school without the completed signed permission note</p> <p>Emergency information must accompany excursion group as well as a copy to be left at school</p> <p>An emergency / school mobile phone number is to be made known to the parents</p>	Low – C1	<p>Clear consultation from Biennale with schools on the event and content to ensure parents and schools are comfortable</p> <p>Biennale to provide support for students in the event of mishaps with school / students arriving separate to official school excursion procedure / left in venue</p>	Low – D1	<p>School staff to remind students of event / exhibits and to seek support from teachers should they become upset by any content</p> <p>Biennale staff provide teachers with up to date event program / map / exhibit briefing</p>	School Staff Biennale	Yes



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#	What could cause Harm? (Hazard)	What could go Wrong? (Risk)	Current Controls	Risk Ranking (Initial)	Further Recommended Controls	Risk Ranking (Post Controls)	Actions on the Day	Whom	Safe to proceed Y/N
2	Movement from bus to venue entrance	<p>Students stray from designated paths, interacting with traffic, the general public or becoming lost.</p> <p>Trips, falls</p>	<p>Teachers accompany and supervise students at all times, maintaining an accurate count of students in their group.</p> <p>Teachers have a mobile phone and can contact school or parents in an emergency.</p> <p>Staff to student ratios do not to exceed school guidelines.</p> <p>Enforce to students no running to lessen the risk of slipping over</p> <p>Students to walk in pathways and walkways</p> <p>An 'excursion' first aid kit, supplied by the school, is to accompany all groups travelling on the excursion that are stocked with the appropriate first aid equipment and any medications required (e.g. EpiPens etc.)</p> <p>Advise all schools to use White Bay Power Station turning circle for offloading and reloading school buses.</p> <p>Advise schools against crossing Victoria Road or use controlled pedestrian crossings</p> <p>Adequate signage erected</p>	Medium – C2	<p>Staff supervision and monitoring to ensure rules and expectations are clearly and repeatedly stated</p> <p>School staff to brief all participants on pedestrian safe behaviours</p> <p>Teachers wear hi-vis vest for ease of identification</p> <p>Schools to maintain and provide emergency and parent contacts as required</p> <p>Biennale / venue representatives will meet staff and students on arrival and brief them on the venue, permitted and restricted areas (black railing) their activities and rules regarding art exhibits.</p> <p>All slips, trips, falls hazards will have been addressed as far as reasonably possible.</p> <p>No 'bump in' / 'bump out' activities will be underway while students are on site.</p> <p>Any in show maintenance requirements will be managed in a controlled</p>	Low – D2	<p>Students are grouped and counted regularly when moving from place to place by school staff</p> <p>An 'excursion' first aid kit, supplied by the school, is to accompany all groups travelling on the excursion that are stocked with the appropriate first aid equipment and any medications required (e.g. EpiPens etc.)</p> <p>Students will exit buses in an orderly fashion and will be greeted by event staff</p> <p>Biennale / venue representatives will meet staff and students on arrival and brief them on the venue, permitted and restricted areas (black railing) their activities and rules regarding art exhibits.</p>	School Staff Biennale	Yes



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#	What could cause Harm? (Hazard)	What could go Wrong? (Risk)	Current Controls	Risk Ranking (Initial)	Further Recommended Controls	Risk Ranking (Post Controls)	Actions on the Day	Whom	Safe to proceed Y/N
			A safe front of house / off street drop off point is available for students arriving by bus.		manner by the Event Operations Director.				
3	Staff absence / illness results in inadequate student supervision	<p>Staff becoming sick on excursion</p> <p>Lost student</p> <p>Student misadventure</p> <p>Interaction with unknown persons</p> <p>Breach of student protection</p>	<p>Need to allocate students to other supervisors</p> <p>Staff to student ratio should meet the guidelines for the activity that is being undertaken – split into small groups</p> <p>Students briefed of correct Code of Conduct</p> <p>WWVC compliant volunteers for volunteers working in the space</p> <p>WWCC for educators and Biennale of Sydney staff working with students.</p> <p>Invigilation of works and existing building infrastructure and hazards by Biennale of Sydney staff and volunteers</p> <p>Students in workshops to be provided only with age appropriate equipment e.g. safety scissors</p> <p>The Info Hub will act as a central point for information sharing. The Chief Warden, alongside their role as site</p>	Medium – C2	<p>Staff provided with details of activities to be undertaken by students</p> <p>Students advised to congregate and sit in specified areas at the venue</p> <p>Biennale / venue representatives will meet staff and students on arrival and brief them on the venue, permitted and restricted areas (black railing) their activities and rules regarding art exhibits.</p>	Low – D2	<p>Students are grouped and counted regularly when moving from place to place by school staff</p> <p>School staff to provide timely reminders of correct Code of Conduct & safety onsite</p> <p>Biennale / venue representatives will meet staff and students on arrival and brief them on the venue, permitted and restricted areas (black railing) their activities and rules regarding art exhibits.</p>	<p>School Staff</p> <p>Biennale</p>	Yes



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#	What could cause Harm? (Hazard)	What could go Wrong? (Risk)	Current Controls	Risk Ranking (Initial)	Further Recommended Controls	Risk Ranking (Post Controls)	Actions on the Day	Whom	Safe to proceed Y/N
			<p>security, will oversee emergency management.</p> <p>Incident response plans have been established to accommodate a range of incidents during the event.</p> <p>Lost students separated from their group are to find the closest Biennale of Sydney staff member or security officer and ask for assistance</p>						
4	<p>Venue construction and layout –</p> <p>Slips, trips, falls hazards on site</p>	Minor injury due to falling or tripping while walking around the site	<p>Enforce to students no running to lessen the risk of slipping over</p> <p>Students to walk in pathways and walkways</p> <p>Teachers accompany and supervise students at all times, maintaining an accurate count of students in their group.</p> <p>Teachers have a mobile phone and can contact school or parents in an emergency</p> <p>Remind students prior to each activity the potential hazards</p> <p>Schools to maintain and provide emergency and parent contacts as required</p>	Medium – C2	<p>Biennale / venue representatives will meet staff and students on arrival and brief them on the venue, permitted and restricted areas (black railing) their activities and rules regarding art exhibits.</p> <p>All slips, trips, falls hazards will have been addressed as far as reasonably possible.</p> <p>No 'bump in' / 'bump out' activities will be conducted while students are on site.</p> <p>Any in show maintenance (while operational) requirements will be managed in a controlled manner by the Event Operations Director.</p>	Medium – C2	<p>School staff to provide timely reminders of correct Code of Conduct & safety onsite</p> <p>An 'excursion' first aid kit, supplied by the school, is to accompany all groups travelling on the excursion that are stocked with the appropriate first aid equipment and any medications required (e.g. EpiPens etc.)</p> <p>Biennale / venue representatives will meet staff and students on arrival and brief them on the venue, permitted and</p>	<p>School Staff</p> <p>Biennale</p>	Yes



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#	What could cause Harm? (Hazard)	What could go Wrong? (Risk)	Current Controls	Risk Ranking (Initial)	Further Recommended Controls	Risk Ranking (Post Controls)	Actions on the Day	Whom	Safe to proceed Y/N
			<p>Staff to student ratios do not to exceed school guidelines</p> <p>An 'excursion' first aid kit, supplied by the school, is to accompany all groups travelling on the excursion that are stocked with the appropriate first aid equipment and any medications required (e.g. EpiPens etc.)</p> <p>First aid is available onsite via trained Biennale of Sydney staff and St Johns staff, including a first aid room at the WBPS facility</p>				restricted areas (black railing) their activities and rules regarding art exhibits		
5	Venue construction and layout – Accident at venue - slips, trips, falls hazards on site	Serious injury / trauma requiring hospitalisation	<p>Enforce to students no running to lessen the risk of slipping over</p> <p>Students to walk in pathways and walkways</p> <p>Staff members have contact details for immediate assistance</p> <p>Staff to carry mobile phones at all times</p> <p>In the event of an emergency event staff & St Johns staff will be notified immediately</p> <p>Remind students prior to each activity the potential hazards</p>	Medium – E4	<p>Emergency contact details of all student and staff to be taken on the excursion</p> <p>Biennale / venue representatives will meet staff and students on arrival and brief them on the venue, permitted and restricted areas (black railing) their activities and rules regarding art exhibits.</p>	Medium – E4	<p>School staff to provide timely reminders of correct Code of Conduct & safety onsite</p> <p>An 'excursion' first aid kit, supplied by the school, is to accompany all groups travelling on the excursion that are stocked with the appropriate first aid equipment and any medications required (e.g. EpiPens etc.)</p> <p>Biennale / venue representatives will meet staff and students on arrival</p>	School Staff Biennale	Yes



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#	What could cause Harm? (Hazard)	What could go Wrong? (Risk)	Current Controls	Risk Ranking (Initial)	Further Recommended Controls	Risk Ranking (Post Controls)	Actions on the Day	Whom	Safe to proceed Y/N
			<p>Schools to maintain and provide emergency and parent contacts as required</p> <p>An 'excursion' first aid kit, supplied by the school, is to accompany all groups travelling on the excursion that are stocked with the appropriate first aid equipment and any medications required (e.g. EpiPens etc.) Follow directions of venue / emergency services</p> <p>Reinforce the need to remain with the group and not wander off alone Immediate first aid will be conducted should an incident occur</p> <p>Students should be split into small groups for supervision purposes</p> <p>Routinely checking student numbers in group</p> <p>The Info Hub will act as a central point for information sharing. The Chief Warden, alongside their role as site security, will oversee emergency management.</p> <p>Incident response plans have been established to accommodate a range of incidents during the event.</p>				and brief them on the venue, permitted and restricted areas (black railing) their activities and rules regarding art exhibits		



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#	What could cause Harm? (Hazard)	What could go Wrong? (Risk)	Current Controls	Risk Ranking (Initial)	Further Recommended Controls	Risk Ranking (Post Controls)	Actions on the Day	Whom	Safe to proceed Y/N
			All security officers are first aid qualified, and Ambulance / additional Emergency Services will be requested immediately from the responding staff member via 000						
6	Venue construction and layout – Accident at venue - slips, trips, falls hazards on site	Serious injury / trauma Loss of life	<p>Enforce to students no running to lessen the risk of slipping over</p> <p>Students to walk in pathways and walkways</p> <p>Staff members have contact details for immediate assistance</p> <p>Staff to carry mobile phones at all times</p> <p>In the event of an emergency event staff will be notified immediately</p> <p>Remind students prior to each activity the potential hazards</p> <p>Schools to maintain and provide emergency and parent contacts as required</p> <p>An 'excursion' first aid kit, supplied by the school, is to accompany all groups travelling on the excursion that are stocked with the appropriate first aid</p>	High – E5	<p>Emergency contact details of all student and staff to be taken on the excursion</p> <p>Biennale / venue representatives will meet staff and students on arrival and brief them on the venue, permitted and restricted areas (black railing) their activities and rules regarding art exhibits.</p>	High – E5	<p>School staff to provide timely reminders of correct Code of Conduct & safety onsite</p> <p>An 'excursion' first aid kit, supplied by the school, is to accompany all groups travelling on the excursion that are stocked with the appropriate first aid equipment and any medications required (e.g. EpiPens etc.)</p> <p>Biennale / venue representatives will meet staff and students on arrival and brief them on the venue, permitted and restricted areas (black railing) their activities and rules regarding art exhibits</p>	School Staff Biennale	Yes



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#	What could cause Harm? (Hazard)	What could go Wrong? (Risk)	Current Controls	Risk Ranking (Initial)	Further Recommended Controls	Risk Ranking (Post Controls)	Actions on the Day	Whom	Safe to proceed Y/N
			<p>equipment and any medications required (e.g. EpiPens etc.)</p> <p>Follow directions of venue / emergency services</p> <p>Reinforce the need to remain with the group and not wander off alone Immediate first aid will be conducted should an incident occur</p> <p>Students should be split into small groups for supervision purposes</p> <p>Routinely checking student numbers in group</p> <p>The Info Hub will act as a central point for information sharing. The Chief Warden, alongside their role as site security, will oversee emergency management.</p> <p>Incident response plans have been established to accommodate a range of incidents during the event.</p> <p>All security officers are first aid qualified, and Ambulance / additional Emergency Services will be requested immediately from the responding staff member via 000</p>						



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#	What could cause Harm? (Hazard)	What could go Wrong? (Risk)	Current Controls	Risk Ranking (Initial)	Further Recommended Controls	Risk Ranking (Post Controls)	Actions on the Day	Whom	Safe to proceed Y/N
7	A person interferes with a child whilst onsite	Stranger Danger Child harmed by Physical abuse Abduction	<p>Staff members have contact details for immediate assistance</p> <p>Staff to carry mobile phones at all times</p> <p>In the event of an emergency event staff will be notified immediately</p> <p>Follow directions of venue / emergency services</p> <p>Reinforce school safeguarding and child protection policy and guidelines</p> <p>Reinforce the need to remain with the group and not wander off alone</p> <p>Students should be split into small groups for supervision purposes</p> <p>Always go to toilet in pairs</p> <p>Routinely checking student numbers in group</p> <p>The Info Hub will act as a central point for information sharing. The Chief Warden, alongside their role as site security, will oversee emergency management.</p> <p>Incident response plans have been established to</p>	High – D5	Biennale / venue representatives will meet staff and students on arrival and brief them on the venue, permitted and restricted areas (black railing) their activities and rules regarding art exhibits.	High – D5	<p>School staff to provide timely reminders of correct Code of Conduct & safety onsite</p> <p>Biennale / venue representatives will meet staff and students on arrival and brief them on the venue, permitted and restricted areas (black railing) their activities and rules regarding art exhibits</p>	School Staff Biennale	Yes



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			<p>accommodate a range of incidents during the event.</p> <p>All security officers are first aid qualified, and Ambulance / additional Emergency Services will be requested immediately from the responding staff member via 000</p>						
8	Lost Student	<p>Involvement of emergency services</p> <p>Stress and uncertainty for students, staff, teachers and parents</p> <p>Ministerial inquiry</p>	<p>Ensure all students are accounted for at all times</p> <p>Biennale to fully staff site with Front of House staff and Volunteers to adequately monitor student movement</p> <p>Students and teachers to be pre briefed re boundaries and inaccessible areas whilst on site</p> <p>Teachers to immediately notify Biennale of missing students</p> <p>Biennale staff to implement missing student policies over the on-site radio network to search for and identify missing children</p> <p>If student is found bring them to the site office and alert Biennale staff to communicate with the relevant School</p>	Medium – C2		Medium – C2	Biennale / venue representatives will meet staff and students on arrival and brief them on the venue, permitted and restricted areas (black railing), their activities and rules regarding art exhibits, and what to do if anyone become separated from their group		



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9	<p>Protest Activity</p> <p>Public confrontation</p> <p>Activist disruption</p>	Students exposed to confrontation / protest activity and distress	<p>School staff to follow school policies and guidelines regarding student safety</p> <p>Students will be relocated to a safe internal area under the direction of event staff and school supervisors</p> <p>Biennale are liaising with NSW Police to monitor the risk of this scenario. Arrangements are in place for police support should it be required</p> <p>The Info Hub will act as a central point for information sharing. The Chief Warden, alongside their role as site security, will oversee emergency management.</p> <p>Incident response plans have been established to accommodate a range of incidents during the event.</p> <p>Event staff / security will seek support from Emergency Services as required via 000</p>	High – B3	Should a protest become known ahead of the school attendance, Biennale will advise the school contact as soon as possible	High – B3		<p>School Staff</p> <p>Biennale</p>	Yes
10	Student illness for unknown reason	A student fall ill while onsite for an unknown reason	<p>Staff members have contact details for immediate assistance</p> <p>Staff to carry mobile phones at all times</p>	Low – C1	<p>Action plans for students with allergies / medical conditions are up to date and staff are aware of required actions</p> <p>The 'excursion' kit, supplied by the school, is</p>	Low – C1	<p>Monitor children's health and demeanour</p> <p>Attend to any child that states they feel unwell as early as practicable</p>	<p>School Staff</p> <p>Biennale</p>	Yes



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			<p>Parent / carers to be notified by school staff to collect their child</p> <p>In the event of an emergency event staff will be notified immediately</p> <p>An 'excursion' first aid kit, supplied by the school, is to accompany all groups travelling on the excursion that are stocked with the appropriate first aid equipment and any medications required (e.g. EpiPens etc.)</p> <p>First aid is available onsite via trained Biennale of Sydney staff and St Johns staff, including a first aid room at the WBPS facility</p> <p>The Info Hub will act as a central point for information sharing. The Chief Warden, alongside their role as site security, will oversee emergency management.</p> <p>Incident response plans have been established to accommodate a range of incidents during the event.</p> <p>All security officers are first aid qualified, and Ambulance / additional Emergency Services will be requested</p>		<p>to accompany all groups travelling on the excursion that are stocked with the appropriate first aid equipment and any medications required (e.g. EpiPens etc.)</p> <p>Ensure schools / parents take responsibility for dosage / medication</p>		<p>An 'excursion' first aid kit, supplied by the school, is to accompany all groups travelling on the excursion that are stocked with the appropriate first aid equipment and any medications required (e.g. EpiPens etc.)</p>		



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			immediately from responding staff member via 000						
11	Environmental / Weather Conditions	Sunstroke Saturation Injury Involvement of emergency services	<p>Schools to monitor weather and prepare students for forecast weather conditions</p> <p>All students wear hat and sunscreen outdoors School staff to frequently check for signs or symptoms of hot or cold weather impact on students</p> <p>Schools to advise bringing jumpers and blazers in the winter months</p> <p>Biennale to send communications to schools ensuring appropriate clothing and sun protection is brought along</p> <p>Biennale to ensure availability of emergency equipment and stores e.g. water, emergency blanket, first aid kit etc.</p> <p>Biennale to conduct regular WH&S site assessment and contingencies</p>	Low – C1		Low – C1	School staff to brief students on the day to speak to a teacher if impacted or feeling unwell due to weather	School Staff Biennale	Yes



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12	Diet / food during excursions including eating out at various venues	Anaphylaxis Allergies Food poisoning Stomach upset Special dietary requirements	<p>Comply with school policy on food safety</p> <p>A medical / allergy sheet will be completed for all staff and students attending the excursion with known conditions</p> <p>Any known allergies will be noted and acted upon, if necessary, by following the procedures set out on the note</p> <p>Students bring own food from home</p> <p>Food is available for purchase on site</p> <p>Appropriate staff numbers to monitor during eating times</p> <p>Student list printed with food allergies and medical requirements clearly labelled</p> <p>Students are to remain in the lunch area and not leave until instructed by a supervising adult to do so</p> <p>An 'excursion' first aid kit, supplied by the school, is to accompany all groups travelling on the excursion that are stocked with the appropriate first aid equipment and any</p>	High – C4	<p>All school staff made aware of food allergies and medical conditions</p> <p>School staff supervision to ensure rules and expectations are being followed</p> <p>School to advise parents and students of any "Do's and Don'ts" with respect to foods that should not be brought on the excursion</p> <p>Ensure schools / parents take responsibility for dosage / medication</p>	Moderate – D4	<p>Students sit to eat food</p> <p>Rubbish is put in bins / bags provided</p> <p>Action plans for students with allergies / medical conditions are up to date and staff are aware of required actions</p> <p>An 'excursion' first aid kit, supplied by the school, is to accompany all groups travelling on the excursion that are stocked with the appropriate first aid equipment and any medications required (e.g. EpiPens etc.)</p>	School Staff Biennale	Yes



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#	What could cause Harm? (Hazard)	What could go Wrong? (Risk)	Current Controls	Risk Ranking (Initial)	Further Recommended Controls	Risk Ranking (Post Controls)	Actions on the Day	Whom	Safe to proceed Y/N
			<p>medications required (e.g. EpiPens etc.)</p> <p>Medications will be taken to any venues and not left in the bus</p> <p>Follow directions of venue/emergency services</p> <p>First aid is available onsite via trained Biennale of Sydney staff and St Johns staff, including a first aid room at the WBPS facility</p> <p>The Info Hub will act as a central point for information sharing. The Chief Warden, alongside their role as site security, will oversee emergency management.</p> <p>Incident response plans have been established to accommodate a range of incidents during the event.</p> <p>All security officers are first aid qualified, and Ambulance / additional Emergency Services will be requested immediately from the responding staff member via 000</p>						
13	Inappropriate student behaviour	Students leaving area without permission	Parents informed of the standards expected during the excursion	Moderate – C2	Students to adhere to school expectations. This	Low – D2	School staff to give feedback to students on their behaviour	School Staff	Yes



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#	What could cause Harm? (Hazard)	What could go Wrong? (Risk)	Current Controls	Risk Ranking (Initial)	Further Recommended Controls	Risk Ranking (Post Controls)	Actions on the Day	Whom	Safe to proceed Y/N
		<p>Inappropriate behaviour, e.g. fighting etc.</p> <p>Accessing 'out of bounds' areas</p> <p>Students being insensitive to artist / exhibits</p>	<p>School staff to follow school behaviour policy and procedures</p> <p>Students briefed on expected behaviour and consequences prior to event</p> <p>Staff to student ratio should meet the guidelines for the activity that is being undertaken – split into small groups</p> <p>Festival Producers and front of house support to be accessible via radio communication at all times</p> <p>Biennale representatives provide a clear briefing / instructions with regard to activities including the activity zone that students should remain and rules when moving between areas</p>		<p>includes when interacting with others at the event</p> <p>Staff take required student behaviour plans</p> <p>Students to walk sensibly in groups and remain with the group at all times</p> <p>Voices are kept low and talking is limited (sometimes silence is required) to respect others using the space / venue</p> <p>Biennale staff to raise issues that have been identified regarding behaviour, with school staff in a timely manner</p> <p>Biennale / venue representatives will meet staff and students on arrival and brief them on the venue, permitted and restricted areas (black railing) their activities and rules regarding art exhibits</p>		<p>School staff to enact risk assessment procedures when necessary</p> <p>Biennale staff to raise issues that have been identified regarding behaviour, with school staff in a timely manner</p> <p>Biennale / venue representatives will meet staff and students on arrival and brief them on the venue, permitted and restricted areas (black railing) their activities and rules regarding art exhibits</p>	Biennale	
14	<p>Student interaction with artwork while onsite</p>	<p>Psychological harm / effect</p> <p>Damage to artwork</p>	<p>Parents informed of the standards expected during the excursion & content</p> <p>School staff to follow school behaviour policy and procedures</p>	Moderate – C2	<p>Exhibitors briefed on appropriate interaction with students</p> <p>Students to be explicitly shown correct interaction / handling of exhibits where permitted</p>	Low – D2	<p>Students briefed on expected behaviour and consequences prior to event</p> <p>School staff to give feedback to students on their behaviour</p>	School Staff	Yes



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#	What could cause Harm? (Hazard)	What could go Wrong? (Risk)	Current Controls	Risk Ranking (Initial)	Further Recommended Controls	Risk Ranking (Post Controls)	Actions on the Day	Whom	Safe to proceed Y/N
			<p>Students briefed on expected behaviour and consequences prior to event</p> <p>Students explicitly told how to treat and respect all artworks and heritage infrastructure</p> <p>Students explicitly told to observe barricades and refrain from touching works unless explicitly told otherwise</p> <p>Students explicitly told how to refrain from running and unnecessarily rough behaviour</p> <p>Students to refrain from eating and drinking in the exhibition space</p> <p>Staff to student ratio should meet the guidelines for the activity that is being undertaken – split into small groups</p> <p>Biennale representatives provide a clear briefing / instructions with regard to activities including the activity zone that students should remain and rules when moving between areas</p> <p>Biennale / venue representatives will meet staff and students on arrival</p>				<p>Biennale representatives provide a clear briefing / instructions with regard to activities including the activity zone that students should remain and rules when moving between areas</p> <p>Biennale / venue representatives will meet staff and students on arrival and brief them on the venue, permitted and restricted areas (black railing) their activities and rules regarding art exhibits</p>		



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#	What could cause Harm? (Hazard)	What could go Wrong? (Risk)	Current Controls	Risk Ranking (Initial)	Further Recommended Controls	Risk Ranking (Post Controls)	Actions on the Day	Whom	Safe to proceed Y/N
			and brief them on the venue, permitted and restricted areas (black railing) their activities and rules regarding art exhibits						
15	Attending venues - general	General Emergency Fire / Smoke Gas Leak External Emergency impacting the venue Medical Personal Threat	Staff members have contact details for immediate assistance Staff to carry mobile phones at all times In the event of an emergency event staff will be notified immediately An 'excursion' first aid kit, supplied by the school, is to accompany all groups travelling on the excursion that are stocked with the appropriate first aid equipment and any medications required (e.g. EpiPens etc.) Enforce to students no running to lessen the risk of slipping over Students to walk in pathways and walkways Follow directions of venue / emergency services Reinforce the need to remain with the group and not wander off alone	Moderate – C3	Students briefed of appropriate conduct for the excursion Students to walk sensibly in groups and remain with the group at all times Voices are kept low and talking is limited (sometimes silence is required) to respect others using the space / venue Staff have list of students in their immediate care Staff and students follow procedure and protocols of venue they are visiting Staff and students briefed on emergency evacuation procedures and assembly points Students briefed on areas that are 'out of bounds' Remind students prior to each activity the potential hazards Schools to maintain and provide emergency and	Moderate – C3	Staff actively monitor their groups and regularly check numbers Staff to brief students on venues evacuation procedure An 'excursion' first aid kit, supplied by the school, is to accompany all groups travelling on the excursion that are stocked with the appropriate first aid equipment and any medications required (e.g. EpiPens etc.) Follow directions of venue / emergency services Site orientation & evacuation procedures will be explained to staff and student on arrival Biennale / venue representatives will meet staff and students on arrival and brief them on the	School Staff Biennale	Yes



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#	What could cause Harm? (Hazard)	What could go Wrong? (Risk)	Current Controls	Risk Ranking (Initial)	Further Recommended Controls	Risk Ranking (Post Controls)	Actions on the Day	Whom	Safe to proceed Y/N
			<p>Immediate first aid will be conducted should an incident occur</p> <p>Students should be split into small groups for supervision purposes</p> <p>Routinely checking student numbers in group</p> <p>Meeting point designated and pointed out to students</p> <p>Close adult supervision - Students to be supervised at all times; no unsupervised times</p> <p>Student to go to the bathrooms in pairs or with staff supervision</p> <p>Site orientation & evacuation procedures will be explained to staff and student on arrival</p> <p>The Info Hub will act as a central point for information sharing. The Chief Warden, alongside their role as site security, will oversee emergency management.</p> <p>Incident response plans have been established to accommodate a range of incidents during the event.</p> <p>All security officers are first aid qualified, and Ambulance / additional Emergency</p>		parent contacts as required		venue, permitted and restricted areas (black railing) their activities and rules regarding art exhibits		



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#	What could cause Harm? (Hazard)	What could go Wrong? (Risk)	Current Controls	Risk Ranking (Initial)	Further Recommended Controls	Risk Ranking (Post Controls)	Actions on the Day	Whom	Safe to proceed Y/N
			<p>Services will be requested immediately from the responding staff member via 000</p> <p>Biennale / venue representatives will meet staff and students on arrival and brief them on the venue, permitted and restricted areas (black railing) their activities and rules regarding art exhibits</p>						
16	Photography	Breach of privacy caused by a student/s appearing in a photo without prior permission to publish their image.	All students have completed forms identifying parent / carer consent / non consent	Moderate – C2	Biennale staff to brief all photographers / media on site that students cannot be photographed	Low – D2	Biennale staff to brief all photographers / media on site that students cannot be photographed	School Staff Biennale Photographer	Yes



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