

# PRACC

## RISK MANAGEMENT AND SAFETY FOR SCHOOLS



**PLENTY RANGES ARTS AND CONVENTION CENTRE**

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**VENUE OFFICE AND BOX OFFICE : MONDAY TO FRIDAY, 9AM-3PM**



**City of  
Whittlesea**

**PRACC**  
PLENTY RANGES ARTS  
& CONVENTION CENTRE

# **PRACC**

## **RISK MANAGEMENT AND SAFETY FOR SCHOOLS**

### **Background**

PRACC is a multi-use performing arts and events facility operated by the City of Whittlesea. The venue includes two theatres, function rooms, rehearsal and workshop spaces, public foyers, and a café and bar. It hosts school concerts, graduations, excursions, workshops, and performances.

Under the Victorian Occupational Health and Safety Act 2004, PRACC must provide, so far as reasonably practicable, a safe environment for staff, contractors, hirers and visitors. Schools also have obligations under Department of Education policy to conduct their own risk assessments when taking students off site.

### **Purpose**

This document provides schools and group leaders with venue-specific information to assist in preparing safe visits. It outlines:

- Responsibilities of school staff and PRACC staff
- Adult–student supervision ratios
- Venue hazards and existing controls
- Emergency and child safety information
- First aid and medical response procedures

### **Responsibilities**

#### School Teachers and Group Leaders

Teachers and leaders hold duty of care for their students. They must:

- Complete their school's risk assessment prior to visiting PRACC
- Supervise students at all times and maintain the required ratios
- Manage student behaviour and discipline
- Provide appropriate first aid supplies and respond to student medical needs (including EpiPens and inhalers)
- Inform PRACC staff of special needs, health conditions or risks before arrival
- Report all incidents promptly to PRACC staff

#### PRACC Staff

PRACC staff support the safe use of the venue but do not hold duty of care for visiting students. Their role is to:

- Operate and control technical systems and theatre equipment
- Identify hazards and communicate these to group leaders
- Provide guidance on safe venue use
- Manage emergency procedures and evacuation
- Apply first aid if requested by the group leader
- Restrict access to back-of-house and technical areas

# PRACC

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### Hazard Register

The following table lists hazards at PRACC, their associated risks, and the controls in place. Schools must consider these in their own risk assessment.

Hazard / Venue Area	Risks	Existing Controls at PRACC	School / Group Responsibilities
<b>Arrival and Car Parks</b>	Vehicle accidents during drop-off and pick-up	Designated bus zone; marked walkways; staff patrols at peak times	Teachers to supervise closely, keep students together, use crossings
<b>Foyers and Public Areas</b>	Slips, trips, falls; mingling with public	Regular cleaning; non-slip flooring; CCTV monitoring	Students to walk, not run; teachers to conduct headcounts
<b>Theatres (seating and stage)</b>	Falls from stage; trips on steps; crowd surges	Stage edges marked; aisles clear; ushers in place	Students must not run; teachers to supervise entry/exit
<b>Backstage and Technical Areas</b>	Injury from rigging, lighting, machinery, fly system	Restricted access; operated only by trained staff; locked doors	Teachers to stop students entering; access by approval only
<b>Moving Scenery and Props</b>	Crush, trip or impact injuries	Moved only by trained crew; rehearsed movement plans	Students not permitted near scenery or during stage changes
<b>Lighting and Special Effects</b>	Exposure to strobes, haze, pyrotechnics	Warning signage; staff manage equipment safely	Teachers to inform PRACC if students have sensitivities (epilepsy, asthma)
<b>Amplified Sound</b>	Hearing discomfort or damage	Levels monitored to industry guidelines	Teachers to manage students with sensitivity (earplugs if needed)
<b>Stairs and Balconies</b>	Falls from height	Handrails, barriers, lighting	Teachers to supervise movement, discourage leaning over rails
<b>Outdoor Courtyards</b>	Heat, sunburn, slips in wet conditions	Shelter and water points available; slip-resistant surfaces	Provide hats, sunscreen, water; supervise behaviour



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Hazard / Venue Area	Risks	Existing Controls at PRACC	School / Group Responsibilities
<b>Food and Beverage Areas</b>	Allergic reaction, burns, cross-contamination	Food Safety Plan; allergen info available on request	Carry allergy action plans, medication, and supervise students
<b>Manual Handling</b>	Muscle strain, crush injuries when lifting instruments, props or	Staff trained in manual handling; trolleys available	Teachers to prevent students lifting heavy or awkward items
<b>Electrical Equipment (brought by schools)</b>	Shock, fire hazard from untested gear	PRACC equipment tested/tagged; unsafe items prohibited	Ensure all school equipment is safe; do not use faulty leads/adapters
<b>Trip Hazards from Bags/Instruments</b>	Trips in foyers, aisles, backstage	Staff remind groups; storage rooms available	Teachers to keep walkways clear; allocate storage area
<b>Dressing Room Crowding</b>	Overcrowding, blocked exits, behavioural issues	Capacity limits; emergency signage; staff monitoring	Teachers to supervise, enforce order, prevent overcrowding
<b>Access to Ladders/Platforms</b>	Falls from height	Access restricted to authorised staff only	Teachers to stop students attempting to climb equipment
<b>Fire Hazards</b>	Burns, smoke inhalation, property damage	Fire detection systems; no open flames; staff approval for effects	Teachers to prevent prohibited items (sparklers, matches)
<b>Behavioural Risks</b>	Running in aisles, climbing on seats, rushing stage	Ushers and staff monitoring	Teachers to brief students on safe behaviour; intervene quickly
<b>Medical Emergencies</b>	Asthma attack, fainting, dehydration	First aid kits; AED in foyer; trained staff on site	Carry student medication; teachers provide first response care
<b>Lost Child / Security</b>	Student separated in crowded public events	Staff monitoring; CCTV; communication systems	Teachers to maintain ratios, conduct regular headcounts
<b>External Contractors</b>	Risk of contact with vehicles, forklifts during bump-in/out	Loading dock access restricted; barriers in place	Teachers to keep students away from loading dock areas

# **PRACC**

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### Emergency Procedures

- PRACC has trained Chief and Floor Wardens who manage evacuations
- On alarm, teachers must immediately gather their group and follow staff instructions
- Assembly areas are located in external open areas, as directed by staff
- Teachers must account for all students and report any missing persons to PRACC staff

### Child Safety

- All PRACC staff hold current Working with Children Checks or equivalent accreditation
- PRACC complies with Victorian Child Safe Standards
- Teachers remain responsible for student supervision and wellbeing at all times

### Summary for Schools

- Complete your own risk assessment prior to visiting PRACC
- Maintain correct supervision ratios at all times
- Bring and manage your own first aid kits and student medical needs
- Work with PRACC staff in emergencies and follow venue instructions
- Reinforce safe behaviour with students before and during the visit

For further information, please contact PRACC's Events Team  
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(03) 9217 2317