Celebration Sing Out! (CSO) 2026

A Fundraising Concert of the
Collegiate of Specialist Music Educators Inc. (TOPS)

SAFETY: Risk Assessment and Management Plan (RAMP) 2026

Performance/Event	Celebration Sing Out! 2026 Concert				
Venue Name	Sydney Town Hall				
Venue and Event Contact Name	John Hibbard		**Contact Phone Number**	0429 928 995	
Venue and Event Contact Email	John.g.hibbard@gmail.com		**Alt. Contact Number**		
Location	Cnr. Druitt and George Streets, Sydney 2000				
Insurance	Does the venue have public liability cover?	YES	Does the concert/event have public liability cover?	YES	
CSO Co-ordinator	John Hibbard		**Mobile**	0429 928 995	
CSO Staff	Warren Fisher (Artistic Director), Lois Donnelly (Primary Coord.), Martin Brown (Finance), Elizabeth Samyia (Secondary schools Co-ord.) John Hibbard (Administration, Event Coordinator)				
Performers	Primary Choirs 300	Secondary Choirs 300	Adult Choirs 280	Orchestra 80	**TOTAL** 960
Assessment by	John Hibbard	**Date**	15th Sep 2026	**Updated**	22nd Sep 2026
Approved by	Warren Fisher	**Date**	15th Sep 2026	**Review date**	22nd Sep 2027
WHS Risk Register update	John Hibbard	**Date**	15th Sep 2026	**Prepared in consultation with**	Warren Fisher

Risk Management

Situation	Anticipate	Find Out	Risk Rating	Eliminate or Control	Residual risk rating	Talk to others	You Review
List the details of the activity, event or task.	What could go wrong?	What current controls are in place?		What else can be done to control this risk?		Controls to be action by whom?	When do you need to review the control?
Event Planning	Damage to reputation of CSO	• Risk Assessment available to all visitors and supervisors • Information regularly updated • Event appropriately planned to account for all circumstances	2	• Adequate information provided to all visitors regarding the event • Venue evacuation plans provided in all spaces • Emergency Management Plan available to staff	1	Co-ordinator	Prior
Event Planning	Financial Risk to TOPS and CSO	Budget planning completed and approved prior to event minimizing financial risks. Contingency built in and contractual agreements in place.	2	Follow TOPS/CSO financial process guidelines. • Have expenditure approved by line management	1	TOPS President	Prior and during
Event Planning	Failure of the duty of care for students involved in the event	• Child protection strategy implemented • All staff, contractors and supervisors to complete child protection clearances prior to the event. Verify with OCG • Adequate CSO, DoE and other teachers supervision planned for the event at all times	1	• Ensure that DoE and other schools' supervising staff members are present at all times throughout • Local area command notified if the event has large numbers of students and audience attending • Teachers to ensure additional DoE and other	1	All staff	Prior

Situation	Anticipate	Find Out	Risk Rating	Eliminate or Control	Residual risk rating	Talk to others	You Review
		• Each school group accompanied by their own teacher(s)		schools permissions granted from parents to engage in activities outside of school (applicable to students still in school) • Communication channels in place to advise schools of any change to the event			
Event Planning	Risk associated with supervisors, participants and other staff not being fully aware of the COVID Safety Plan and the RMP	• All CSO staff and teachers will be informed if required by NSW Health of the COVID Safety Plan written by TOPS as well as the venue's COVID Safety Plan, and the RMP prior to the start of the event • CSO coordinator will brief all staff and teachers prior to the concert to make all are aware of any guidelines that may be in place.	2	• Copies of the RAMP and CSP will be available at CSO • Enough staff are present at CSO to manage and supervise, in the event that a member of staff becomes unwell and needs to leave.	2	CSO Co-ordinator	Prior/During
Event Planning	Failure to follow current NSW Health COVID 19 advice. .	• As a part of planning, the coordinator will review the NSW Department of Health guidelines should changes occur.	2	• The NSW Health guidelines and RAMP will be reviewed just prior to the event occurring. • As situations can change very quickly the coordinator will do a check on this review list just prior to the CSO rehearsals and concert running.	1	CSO Co-Ordinator	In Planning prior to the event

Situation	**Anticipate**	**Find Out**	**Risk Rating**	**Eliminate or Control**	**Residual risk rating**	**Talk to others**	**You Review**
Event Planning	Failure of duty of care for school students involved in the event	• Town hall staff and contractors briefed. • Schools and teachers aware of Duty of Care requirements. Teacher and coordinator vigilance. Students informed of stranger danger and out of bounds/ areas. • Adequate supervision by participating teachers at the venue at all times. Frequent patrol by Sydney Town Hall staff, CSO staff and volunteers to ensure no unauthorised entry to the site. • Teachers to advise students to look for CSO and Town Hall staff members and/or teachers and volunteers with Identification Badges or lanyard identification if help is needed. • Child protection strategy implemented	2	• Drop off and pick up areas clearly defined on map of venue supplied to all teachers and crew. • Venue security to be notified if needed	1	Town Hall staff, CSO staff and volunteers, Supervising Teachers.	Prior and during

Situation	**Anticipate**	**Find Out**	**Risk Rating**	**Eliminate or Control**	**Residual risk rating**	**Talk to others**	**You Review**
Covid Safety	Changing transmission	Public health and DoE alerts or advice	2	• Follow community advice if symptoms are present. • Make sanitiser available • Ensure all spaces are adequately ventilated.	1	CSO staff, volunteers, and supervising teachers.	Before and during
Child Protection	• Use of toilets designated for students • Exposure to inappropriate conduct and behaviour by adults	• Safety Induction Briefing • Child Protection Policy • Child Protection Guidelines • Working with Children Check (WWCC) guidelines	2	• Amenities are allocated for CSO staff, volunteers, participating teachers and visitors with clear signage • All visitors informed of location of 'adult toilets' as part of verbal Safety Induction Briefing during welcome speech • Active supervision by staff • Student buddy system in place for use of facilities • Student awareness / stranger danger discussed prior to event • All volunteers have completed Working with Children Checks for volunteers and Proof of Identity	1	All CSO, Teachers, volunteers, and contractors.	Prior to and for the duration of the event.

Situation	**A**nticipate	**F**ind Out	Risk Rating	**E**liminate or Control	Residual risk rating	**T**alk to others	**Y**ou Review
Student supervision and behaviour	Student in out-of-bounds areas Poor student behaviour Interpersonal issues	• Teachers Handbook • CSO and School Behaviour Codes of Conduct • Student Behaviour Support Plan	2	• Staff follow school guidelines for supervision of students • Remind staff of expectations • Students informed of the Behaviour Code of Conduct expected • Student's behaviour expectations outlined morning of event • Out-of-bound's areas monitored SUPERVISING TEACHERS • Student behaviour management plans are up to date and reviewed by all staff attending • Known behaviours; current behaviour plan; communicated to all those who need to know • Contingency plan in place for alternate activities or time out6	1	Supervising Staff	Duration of the event.
Injury and emergency management	Sprains, stains, concussion, fractures, superficial abrasions	• Incident Notification and Response Procedures	1	• Staff have relevant training allowing them to carry out emergency CPR,	1	All CSO staff and supervising teachers	Prior to and during the event

Situation	Anticipate	Find Out	Risk Rating	Eliminate or Control	Residual risk rating	Talk to others	You Review
	Exposure to sun, dehydration, heat exhaustion, heat stroke Anaphylaxis, allergies, and other health conditions Current medical conditions of participants	• WHS Training Requirements • Staff Training Guide • Training Register • First Aid Plan • First Aid Kit • Emergency Management Plan • Individual Health Care Plans • ASCIA Action Plan		anaphylaxis treatment and /or use of an EpiPen. • Ensure staff, teachers and students are aware of emergency response procedures • Identify students with known medical conditions and ensure appropriate medication/treatment is available (EpiPens, asthma puffers etc.) • Supervising Teachers to ensure their school's First Aid Kit is readily available and contains a general use EpiPen • Teachers carry ASCIA plans and other emergency response plans for students are that are available to CSO staff and Sydney Town Hall First Aid • Report any serious injuries to the Incident Report and Support Hotline 1800 811 523			
Student health care plans	Student injury or illness Current medical conditions of participants	Check that all teachers have completed and up to date health care plans and	1	Supervising teachers to identify students with health conditions.			

Situation	**Anticipate**	**Find Out**	**Risk Rating**	**Eliminate or Control**	**Residual risk rating**	**Talk to others**	**You Review**
		ASCIA/emergency response plans		• Ensure CSO and Sydney Town Hall First Aid are advised of ASCIA/Emergency Response Plans, to be attached and filed in participation folder with the risk management plan. Identify students requiring medications. • Supervising teacher to be responsible for medication, dosages and storage.			
Venue WHS Risks							
Access/Egress	Safety of access to and egress from the premises Wheelchair Access	Active personnel to assist access to venue. • Advise all attending staff and teachers of the correct access and egress points • All visitors access the site via the Druitt Street entrance, through Town Hall security, then sign in with the venue and being marked off by CSO staff. • Ensure the spaces are well ventilated and as large as possible for the number of attendees to avoid crowding.	2	• Circulate and display site map throughout the venue. Use only recognized access points to related rooms on Sydney Town Hall site. • Keep access points clear • Venue/setting clear to allow freedom of movement • Display conditions of entry for any customers or visitors • Special arrangements made for disabled students/visitors prior. Seek advice from Teachers.	1	All venue staff and teachers.	Prior and during

Situation	**A**nticipate	**F**ind Out	Risk Rating	**E**liminate or Control	Residual risk rating	**T**alk to others	**Y**ou Review
Venue -Lifting Trips and falls	Workplace Health and Safety related injury	• Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures.	2	• STRETCH manual handling program	1	Brief prior to any equipment moving or lifting	Prior/During/After
	Back Strain Personal Injury	• Movement of heavy equipment and pre organised and handled by venue staff only • WHS manual handling guidelines adhered to by CSO staff, teachers, volunteers and students as required. • When group lifts are required, they are to be controlled and supervised by competent CSO staff members • Major lifting to be done using lifting equipment or by outside crew					
Venue – Movement around Venue	Workplace Health and Safety related injury Staff or visitor falls and hurts themselves	• Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE/CSO safety procedures. • Emergency service attendance required – venue staff on hand to assist.	2	• Accompanying staff to supervise visitors to site at all times • Display conditions of entry for any parents or visitors • Non-slip, lace-uo footwear is strongly recommended.	1	CSO and Sydney Town Hall Staff	On arrival, during and after.

Situation	Anticipate	Find Out	Risk Rating	Eliminate or Control	Residual risk rating	Talk to others	You Review
		• Public entrance areas to be kept clear at all times • Staff to clear all hazards from the performing areas • All equipment installed by qualified staff and checked for hazards • First Aid Kit provided and available on site • Emergency Care administered by supervising coordinator • Multiple phone available to call emergency service to attendance if necessary • Sydney Town Hall map supplied to teachers. Venue clearly signed. • Sydney Town Hall exterior flooring is paved in sandstone, concrete and tiles and there are steps leading into the venue.		• Primary School Children should be accompanied by a teacher, parent or guardian when entering the foyer or Druitt Street entrance, as well as in the Galleries.			
Bump in and bump out	Damage to site facilities during event	• All equipment installed by qualified staff • Movement of oversized equipment done by qualified staff or trained adults	2	• Regular site inspections • Incident reporting procedure established • Visitors and volunteers supervised	1	Venue Staff, CSO Staff	When risk is apparent.

Situation	Anticipate	Find Out	Risk Rating	Eliminate or Control	Residual risk rating	Talk to others	You Review
		• Access routes established, including wet weather alternatives • Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE and CSO safety procedures.		• lifting equipment used where possible			
Venue for event	Work health and safety related injury	• WH&S guidelines for entertainment industry followed as applicable (as developed by the Australian Entertainment Industry & the Media Alliance adhered to by venue and CSO staff • Documented procedures and risk assessment available to staff prior to the event and venue staff aware of standard safety procedures.	2	• COVID and venue risk management plans provided prior to event	1	Venue and CSO Staff	Prior and During
Venue	Inclement Weather	• Provisions made and communicated to visitors on site as to arrangements for inclement weather	2	Keep access points clear	1	CSO staff and volunteers.	Prior and during
Sydney Town Hall- Access/ Egress Registration and sign out procedures on arrival and	Safety of access to and from the premises including wheelchair access and physical injury to students	Sydney Town Hall Map and Risk Assessment information and evacuation plan communicated to participating schools via teacher's email. All staff/	2	Teachers to accompany students within and to and from the venue. Teachers/ parents aware of meeting point and safe drop off points. Sign in desk	1	CSO Staff, Supervising Teachers	Prior, During and After the event.

Situation	Anticipate	Find Out	Risk Rating	Eliminate or Control	Residual risk rating	Talk to others	You Review
		teachers/ parents advised of correct access and egress points. • Wheelchair access advised and available. Disabled students and/or students in wheelchairs to be advised of access point. • Participating schools provide adequate staff to supervise student participants.		supervised by CSO staff – all teachers to register and collect ID if needed. CSO staff to sign on schools on arrival and direct to venue meeting places. All teachers to give copies of student roll to staff at sign in prior to event EXIT - Students to be assembled in a safe area before teachers take them away from the venue for lunch. Parents to be informed of safe collection point at end of concert. Teachers to check and to report any students who are unaccounted for immediately. CSU staff to phone teacher/school/parent CSO staff to stay at venue until all students/teachers has left. The convenor will remain until all children are collected or accounted for. Contact in the event of a lost student. If no contact can be made police are to be informed. Child protection strategies			

Situation	Anticipate	Find Out	Risk Rating	Eliminate or Control	Residual risk rating	Talk to others	You Review
				implemented by trained staff.			
EMERGENCY	Supplementary to Sydney Town Hall procedures made available to participating schools.						
Evacuation	Fire	• Venue map and site-specific Sydney Town Hall risk assessment information and evacuation plan communicated to participating schools • Emergency Evacuation Plan and Assembly Points in place • Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures. • Mobile Phones on hand to contact emergency services. • On site fire extinguishers maintained to relevant regulations and standards by the venue • On site first aid available • CSO staff on hand to assist	2	• Emergency Plan and procedures explained to participants by coordinator • Communication to Ambulance, Hospital, Fire Service readily on hand, and mobile phone communication available – call 000 • Security officers from the City of Sydney are also available 24 hours a day to assist with emergencies, and can be contacted on (02) **9265 9333** • Call Incident Report & Support Hotline 1800 811 523 • Contact student counsellors if required • If first aid is required, request assistance from a CSO staff, 0429 928 995 • Contact staff EAP 1800 060 650 if required	1	CSO and Sydney Town Hall staff.	Risk occurrence

Situation	**A**nticipate	**F**ind Out	Risk Rating	**E**liminate or Control	Residual risk rating	**T**alk to others	**Y**ou Review
Evacuation	Terrorism/Bomb	• Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures. • Security plan in place. Venue staff are trained in emergency procedures and comply with internal WHS procedures. • Venue map and site specific risk assessment information and evacuation plan communicated to participating schools • Emergency Evacuation Plan and Assembly Points in place • On site first aid available • CSO and Town Hall staff on hand to assist	2	• Emergency Plan and procedures explained to participants by coordinator • Communication to Ambulance, Hospital, Fire Service readily on hand, and mobile phone communication available – call 000 • Call Incident Report & Support Hotline 1800 811 523 • Contact student counsellors if required • Contact staff EAP 1800 060 650 if required	1	All staff	Risk Occurrence
Lockdown	External threat	• Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures. • Venue map and site-specific risk assessment information and evacuation plan	2	• Emergency Plan and procedures explained to participants by coordinator • Communication to Ambulance, Hospital, Fire Service readily on hand, and mobile phone communication available – call 000	1	All Staff	Risk Occurrence

Situation	Anticipate	Find Out	Risk Rating	Eliminate or Control	Residual risk rating	Talk to others	You Review
		communicated to participating schools • Staff familiar with the lockdown procedures of the venue • On site first aid available • CSO and participating teaching staff on hand to assist		• Call Incident Report & Support Hotline 1800 811 523 • Contact student counsellors if required • Contact staff EAP 1800 060 650 if required			
Rehearsals and Event							
Rehearsal and event	Emphasising good vocal health, posture and safety of movement.	Breathing and posture. Suitable warm ups and rest periods	3	Professional singers directing. Keep students engaged and mindful.	1	CSO staff and participating teachers and students.	Before and during the event.
Rehearsal and event	Current Medical conditions of participants	• DoE staff have relevant training allowing them to carry out emergency CPR or anaphylaxis treatment and/or use of EpiPen. • Supervising teachers responsible for any students within their group with special medical needs – follow Department Excursion Policy. • First Aid kit, including EpiPen on hand	2	• Schools to identify to staff and or students with a particular medical condition. • Emergency numbers on hand.			

Situation	**A**nticipate	**F**ind Out	Risk Rating	**E**liminate or Control	Residual risk rating	**T**alk to others	**Y**ou Review
Rehearsal and event	Provision of an emergency response	• Students diagnosed as being at risk of anaphylaxis have ASCIA action plan for Anaphylaxis and adrenaline auto injector stored together in an accessible location, known to supervising teacher. • Students on individual health care plans are identified to staff and a copy of their ASCIA plan is attached to the student roll for their school.	2	• Be aware of the possibility that a student might have an allergic reaction. • Use the general use adrenaline auto injector in first aid kit if necessary			
Rehearsal and event	Walking to and from and around venue – building site, vehicles, pedestrians, cycles, uneven footpaths and pollen from trees.	• Risk Assessment Information available on website and in Teachers Information Book prior • Teachers and parents advised to closely always supervise their groups and to exercise duty of care.	2	• Teachers asked to advise parents of the safe collection point for their students, as arranged by CSO staff on hand until all students are collected at the end of the concert.	1	CSO Staff	Prior and after the event
Rehearsal and event	Theft	• Students are advised to bring only essential items to the venue. • Participants are responsible for any valuable item brought into the venue.	3	• Supervision rosters for the event • Teachers and students advised to not always leave valuables unattended.	1	CSO staff and supervising teachers.	Prior and during

Situation	**A**nticipate	**F**ind Out	Risk Rating	**E**liminate or Control	Residual risk rating	**T**alk to others	**Y**ou Review
Rehearsal and Performance	Risk 1: injury Risk 2 Asthma Risk 3.: Dehydration Risk 4: Vomiting	• Follow all Covid Safe procedures related to illness • First aid kit available to treat minor injuries • CSO staff on hand to assist • Emergency numbers on hand.	2	• Students informed of safe singing techniques and movement. • Students reminded to re hydrate, bring bottled water and water is available to re fill bottles when needed. • Teachers to check students have their regular asthma medication / treatment plan/ Ventolin as required • Teachers advised to not bring any students to the Sydney Town Hall with signs of illness • Parents are to be called to pick up students who show signs of illness during the event • An isolation room will be available for any students who become unwell to stay in until parents collect them.	1	CSO and supervising teachers	Before and during
PUBLICITY and MEDIA							
Social Media	Social media and photography	• Visitors advised to refrain from using texts and images on social media that	2	• Vigilance and education	1	CSO Staff and Supervising Teachers	Prior / during

Situation	**Anticipate**	**Find Out**	**Risk Rating**	**Eliminate or Control**	**Residual risk rating**	**Talk to others**	**You Review**
				• DoE staff hire a professional photographer for archive. Advise audience at the start of the concert.			