



TONY DOYLE VISIONS SOUNDWAVES PROJECT RISK MANAGEMENT PLAN FOR WORKSHOPS AND EVENTS

The Soundwaves Project is an Arts and Disability Project, with workshops and events being primarily music and movement based. Participants have a range of disabilities, including those with multiple disability who are in large size wheelchairs and require ongoing support and those with mobility and vision impairment. The Risks identified and addressed here are in a response to these factors.

<u>RISK</u>	<u>ACTION</u>
<p>1. ACCESS - Participants with a range of disabilities with some in large size wheelchairs</p>	<ul style="list-style-type: none"> - Set up tables & chairs with wide aisles - Leave extra space near entrances/exits - Leave open space in front of performing area for dancing and movement - venue to have flat non-carpeted floor
<p>2. TRIP HAZARDS - Participants have a range of mobility issues from vision impairment to physical and balance impairment</p>	<ul style="list-style-type: none"> - Special attention to placement of chairs and tables legs, spacing for wheelchairs - audio cables to be taped to floor if where people need to walk - power cables to be cable trays if where people need to walk - mop and bucket available for spills, dry cloths for drying spill area
<p>3. ELECTRICAL - Participants often bring their own equipment to perform with such as guitar amplifiers, Overall need for safe management of power cables</p>	<ul style="list-style-type: none"> - contractors to provide equipment with tested and tagged power cables (within 1 year of event) - non tagged power cables to be run from a master plugboard with built in safety switch
<p>4. EVACUATION - Participants and audience have higher levels of mobility issues, high number of people in wheelchairs</p>	<ul style="list-style-type: none"> - make sure all emergency exits are clear and identified by TDV Staff - make sure large wheelchairs will fit through these emergency exits - identify the Evacuation are for the venue and that this is suitable and easily accessible
<p>5. INFORMATION - Participants have range of disabilities such as intellectual and vision where verbal conveying of information is of high importance. Clear and easily understood information is essential</p>	<ul style="list-style-type: none"> - TDV Staff to be identified and introduced by Key Artist or Event Manager before workshop or event starts - essential information announcements to be made before and at least once during the workshop or event
<p>PLEASE SEE BACK OF THIS SHEET FOR LIST OF ESSENTIAL INFORMATION</p>	

SOUNDWAVES EVENT MANAGER TO DO'S AT EVENT

PRE-EVENT

1. Exits clear
2. Mop & bucket in place
3. First Aid Kit in place
4. Brief staff and volunteers on any specific issues
 - a. Keep Exits clear of wheelchairs
5. Bins in place
6. Locate toilets and check that they are clean and stocked
7. Locate fire equipment and make sure access is clear and accessible

ESSENTIAL INFORMATION TO BE ANNOUNCED BEFORE AND AT LEAST ONCE DURING THE EVENT

1. Audience talk about:
 - a. Safety
 - i. Identify Exits and make sure they are clear
 - ii. Identify Evacuation area and procedure
 - iii. Participants only enter performance area if brought in/out by TDV Staff or Support Worker
2. Identify Soundwaves staff and volunteers and their roles
3. Smoking only outside and away from venue steps
 - a. Please use butt bins
4. Any issues or suggestions to Event Manager – identify yourself
5. Identify where mop & bucket is for spillage issues
6. Introduce venue staff if relevant
 - a. Venue Coordinator
7. Identify where rubbish bins are
8. Outline any specific features or issues to do with the venue
9. Identify toilets, especially disabled toilet