

Risk Management Plan - Schools								
Stand Tall Australia - Sydney 2026								
Risk No.	Risk	Risk Description	Existing Measures	Likelihood Score	Impact Score	Risk Rating	Additional Measures	Management Strategy
1	Food Safety Illness	Sickness from food supplied at the event	Transport and handling of sponsor food/fruit from source to ICC refrigerated storage is appropriate Announce personal hygiene and remind students at lunch break. Provide Hand sanitiser. Food items are individually packaged goods.	Possible	Minor	Low	Post event reporting system and offer allergy friendly food options	1. Have a designated team member who monitors hygiene practises during food distribution. 2. Perform random checks of food temperature during the event. 3. Ensure food safety training and insurance for all food suppliers.
2	Students & Accompanying Supervision arriving by Private Bus	Confusion, Increased risk of hazards in unplanned route from bus arrival point to ICC Darling Harbour Theatre. Time Delays	Schools provided with allocated bus drop off location map and travel route to ICC entry. Contact mobile phone numbers exchanged supervising teacher / Stand Tall School host.	Possible	Moderate	Medium	Include buffer time in the event schedule to allow for delay	1. Monitor Bus Arrivals: Assign Stand Tall staff to oversee bus arrivals and departures (in assistance to venue staff). 2. Real-Time Communication: Use whatsapp messaging for instant update between Stand Tall staff and volunteers. 3. Event Staff Support: Have extra staff to guide students from the bus drop-off to the venue
3	Student behaviour	Insufficient Supervision	Schools to provide adequate teachers and volunteers to control student numbers to and from the event as well as at the event. Signs erected inside venue. School hosts allocated to liaise with teachers on arrival.	Possible	Moderate	Medium	Ensure seating plan separates schools that are known to not "get along". Frequently check-in with theatre volunteers to monitor behaviour, ensure security are briefed on.	1. Confirm Supervision: Ensure adequate teachers and volunteers are present for supervision. 2. Volunteer Briefing: Brief all staff on roles, responsibilities, and procedures. 3. Monitor Movement: Stand Tall staff to assist with student movement. 4. Visible Signage: Ensure clear signage throughout the venue. 5. Check-in System: QR code will register schools upon arrival so we know how many students are on site.
4	Slips, Trips and Falls	Potential for fall injuries	Teacher Supervision. ICC monitoring of hazards and venue controls implemented. ICC event staff trained in first aid procedures. ICC has dedicated medical facilities.	Possible	Moderate	Medium	Clear signage in place. Ensure walkways are clear. Ensure lighting is adequate. Ensure any spills are mopped up quickly.	1. Regular Supervision Checks: Ensure teachers maintain active supervision throughout the event. 2. Ongoing Hazard Monitoring: Stand Tall team to assist ICC staff in continuous hazard monitoring during the event. 3. First Aid Support: Ensure ICC staff are available and ready to respond to medical incidents. 4. Clear Medical Procedures: Communicate medical emergency procedures to all staff and teachers.
5	Crowd control	Crush Injuries	Venue entry / exit and guest movement access within the venue rated to Fire and BCA standards. Venue staff trained in crowd control. Teachers have overall responsibility for students. Medical facilities available on site. Stand Tall Logistics coordinators have all teachers contact details. Managed and staggered release of students. Provide holding areas for student count	Unlikely	Moderate	Low	Venue have capacity limits in place. Staggered entry and exit plans in place. Trained crowd control staff (security). Barriers and fencing used outside. Emergency evacuation plan in place (ICC).	1. Crowd Control: Stand Tall staff to assist with entry/exit and crowd management (directed by ICC staff). 2. Staggered Release: Implement a controlled, staggered student release. 3. Holding Areas: Use the foyer as holding areas for student counts. 4. Communication: Ensure teachers' contact details are accessible. 5. Medical Support: Medical staff available for emergencies.
6	Anxious students	Students suffering from anxiety and severe stress potentially exacerbated by the event environment or program	Stand Tall to provide anxiety / quiet room supervised by Counsellors.	Possible	Minor	Medium	Have information about counselling service in the event booklet.	1. Designated Quiet Room: Set up a quiet room in a secluded area for students needing a break. 2. Counsellor Supervision: Ensure trained counsellors are on-site to supervise the room and support students. 3. Clear Access: Provide clear instructions for students and staff on how to access the room if needed. 4. Monitor Use: Track the number of students using the room to ensure it's not overused or overcrowded.
7	Separated/Lost Students	Anxiety / Confusion	School teachers responsible to supervise students at all times (including breaks). Any lost child to be reported to registration desk. Teachers to be advised of ICC Lost Child policy procedures. Security Cameras.	Unlikely	Moderate	Low	Ensure maps are on display around the venue. Encourage designated meeting points. Have a lost and found location.	1. Teacher Supervision: Ensure teachers supervise students at all times, including breaks. 2. Teachers to immediately report lost children to the registration desk
8	Child Protection	Abduction / Abuse	All adults (Stand Tall and teachers) will be issued with colour coded lanyards with name, association and duty. Access to backstage, VIP, general theatre areas will be restricted by colour code. Venue layout and access barriers restrict access of the general public. Security presence on all levels. Separation of toilets for students/ staff. Students briefed on toilet locations and access. Inappropriate behaviour will result in removal of student(s) and teacher.	Unlikely	Moderate	Low	WWCC for all Stand Tall staff. Volunteers must complete the Code of Conduct in their training.	1. Color-Coded Lanyards: Issue lanyards to all adults with clear identification of duty and access areas. 2. Restricted Access: Enforce access restrictions to backstage and VIP areas using lanyard color codes. 3. Monitor Access: Use venue layout and barriers to control public access; maintain security presence on all levels. 4. Toilet Separation: Ensure clear signage for separate student and staff toilets; brief students on locations. 5. Behavior Management: Enforce a zero-tolerance policy for inappropriate behavior, with immediate removal if necessary.
9	Emergencies	Fire, Bomb Threat, other emergencies	Emergency management will be under the control of the venue Emergency Management Plan and directions of the ICC security staff. Announce during welcome briefing to students. No school bags allowed inside the event. Students to bring their own lunch in a transparent plastic bag. Unaccepted goods to be left at the cloak room adjacent to Registration desk.	Possible	Minor	Low	Ensure Volunteers are aware of designated assembly points. Ensure Police are aware of the event on the day (and in attendance if possible).	1. Emergency Protocols: Follow the ICC Emergency Management Plan and instructions from ICC security staff; brief students on emergency procedures during the welcome session. 2. Bag Restrictions: Enforce the no-school-bag policy; ensure students bring lunch in transparent plastic bags. 3. Cloakroom Access: Direct students to leave unaccepted items at the cloakroom by the registration desk.
10	Medical conditions	Anaphylaxes and other medical	Overall responsibility of students with medical conditions lies with the teacher at the school. Teachers will be responsible for carrying medical bags, emergency information, procedures etc and knowing student medical cases. Venue staff will have an assigned medical person for additional help	Possible	Major	Medium	Ensure volunteers are briefed on morning of event on what to do in the case of medical emergency and how to report.	1. Teacher Responsibility: Ensure teachers carry medical bags, emergency info, and are aware of student medical needs. 2. Medical Support: Assign venue staff to support with additional medical assistance if needed. 3. Clear Communication: Ensure teachers and venue staff are briefed on medical procedures and specific student conditions.
11	Electrical hazards	Injuries resulting from contact with electrical equipment, shock and burns	Work areas isolated from the general public. All faulty equipment removed	Unlikely	Minor	Low	Clear signage. Make sure trained people are only touching electrical equipment. Report all concerns immediately to ICC.	1. Isolate Work Areas: Clearly mark and physically restrict access to work areas to prevent public exposure to potential hazards. 2. Regular Inspections: Conduct routine checks of equipment and work areas to identify and address any safety concerns. 3. Remove Faulty Equipment: Immediately remove faulty or damaged equipment from the venue, tagging it for repair or disposal. 4. Signage and Barriers: Use appropriate signage and physical barriers to ensure public is aware of restricted areas. 5. Staff Awareness: Train staff to recognize potential hazards and ensure they report any faulty equipment or unsafe work areas promptly.
12	Confetti Guns	Operator Mishandling Injuries including electrocution, slippage from confetti, injury from projectiles of confetti. Poor visibility from confetti	Training by the Company on correct use of equipment. All wires taped down and Assistant Operator to oversee potential risks to avoid tripping. Only staff trained are to handle the gun. Guns to be aimed above the heads of people and over the front stage into the 'moat'. Environmental sensitive paper only (no foil or tinsel). Students will not be in the line of fire for the guns. First Aid Team available on site.	Unlikely	Moderate	Low	Ensure instructions are read before use.	1. Staff Training: Ensure all operators receive proper training on the correct use of equipment. 2. Controlled Use: Limit gun handling to trained staff only; ensure guns are aimed above heads. 3. Safe Materials: Use environmentally sensitive paper only (no foil or tinsel). 4. Student Safety: Ensure students are kept out of the line of fire, with clear barriers or distance. 5. First Aid Readiness: Keep the First Aid Team on-site and ensure they are prepared for any accidents.
13	Extreme Weather and heat	Extreme weather and heat conditions, including bush fires, heat wave, flooding, heavy rain	A designated Stand Tall employee will monitor weather forecasts from the Bureau of Meteorology (BOM) daily one month before the event to ensure that Stand Tall has maximum time to implement good extreme weather and heat condition mitigation measures. Once an event is forecast and identified as potentially impacting the event, Stand Tall Logistics team in liaison with the ICC Team will arrange alternative measures to keep students inside.	Possible	Minor	Low	Ensure students are aware that lunch time is outside and it could be cold.	1. Monitor Weather: Designate a Stand Tall employee to track weather forecasts daily from the Bureau of Meteorology (BOM) one month prior to the event. 2. Early Action: Identify extreme weather risks early, allowing maximum time to implement mitigation measures. 3. Coordinate with ICC: Work with the ICC Team to develop and implement alternative plans to keep students indoors if severe weather is expected. 4. Communication: Keep all staff informed of any weather-related changes or plans for indoor activities. 5. Contingency Plans: Have clear, pre-arranged indoor alternatives for event activities to ensure safety during extreme weather conditions.