

# The PaperBoats Seven Little Wonders



a spectacular celebration  
of music, colour and light

PaperBoat Ventures

ABN: 27 381 347 142

web: <https://thepaperboats.org>



**Dave Brown** - Director, Lighting, Sound, Motion Graphics Designer.

**Gavin Clarke** - Theatre-Maker, Performer, Composer, Music Producer.

**Sarah Brokensha** - Theatre-Maker, Performer.

**Bob Weatherly** - Technical Director, Lighting Co-Designer, Provocateur.

**Fay Cakebread** - Technical Supervisor (season one).

**Robyn Brown** - Business Development Manager.

## Production Overview

Seven Little Wonders is an intimate, non-verbal, visual theatre performance for 3 to 8 year old children and their carers.. For more information about the show see: <https://thepaperboats.org/7lws>

We tour with and operate all the equipment we need for the show, including onstage seating, lighting, sound, video projection, cameras, operating systems and cabling. We provide as a separate document in printable text-only form - all essential tech specs with additional info that may be useful on the day,

**Show Length:** 45 minutes (no interval)

**Touring Party:** 2 performers, 2 technical manager/operators

# Seven Little Wonders





# Seven Little Wonders



a spectacular celebration  
of music, colour and light

## **Sir Robert Helpmann Theatre - Mt Gambier**

Feb 8 - 10am and 12pm,

Feb 9 - 9.45am, 11.15am, 1pm

## **Goodwood Theatre and Studios - Adelaide**

Feb 20 - 10am and 1pm

Feb 21 - 10am and 1pm

Feb 22 - 10am, 1pm, 6pm

Feb 23 - 10am, 1pm, 6pm

Feb 24 - 11am, 1pm



## **Nautilus Arts Centre - Port Lincoln**

Feb 27 - 1pm

Feb 28 - 9.45am, 11.30am, 1pm

Feb 29 - 9.45am, 11.30am, 1pm

Mar 1 - 10am, 12pm, 6pm



## **Middleback Theatre - Whyalla**

Mar 5 - 9.45am, 11.30am, 1pm

## **Keith Michell Theatre, Port Pirie**

Mar 8 - 9.45am, 11.30am, 1pm

## **Chaffey Theatre - Renmark**

Mar 13 - 9.45am, 11.30am, 1pm



Government of South Australia  
Department of the Premier  
and Cabinet



COUNTRY  
ARTS  
SA

REGIONAL  
arts  
AUSTRALIA



JAMES & DIANA  
RAMSAY  
FOUNDATION

# Seven Little Wonders

## Risk Assessment ~ Completed 10/11/2023

This document has been prepared for Paper Boats Ventures and relates to the Theatre production 'SEVEN LITTLE WONDERS'. The Standards Australia guidelines for Risk Management, AS/NZS 4360 as amended, has been used in conducting the process.

The process was conducted by attending rehearsals, performances and explanations by David Brown of the production of SEVEN LITTLE WONDERS. David described the methodology that has been used for this and all of his productions. The risk management process does not address the risks associated with the building in which the production is being performed. This remains the responsibility of the custodians of that building. It is however a responsibility of the Production Manager to ensure that this has been done and the building is 'safe'.

Risk Management is an ongoing process. Whereas this risk management process is specific to SEVEN LITTLE WONDERS it may be applied to other productions provided the same methodology is used.

A Production Descriptor has been prepared and is included in this document. The Descriptor explains the regulation, controls, processes and systems in place to ensure that the production is conducted safely utilizing world best practice. The Descriptor demonstrates that many of the risks associated with the running of this production have already been addressed and the risks minimized.

The following details the process by which the risk management for 'SEVEN LITTLE WONDERS' has been conducted.

**Context:** The context for which the risk management process has been conducted relates to safety. In considering safety staff, volunteers, and performers have been taken into consideration.

**Identify Risks:** Risk Management for this production has been confined to the following classifications ~ Fire, Health, Utilities, Environment, Infrastructure. Risks have been identified on the basis of what can happen and how it can happen.

**Analysis of Risks:** Consideration has been given to the range of potential consequences and how likely those consequences are to occur. The consequence and likelihood have been combined to produce an estimated level of risk.



**Evaluation of Risks:** Risks have been evaluated by establishing a comparison between the estimated levels of risk against pre-established criteria.

**Treatment of Risk:** The treatment of risks has been detailed in the Pre-emptive Actions and the Proposed Response in the Risk Action Plan.

**Risk Level After:** A level of risk has been recalculated after taking into consideration the treatment options.

**Treatment Options:** Suggested treatment options.

The responsibility of accepting or rejecting any risks identified in this document or treating the risks with the options suggested in the Pre-emptive Actions or the Proposed Response remains solely the responsibility of the Production Manager for The Paper Boats Ventures. The result of conducting this process has established that there are no risks that, after treatment, are deemed to be unacceptable

## **PRODUCTION DESCRIPTION:**

**THE PAPERBOATS** is an international partnership platform for theatre-makers invested in co-creating meticulously crafted performance events for children, which inspire their arts engagement. The platform was conceived and founded by Dave Brown in 2016 after 20 years as Artistic Director of Patch Theatre Company and supported by Technical Manager, Bob Weatherly, who has had over 15 years experience as a Production Manager touring theatre nationally and internationally.

**SEVEN LITTLE WONDERS** - is the company's fourth major South Australian work for young audiences and in February-March 2024, performances will be presented in a 5 week statewide tour as outlined in the schedule on a previous page.

**CONSTRUCTION** - All construction of the set and props and the management of all technology and instruments used in the show is performed by qualified staff and complies with Australian standards. Where required by legislation electrical work is done by certified electricians. All mains voltage electrical appliances are tagged and tested. Circuit breakers are used in compliance with legislation.

**BRIEFINGS** - All staff and performers are briefed on health and safety and emergency procedures and shown their surroundings to make them familiar with the work area. Audience participants are briefed and walked through their procedures and roles prior to the beginning of the performance. They are fully supported by performers who are experienced and trained in working with children on stage.

**LIGHTING CONDITIONS** - To ensure that staff and performers are familiar with their surroundings all scenic and technical construction is performed under work light. Any movement occurring in blackouts (about 15 seconds in the entire show) are well rehearsed and clear of hazards.

**TRIP AND FALL HAZARDS:** Where possible electrical cords and other like items are placed away from pathways taken by actors and audience participants. Where this is not possible they are taped down to minimize the hazard. Tape of a contrasting colour (usually white) is used to identify any items at stage level that cannot be placed at or below stage level.

When AX3 droplet lights and bells are used on stage by children from the audience there is close supervision by cast. Participants are well-briefed and thoroughly supported by performers who very experienced managing children in performances.

**OVERHEAD INSTALLATIONS:** All overhead installations are installed by trained technical staff utilizing appropriately rated rigging equipment. All shackles are moused off. Once installed it is inspected by the supervisor to ensure that correct installation has occurred. Safety chains are placed on all hanging lights.

**FIRE SUPPRESSION:** The Theatre Management provides fire extinguishers in several locations throughout the venue. Event staff and performers are all briefed as to the location of fire extinguishers backstage and in the vicinity of the stage. There are no pyrotechnics associated with the performance.

**AUDIENCE SEATING:** In a majority of venues, the audience is seated onstage using benches and mats provided by The PaperBoats. The benches are all set-up, locked off and checked by both stage managers prior to performances. Where the stage is raised, barriers are placed to ensure the audiences are safely contained on the stage at all times. Where audiences access a stage from the audience before and after the performance, measures are taken to ensure safe and supervised entry and exit.

| Risk Assessment Matrix |   |   |                | Consequence                |  |   |   |  |   |
|------------------------|---|---|----------------|----------------------------|--|---|---|--|---|
|                        |   |   |                | People                     | Injuries or ailments not requiring medical treatment.  | Minor injury or First Aid Treatment Case.   | Serious injury causing hospitalisation or multiple medical treatment cases.                           | Life threatening injury or multiple serious injuries causing hospitalisation.        | Death or multiple life threatening injuries.  |
|                        |   |   |                | Reputation                 | Internal Review  | Scrutiny required by internal committees or internal audit to prevent escalation. | Scrutiny required by external committees or ACT Auditor General's Office, or inquest, etc.            | Intense public, political and media scrutiny. Eg: front page headlines, TV, etc.     | Assembly inquiry or Commission of inquiry or adverse national media.                              |
|                        |   |   |                | Business Process & Systems | Minor errors in systems or processes requiring corrective action, or minor delay without impact on overall schedule. | Policy procedural rule occasionally not met or services do not fully meet needs.  | One or more key accountability requirements not met. Inconvenient but not client welfare threatening. | Strategies not consistent with Government's agenda. Trends show service is degraded. | Critical system failure, bad policy advice or ongoing non-compliance. Business severely affected. |
|                        |   |   |                | Financial                  | 1% of Budget or <\$5K  | 2.5% of Budget or <\$50K  | > 5% of Budget or <\$500K   | > 10% of Budget or <\$5M   | >25% of Budget or >\$5M   |
|                        |   |   |                |                            | Insignificant  | Minor   | Moderate  | Major  | Catastrophic  |
| Probability:           | Historical:                                     |   | 1              | 2                          | 3  | 4   | 5   |  |   |
| >1 in 10               | Is expected to occur in most circumstances      | 5 | Almost Certain | M                          | H  | H   | E   | E  |   |
| 1 in 10 - 100          | Will probably occur                             | 4 | Likely         | M                          | M  | H   | H   | E  |   |
| 1 in 100 - 1,000       | Might occur at some time in the future          | 3 | Possible       | L                          | M  | M   | H   | E  |   |
| 1 in 1,000 - 10,000    | Could occur but doubtful                        | 2 | Unlikely       | L                          | M  | M   | H   | H  |   |
| 1 in 10,000 - 100,000  | May occur but only in exceptional circumstances | 1 | Rare           | L                          | L  | M   | M   | H  |   |



|  |  |  |   |  |                           |
|--|--|--|---|--|---------------------------|
| <b>FIRE</b><br><br><b>There is a risk that flammable or combustible material could ignite.</b>   | <b>Causes:</b> <ul style="list-style-type: none"> <li>Combustible materials igniting</li> </ul> <b>Elements at Risk</b> <ul style="list-style-type: none"> <li>Buildings</li> <li>Plant and equipment</li> <li>People</li> </ul>   | <b>Legislation.</b><br><br>Building regulations. | <b>Likelihood:</b><br><i>Rare = 1</i><br><br><b>Impact:</b><br>Moderate<br><br><b>Risk:</b><br>Medium<br><br><b>Residual risk:</b><br>Rare, Minor<br><b>LOW</b> | <ul style="list-style-type: none"> <li>Ensure lighting is placed a safe distance from combustible material.</li> <li>Ensure fire extinguishers are placed in position.</li> <li>Ensure staff are conversant with fire drills and aware of location of fire fighting equipment.</li> <li>Ensure all mains voltage electrical work is done by certified electricians.</li> <li>Ensure electrical items are switched off when not in use.</li> </ul>  | <b>PRODUCTION MANAGER</b> |
| <b>GENERAL INJURIES – MINOR &amp; MAJOR</b><br><br><b>There is a risk that performers or staff could be injured requiring treatment.</b> | <b>Causes:</b> <ul style="list-style-type: none"> <li>Uneven surface</li> <li>Poor housekeeping</li> <li>Liquid spills</li> <li>Falling objects</li> <li>Set elements on stage</li> </ul> <b>Elements at Risk:</b> <ul style="list-style-type: none"> <li>Performers</li> <li>Audience involvement</li> <li>Staff</li> </ul> |  | <b>Likelihood:</b><br><i>Rare = 1</i><br><br><b>Impact:</b><br>Unlikely<br><br><b>Risk:</b> Low<br><br><b>Residual risk:</b><br>Rare, Minor<br><b>LOW</b>       | <ul style="list-style-type: none"> <li>Ensure work area to be kept clear of loose material or items that may cause trips.</li> <li>Ensure electrical cords on ground are out of way or secured and covered.</li> <li>Inspect work area to identify any equipment that could cause injury and have situation rectified.</li> <li>Ensure that liquid spills to be cleaned up at first opportunity</li> <li>Ensure all overhead installations are installed as per regulations and safety requirements.</li> <li>Ensure first aid kit and trained and certified first aid person is available to administer treatment.</li> </ul> | <b>PRODUCTION MANAGER</b> |
| <b>EVACUATION</b><br><br><b>There is a risk that theatre may need to be evacuated.</b>   | <b>Causes:</b> <ul style="list-style-type: none"> <li>Fire</li> </ul> <b>Elements at Risk:</b> <ul style="list-style-type: none"> <li>Lives</li> <li>Facilities</li> </ul>   | Evacuation Plan developed.                       | <b>Likelihood:</b><br><i>Rare-1</i><br><br><b>Impact:</b><br>Insig.<br><br><b>Risk:</b> Low<br><br><b>Residual risk:</b><br>Rare, Insig.<br><b>LOW</b>          | <ul style="list-style-type: none"> <li>Ensure evacuation plan has been developed and approved for venue.</li> <li>Ensure plan is distributed to all agencies.</li> <li>Ensure performers and staff are aware of the procedures under the plan.</li> <li>Assist with evacuation.</li> </ul>   | <b>EVENT MANAGEMENT</b>   |



# Seven Little Wonders



Government of South Australia  
Department of the Premier  
and Cabinet



COUNTRY  
ARTS  
SA



JAMES & DIANA  
RAMSAY  
FOUNDATION

