

HEALTH, SAFETY, EVENT MANAGEMENT, STAGE OPERATIONS & WORKSHOP PROCEDURE

Brymon Promotions

A Subsidiary of Brymon Consulting Pty Ltd

THE PLAY© Musical

Voices That Matter© Youth Mental Health & Wellbeing Programme

Australia and United Kingdom

Document owner	Brymon Consulting Pty Ltd / Brymon Promotions
Version	1.0
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Review cycle	At least annually and after significant incidents or legal change
Classification	Controlled Governance Document

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Important Legal and Operational Notice

This document is a governance and operational procedure. It is designed to support compliance and reasonable risk management in Australia and the United Kingdom. It does not replace venue rules, school policies, statutory duties, professional medical advice, specialist engineering advice, insurance terms or legal advice.

No provision in this procedure excludes, restricts or modifies any duty, guarantee, right or liability that cannot lawfully be excluded. Brymon Promotions will seek to manage risk so far as reasonably practicable, but cannot guarantee that all risks, injury, illness, loss or damage will be eliminated. The liability and indemnity provisions in this document must be incorporated into appropriate contracts, consent forms, venue agreements and contractor terms and reviewed by qualified lawyers and insurers in each operating jurisdiction.

Intellectual Property & Brand Protection

All intellectual property associated with Brymon Promotions®, THE PLAY© Musical, Voices That Matter©, Youth Mental Health Wellbeing Programme, including scripts, songs, choreography, artwork, educational resources, digital content, branding, logos, programme materials and governance documentation remains the property of Brymon Promotions, Brymon Consulting Pty Ltd, the Creator or their licensors unless otherwise agreed in writing.

Creator Rights

Brian Montgomery is the Creator, Author and Executive Producer of THE PLAY© Musical and Creator of Voices That Matter©. Nothing in this document transfers ownership or intellectual property rights without written agreement.

Brand Use

No organisation or individual may represent themselves as Brymon Promotions or use THE PLAY© Musical, Voices That Matter© Youth Mental Health Wellbeing Programme or Brymon Promotions branding without written approval.

Document Control and Approval

Field	Entry
Document title	Health, Safety, Event Management, Stage Operations & Workshop Procedure
Applies to	Brymon Promotions; Brymon Consulting Pty Ltd; THE PLAY©; Voices That Matter©
Approved by	Director / Authorised Officer
Related documents	Safeguarding Policy; Risk Register; Emergency Plan; Privacy Policy; Contractor Terms; Participant Consent Forms
Next review	July 2027 or earlier if required

TABLE OF CONTENTS & DOCUMENT OVERVIEW

Health, Safety, Event Management, Stage Operations & Workshop Procedure

Document Information	Details
Document Title	Health, Safety, Event Management, Stage Operations & Workshop Procedure
Organisation	Brymon Promotions® – A Subsidiary of Brymon Consulting Pty Ltd
Programmes Covered	THE PLAY© Musical • Voices That Matter© Youth Mental Health & Wellbeing Programme
Operating Jurisdictions	Australia • United Kingdom
Classification	Controlled Governance Document
Version	1.0
Review Frequency	Annual or following significant legislative, operational or organisational change

Page	Section	Purpose
1	Cover Page	Document identification
2	Document Control	Legal notice & approvals
3	Contents	Navigation
4–5	Sections 1–6	Governance framework
6–9	Sections 7–13	Operational governance
10–13	Sections 14–20	Safeguarding & safety
13–15	Sections 21–27	Operational compliance
15	Sections 28	Forms & approvals

Appendices

Appendices	Purpose
A–H	Supporting templates, forms and checklists.

1. Introduction and Organisational Context

Brymon Promotions is a subsidiary of Brymon Consulting Pty Ltd and is responsible for the development, promotion and delivery of creative, educational and youth wellbeing activities, including THE PLAY© Musical and the Voices That Matter© Youth Mental Health & Wellbeing Programme. Activities may include rehearsals, auditions, performances, school programmes, community workshops, music and dance sessions, filming, promotional events, fundraising, outreach and associated travel.

The organisation recognises that live productions and youth programmes involve a combination of workplace, public safety, safeguarding, physical, psychosocial, technical, reputational and property risks. This procedure establishes a practical management system for preventing harm, allocating responsibility and demonstrating due diligence.

2. Purpose and Objectives

- protect the health, safety and welfare of participants, staff, volunteers, contractors, audiences and members of the public;
- protect children and young people from foreseeable physical and psychological harm;
- protect Brymon Consulting Pty Ltd, Brymon Promotions, THE PLAY© creator, directors, officers, employees and representatives through clear responsibilities, documented controls and contractual risk allocation;
- ensure shows, rehearsals and workshops are planned, authorised and supervised;
- establish consistent incident, emergency and reporting arrangements;
- support lawful operation across Australia and the United Kingdom;
- provide evidence of consultation, risk assessment, inspection, training and continuous improvement.

3. Scope and Application

This procedure applies to every person engaged by, representing, participating in or attending an activity controlled or substantially influenced by Brymon Promotions, including the creator and executive producer, directors, employees, casual workers, volunteers, students, contractors, participants, parents, guardians, carers, schools, partner organisations, sponsors, audience members and visitors.

Where a host school, theatre, council, community group or venue has stricter requirements, the stricter lawful requirement applies. Responsibility is not transferred merely because another party owns the venue or supervises part of the activity.

4. Policy Commitments

- eliminate risks where reasonably practicable and otherwise minimise them using effective controls;
- provide safe systems of work, competent supervision, suitable equipment and clear instructions;
- consult workers, volunteers, participants and partner organisations on matters affecting safety;
- never prioritise schedules, publicity, cost or artistic outcomes over safety;
- maintain an environment where anyone may report concerns or stop unsafe activity without retaliation;
- investigate incidents fairly and use lessons learned to improve future delivery;
- maintain suitable insurance and require contractors to carry appropriate insurance;
- respect privacy, dignity, equality, accessibility and cultural safety.

5. Definitions

Term	Meaning
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Activity	Any show, rehearsal, audition, workshop, meeting, outreach session, filming, travel or event undertaken for the programme.
Creator	The creator, writer, copyright owner and/or executive producer of THE PLAY©, whether acting personally or through Brymon Promotions.
Event Lead	The person authorised to control operational delivery at a particular event.
Child or young person	A person under 18, unless a local law or partner policy uses a more protective definition.
Reasonably practicable	A balancing of likelihood and severity of harm, what is known about the risk and available controls, and the cost and suitability of controls.
Serious incident	An event involving or potentially involving death, serious injury or illness, abuse, missing child, emergency service attendance, major property damage, significant media attention or regulatory notification.

6. Legal and Regulatory Framework

The following framework is indicative and must be checked for each location and activity. Local state, territory, national, devolved administration, education, licensing, building, fire, employment, child protection, privacy and public health requirements may also apply.

6.1 Australia

- Work Health and Safety Act and Regulations applicable in the relevant State or Territory, including duties imposed on a person conducting a business or undertaking, officers, workers and other persons;
- relevant child protection, working-with-children and mandatory reporting laws;
- Privacy Act 1988 (Cth) and the Australian Privacy Principles where applicable, together with applicable State or Territory privacy and health records laws;
- Australian Consumer Law and civil liability legislation, including restrictions on excluding non-excludable guarantees or liability;
- electrical safety, building, fire, food, public health, licensing, workers' compensation and dangerous goods requirements applicable to the event.

6.2 United Kingdom

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 where applicable;
- Children Act 1989 and Children Act 2004;
- Safeguarding Vulnerable Groups Act 2006 and applicable DBS requirements;
- Data Protection Act 2018 and UK GDPR;
- Equality Act 2010;
- Regulatory Reform (Fire Safety) Order 2005 in England and Wales, with corresponding requirements in Scotland and Northern Ireland;
- Occupiers' liability, licensing, employment, electrical, manual handling, work equipment and lifting regulations applicable to the activity.

This procedure is informed by official guidance stating that UK employers must ensure, so far as reasonably practicable, employee health, safety and welfare, and protect people not in their employment from risks. Australian model WHS arrangements similarly require proactive risk management and consultation. Privacy obligations require appropriate collection, use, security and retention of personal information.

7. Governance, Responsibility and Accountability

Role	Minimum responsibilities
Board/Director	Approve policy, provide resources, exercise due diligence, maintain insurance, appoint competent leads and review serious incidents.
Creator/Executive Producer	Set artistic direction without overriding safety controls; cooperate with risk assessments; ensure intellectual property and production decisions are communicated.
Event Lead	Confirm approvals, brief teams, verify staffing, control the site, stop unsafe activity, manage emergencies and complete records.
Safeguarding Lead	Manage child protection concerns and referrals; coordinate with parents, schools and authorities.
Stage/Production Manager	Control stage access, technical checks, cueing, set changes, props, backstage conditions and technical contractor coordination.
Workers and Volunteers	Take reasonable care, follow instructions, report hazards and incidents, use equipment correctly and refrain from unsafe conduct.
Contractors	Provide competent personnel, risk assessments, licences, insurance and safe systems; retain responsibility for their work and equipment.
Parents/Guardians	Provide accurate information, comply with collection arrangements, reinforce behaviour expectations and notify medical or safeguarding changes.
Participants	Follow directions, report concerns, avoid prohibited conduct and use equipment only when authorised.
Schools/Venues/Partners	Manage matters under their control, disclose known hazards, maintain premises and emergency systems, and coordinate responsibilities in writing.

8. Consultation, Communication and Stop-Work Authority

All people have authority to pause an activity where they reasonably believe there is an immediate or uncontrolled risk. No person will be penalised for raising a good-faith safety concern. The Event Lead determines whether work may resume after controls are verified.

- pre-event coordination meeting with venue and partner representatives;
- age-appropriate safety briefing for participants;
- staff and volunteer briefing covering emergencies, safeguarding and escalation contacts;
- technical briefing and cue review;
- post-event debrief with actions recorded.

9. Event and Workshop Planning Procedure

1. Define the activity, audience, age range, expected attendance, location, dates, operating hours and responsible persons.
2. Identify legal, venue, school, safeguarding, insurance and licensing requirements.
3. Obtain written venue or host confirmation and clarify control of premises, equipment, first aid, fire systems, security and emergency communications.
4. Complete the event risk assessment, safeguarding assessment and emergency plan.
5. Confirm competent staffing, supervision, first aid and technical resources.
6. Collect participant consent, emergency and relevant medical information securely.
7. Approve contractors and obtain evidence of insurance, licences and risk documents.
8. Conduct pre-use venue and stage inspections.
9. Deliver briefings and record attendance.
10. Monitor conditions and update dynamic risk controls.
11. Close the event safely, reconcile participants and equipment, report incidents and conduct a debrief.

10. Risk Assessment and Approval

No show, rehearsal or workshop may proceed without a proportionate documented risk assessment. Higher-risk activities require explicit written approval from the Director or delegated competent person.

- hazards and persons exposed;
- existing controls;
- likelihood and consequence before and after controls;
- additional controls, owner and completion date;
- specific consideration of children, disability, trauma history, communication needs and inexperienced participants;
- emergency and contingency arrangements;
- review triggers including venue change, new equipment, incident, weather change, staffing change or altered performance content.

Risk Rating Guide

Likelihood	Consequence	Indicative rating	Required response
Rare/Unlikely	Minor	Low	Manage routine controls and monitoring.
Possible	Moderate	Medium	Named controls and Event Lead verification required.
Likely	Major	High	Do not proceed until senior approval and additional controls.
Almost certain	Severe	Extreme	Prohibited until risk is eliminated or substantially redesigned.
Any	Fatal/catastrophic potential	High/Extreme	Specialist advice and executive approval mandatory.

11. Venue Selection and Inspection

- legal occupancy and suitable access/egress;
- fire detection, emergency lighting and evacuation arrangements;
- accessible facilities and reasonable adjustments;
- safe flooring, seating, stairs, handrails, toilets and changing areas;
- adequate ventilation, temperature, lighting and drinking water;
- secure backstage and participant-only areas;
- safe electrical supply and sufficient power distribution;
- first aid facilities and emergency vehicle access;
- separation of public, performers, vehicles and loading activities;
- documented defects and agreed responsibility for rectification.

Where a venue defect creates unacceptable risk and cannot be controlled, the activity must be relocated, delayed, modified or cancelled. Commercial pressure is not a reason to proceed.

12. Stage, Set, Sound, Lighting and Electrical Safety

- Only competent persons may install, alter or operate technical systems.
- Temporary structures, platforms, scenery and rigging must be stable, load-rated where necessary and inspected before use.
- Access to control booths, electrical distribution, rigging points and backstage technical areas must be restricted.
- Cables must be routed, protected and secured to prevent trip, damage, heat and fire risks.
- Portable electrical equipment must be visually inspected and tested where required by law, venue rule or risk assessment.
- No participant may climb, hang from, move or play with set, curtains, lighting stands, speakers, cables or rigging unless specifically rehearsed and authorised.
- Pyrotechnics, flames, smoke effects, weapons, lasers, drones, strobe lighting and hazardous substances require written approval, competent operators and specific risk assessment.
- Sound levels must be controlled to protect hearing and comply with venue and legal requirements.
- Blackouts, moving scenery and scene changes must be rehearsed and controlled by the Stage Manager.

13. Rehearsals, Workshops and Performance Controls

- attendance and sign-in/out records;
- opening safety and behavioural briefing;
- warm-up and cool-down appropriate to the activity;
- planned rest, hydration and meal breaks;
- progressive rehearsal of physical, emotional or technically complex scenes;
- clear boundaries for sensitive themes, touch, intimacy, bullying and simulated conflict;
- no surprise physical contact, restraint, kissing or intimate action;
- private and dignified changing arrangements;
- active supervision of backstage, corridors, toilets and collection points;
- final headcount and authorised release of young participants.

Emotionally challenging material must be delivered using trauma-aware methods. Participants may step out, request support or decline an activity without humiliation. Staff must not provide therapy unless professionally qualified and authorised to do so.

14. Children, Young People and Safeguarding Interfaces

- the welfare and best interests of the child are a primary consideration;
- safer recruitment, screening and DBS or Working with Children checks as legally required;
- appropriate adult supervision and avoidance of isolated one-to-one situations;
- clear reporting pathway for abuse, grooming, exploitation, bullying, self-harm, threats, criminal activity or unsafe home circumstances;
- no retaliation against a child who reports a concern;
- prompt escalation to statutory agencies where required;
- safeguarding records separated from general event records and restricted access.

Health and safety controls do not replace safeguarding duties. Where a concern involves suspected abuse or criminal conduct, staff must preserve safety, avoid conducting an amateur investigation, record facts accurately and refer the matter through the designated safeguarding process.

15. Participant Registration, Consent and Medical Information

- full name, age/date of birth and emergency contacts;
- authorised collection persons;
- relevant allergies, medication, accessibility, communication and health information;
- consent for participation, photography/filming where applicable, emergency treatment and data handling;
- acknowledgement of behavioural and safety rules;
- information about foreseeable activity risks and required clothing or equipment.

Consent does not remove the organisation's duty of care and does not operate as a blanket waiver of negligence or non-excludable rights. Information must be collected only where necessary, stored securely and shared on a need-to-know basis.

16. Supervision, Staffing and Competency

Staffing levels must be based on age, number, needs, venue layout, activity risk, travel, changing arrangements and emergency requirements. At least two responsible adults should be available for activities involving unaccompanied minors, unless a documented assessment and partner arrangement provides an equally safe system.

- role briefing and code of conduct; safeguarding training appropriate to role;
- first aid coverage proportionate to the activity;
- technical competence for stage and electrical work;
- manual handling and emergency awareness; clear identification of the Event Lead and Safeguarding Lead.

17. Contractors, Suppliers and Visiting Organisations

- written scope and allocation of responsibilities;
- evidence of competence, licences and qualifications;
- public liability, professional indemnity, workers' compensation/employers' liability and motor insurance as applicable;
- risk assessments, method statements and equipment inspection records;
- induction and compliance with venue and Brymon requirements; immediate reporting of hazards and incidents;
- obligation to indemnify Brymon entities for loss arising from contractor breach, negligence or unlawful acts, subject to law and contract.

Brymon Promotions may suspend or remove any contractor whose conduct, equipment or documentation is unsafe or materially non-compliant.

18. First Aid, Medication and Health Management

- identified first aiders and accessible kits;
- emergency service access and location information;
- procedure for allergies, asthma, epilepsy, diabetes and other disclosed conditions;
- medication administered only under documented arrangements by authorised persons;
- infection prevention, hygiene and exclusion decisions where illness presents a material risk;
- confidential recording of treatment and notification of parents/guardians where appropriate.

19. Emergency Preparedness and Response

Each event plan must address, as relevant: fire or smoke, serious injury or medical emergency, missing child or unauthorised removal, violent person, weapon or security threat, severe weather, heat, storm or power failure, structural, electrical or technical failure, safeguarding disclosure or immediate threat, transport incident, major data or privacy breach.

- raise alarm and contact emergency services;
- stop the activity and make the area safe without placing others at risk;
- evacuate or shelter as directed;
- account for participants, staff and visitors;
- provide first aid within competence;
- notify the Director, venue and safeguarding lead;
- preserve evidence and records;
- communicate with families and media only through authorised persons;
- obtain approval before resuming activity.

20. Incident, Injury, Near-Miss and Hazard Management

- Immediate care and scene control;
- prompt factual report by involved persons and witnesses;
- notification to management, insurers, venue, school and regulators where required;
- preservation of evidence, photographs and documents where lawful;
- proportionate investigation identifying immediate, contributing and systemic causes;
- corrective actions with owners and due dates;
- support for affected persons and privacy-respectful communications;
- review of risk assessments and procedures before recurrence.

Incident reporting is not an admission of liability. Staff must not promise compensation, accept blame on behalf of the organisation, speculate publicly or release confidential information. Cooperation with emergency services, regulators and insurers is mandatory.

21. Behaviour, Bullying, Violence, Alcohol, Drugs and Prohibited Items

- bullying, harassment, discrimination, sexual misconduct, grooming, threats and violence are prohibited;
- alcohol, illegal drugs, vaping, smoking and intoxication are prohibited for children and in participant areas;
- weapons, realistic imitation weapons and dangerous props are prohibited unless specifically authorised for controlled theatrical use;
- staff must use de-escalation, separation and parent/guardian contact rather than humiliation or corporal punishment;
- physical intervention is permitted only where lawful, necessary and proportionate to prevent imminent harm, and must be reported;
- a participant may be suspended or removed where necessary for safety, subject to fair communication and safeguarding considerations.

22. Manual Handling, Costumes, Props, Dance and Physical Activity

- avoid unnecessary lifting and use team lifts or mechanical assistance;
- assess costume heat, vision, mobility, trip, allergy and quick-change risks;
- inspect props for sharp edges, weight, instability and misuse potential;
- use replicas rather than real weapons wherever possible;
- adapt dance and movement to age, ability, surface, footwear and available space;
- stop activity where pain, dizziness, distress or unsafe fatigue is observed;
- obtain specialist advice for stunts, acrobatics, combat, lifts or high-risk choreography.

23. Travel, Transport, Arrival, Departure and Missing Participant Response

- written itinerary and emergency contacts;
- licensed, insured and roadworthy transport;
- authorised drivers and appropriate restraints;
- safe pick-up and drop-off locations;
- headcounts at every transfer;
- no release of a minor to an unauthorised person;
- immediate search and escalation procedure for a missing participant;
- notification of police and parent/guardian without unreasonable delay where risk is significant.

24. Photography, Filming, Intellectual Property and Privacy

THE PLAY© Musical, its scripts, characters, songs, recordings, choreography concepts, artwork, branding and related materials remain protected intellectual property. Attendance, participation or access does not grant a right to copy, record, publish, adapt, distribute or commercially exploit protected material.

- obtain appropriate consent before photographing or filming identifiable children;
- use designated photographers and controlled storage wherever practicable;
- avoid publishing personal information that exposes location, school, routines or vulnerabilities;
- respect opt-out indicators and remove unauthorised public images where reasonably practicable;
- use confidentiality agreements and production licences for contractors and partners;
- report suspected infringement, data loss or unauthorised recording immediately.

25. Insurance, Allocation of Responsibilities, Liability and Indemnity

25.1 Insurance

Brymon Consulting Pty Ltd and/or Brymon Promotions must maintain insurance considered appropriate for the activity and jurisdiction, which may include public liability, workers' compensation or employers' liability, professional indemnity, volunteer personal accident, property, motor, travel, event cancellation and cyber insurance. Coverage, exclusions, limits, territorial scope and notification obligations must be confirmed with the insurer.

25.2 Shared Responsibility

Safety is a shared responsibility. Schools, venues, contractors, partners, parents, guardians and participants remain responsible for their own acts and omissions and for matters within their possession or control. A host venue remains responsible for premises, plant and systems under its control unless expressly agreed otherwise in writing. Contractors remain responsible for their personnel, equipment and specialist work.

25.3 Protection of the Brymon Promotion Brand, Partners and Staff

To the maximum extent permitted by law and subject to the terms of applicable contracts and insurance, each participating organisation, venue, contractor or supplier must indemnify and hold harmless Brymon Consulting Pty Ltd, Brymon Promotions, the creator and copyright owner of THE PLAY©, their directors, officers, employees, volunteers, agents and authorised representatives (the Brymon Parties) from claims, liabilities, penalties, costs, losses or damage arising from that party's breach of law or contract, negligence, wilful misconduct, unsafe premises, defective equipment, inaccurate information, failure to supervise, infringement of intellectual property, or acts and omissions of its personnel.

The indemnity must be proportionate and will not apply to the extent that loss was caused or contributed to by the negligence, unlawful conduct or breach of duty of a Brymon Party, or where the law prohibits indemnity.

25.4 Participant Acknowledgement of Risk

Participants and parents/guardians will be informed that theatre, dance, movement, travel, stage environments, crowds and workshop activities may involve inherent risks including slips, trips, falls, strains, contact with equipment, emotional discomfort, illness, property loss and actions of third parties. They must follow instructions, disclose relevant information and avoid participating when medically unfit. This acknowledgement supports informed participation but does not waive non-excludable rights or excuse a failure to take reasonable care.

25.5 Property and Personal Belongings

Personal property is brought to activities at the owner's risk except where loss or damage results from a liability that cannot lawfully be excluded. Valuable items should not be brought unless necessary. Lost property will be handled under venue and privacy procedures, but recovery cannot be guaranteed.

25.6 Limits and Non-Excludable Rights

Nothing in this procedure excludes liability for death or personal injury caused by negligence where exclusion is prohibited, fraud, deliberate misconduct, statutory penalties, safeguarding duties, consumer guarantees or any other liability that cannot legally be excluded or limited. Any limitation of liability must appear in a properly executed agreement and be reviewed for the relevant jurisdiction.

25.7 Claims and Communications

- all claims, demands, solicitor correspondence and regulator notices must be referred immediately to the Director and insurer;
- staff must not admit liability, negotiate settlement or make public statements without authority;
- records must be preserved and legal privilege respected;
- affected persons must still receive appropriate care, empathy and practical assistance.

26. Recordkeeping, Audit and Review

- approved risk assessments and event plans;
- attendance, consent and emergency contact records;
- staff, volunteer and contractor induction records;
- venue, stage and equipment inspections;
- incident, first aid and corrective action records;
- insurance certificates and contracts;
- safeguarding records in restricted storage;
- annual audits and management review minutes.

Records must be retained for periods required by law, insurance, child protection, limitation periods, contracts and organisational policy. Personal information must be securely destroyed or de-identified when no longer lawfully required.

27. Operational Checklists and Forms

Form 1 - Event Approval Checklist

Item	Status / Details	Initials / Date
Event title/location/date		
Event Lead and Safeguarding Lead appointed		
Venue agreement confirmed		
Risk assessment approved		
Emergency plan approved		
Insurance checked		
Staffing and first aid confirmed		
Consent and medical information complete		
Contractors approved		
Final authorisation/signature		

Comments/actions: _____

Form 2 - Venue and Stage Inspection

Item	Status / Details	Initials / Date
Emergency exits unobstructed		
Fire equipment visible		
Flooring and stairs safe		
Stage/platform stable		
Set and scenery secured		
Cables protected		
Lighting/sound equipment secure		
Backstage access controlled		
Accessible facilities available		
Defects/actions recorded		

Comments/actions: _____

Form 3 - Daily Rehearsal/Workshop Checklist

Item	Status / Details	Initials / Date
Sign-in completed		
Briefing delivered		
Staffing adequate		
Warm-up completed		
Water/rest breaks planned		
Props/equipment inspected		
Sensitive content boundaries reviewed		
Incidents/concerns recorded		
All participants signed out		
Debrief completed		

Comments/actions: _____

Form 4 - Incident Report

Item	Status / Details	Initials / Date
Date/time/location		
Person affected		
Description of event		
Injury or damage		
Immediate action/first aid		
Witnesses		
Notifications		
Photographs/evidence		
Initial cause assessment		
Corrective action and approval		

Comments/actions: _____

Form 5 - Contractor Compliance Record

Item	Status / Details	Initials / Date
Legal name and contact		
Scope of work		
Competency/licences		
Insurance certificates		
Risk assessment/method statement		
Equipment records		
Induction date		
Supervisor		
Non-conformances		
Approval		

Comments/actions: _____

Form 6 - Emergency Response Record

Item	Status / Details	Initials / Date
Emergency type		
Alarm/time		
Emergency services called		
Evacuation or shelter action		
Headcount result		
Person(s) missing/injured		

Parent/guardian notification		
Venue/insurer/regulator notification		
Recovery decision		
Post-incident review		

Comments/actions: _____

Form 7 - Corrective Action Register

Item	Status / Details	Initials / Date
Reference		
Issue/hazard		
Required action		
Responsible person		
Due date		
Status		
Verification		
Close-out approval		

Comments/actions: _____

Form 8 - Participant Safety and Consent Verification

Item	Status / Details	Initials / Date
Registration complete		
Emergency contacts verified		
Medical/allergy information reviewed		
Photo/film consent status		
Authorised collection persons		
Accessibility adjustments		
Code of conduct accepted		
Risk information provided		
Parent/guardian signature		
Staff verification		

Comments/actions: _____

28. Approval and Signatures

Approved by	
Position	Director / Authorised Officer
Signature	
Date	
Next review date	
Legal/insurance review completed by	

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