



ME AND MY SHADOW

RISK ASSESSMENT 2026

PATCH THEATRE COMPANY

Presenter: Patch Theatre Company

Production: ME AND MY SHADOW

Venue: VARIOUS

Dates : 2026

Details of people who conducted assessment:

Geoff Cobham - Artistic Director - (+61) 0402 227 910 - geoff@patchtheatre.org.au

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Risk Assessment version 4.

Completed 14/01/2026

'The management of risk is an integral part of the management and planning process.'

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This document has been prepared for Patch Theatre Company and relates to the Theatre production 'ME AND MY SHADOW'. 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 and an explanation by creative team of the production of ME AND MY SHADOW about to run in a variety of venues in 2026. They described the methodology that has been used for this and all of their 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 ME AND MY SHADOW 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.

BRIEF DESCRIPTION OF PRODUCTION:

A one act, physical/visual theatre piece with 2 performers and a small scale touring set.

DESIGN ELEMENTS SUMMARY:

i.e. Flown elements, Floor type, Lighting elements,
Sound Elements, Rake Stage, Flats, Rigging, Masking, Scenic elements, etc

The main set consists of a 9m tri-truss from which 5 motor driven rolls of paper are suspended. The paper hangs vertically to create a wall on which shadow effects are projected.

Lighting elements: Hanging from the theatre lighting bars are; 3 x LED moving light, 5 LED strip lights
On the floor are 3 booms per side with 8 x LED profile spots, and 2 x LED shadow lights plus various small portable torch style effects.

Sound elements: Simple PA system with one spot speaker upstage.

Effects: The hanging paper is "painted" with water from portable hand pumped garden pressure sprayers.

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The following details the process by which the risk management for 'ME AND MY SHADOW' 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 Patch Theatre Company.

The result of conducting this process has established that there are no risks that, after treatment, are deemed to be unacceptable.

PRODUCTION DESCRIPTOR

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Theatre Company History

The company is based in Adelaide, South Australia. It is an established company over 50 years with Govt funding.

Production

ME AND MY SHADOW – To be performed in a variety of venues.

Construction

All construction of the Theatre set 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

Upon commencing at a Theatre for the first time 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.

Lighting condition

To ensure that staff and performers are familiar with their surroundings all scenic and technical construction and initial rehearsals are performed under work light. During performances lighting levels are of a lower intensity than normal.

Trip and Fall Hazards

Where possible electrical cords and other like items are placed away from pathways taken by actors. 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.

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.

Paper is used as an integral element of the set/props. This is not fire retarded BUT no naked flames are used and light sources are very low temperature. There are no pyrotechnics associated with the performance.

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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	
				1	2	3	4	5	
Likelihood	>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

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	CLASS OF POTENTIAL RISK	SPECIFIED TASK OR ACTIVITY	POTENTIAL HAZARDS	CONSEQUENCE OF RISK (REFER TO LEGEND *)	PROPOSED CONTROL MEASURES TO BE IMPLEMENTED	FOR ACTION BY WHOM	CONFIRMATION THAT ACTIONS HAVE BEEN COMPLETED
1.	Slip/ Trip	Audience seating system stairs	Trip	Significant	House light at appropriate level when audience entering and leaving	Venue Tech	
		Cables on floor	Slip / trip	Moderate	Cables taped down in accessible areas	Touring Tech	
		Water overspill on stage from spraying paper screen	Slip	Moderate	Carpet laid where water falls at base of screen Carpet mopped immediately after show finishes All cast and crew fully informed of hazard, and rehearsed in detail under worklight	Touring Tech Touring Tech Prod Mgr	
2.	Falls from Height	N/A					
3.	Falling Objects	Lighting equipment	Falling object	Significant	Appropriately rated rigging equipment used Safety chains on all hanging lights Suspended items installed by trained venue staff	Venue tech Venue tech Venue tech	
		Rigged truss with paper rolls	Falling object	Significant	Appropriately rated rigging equipment used Rigging points approved and overseen by Theatre Mechanists/Riggers Truss installed qualified Theatre Technicians Safety chains on separate elements of paper rigging: motors / shafts Built in redundancy on paper guides – 4 hookclamps per guide tube	Prod Mgr Prod Mgr Touring Tech Touring Tech Prod Mgr	

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4.	Plant and Equipment	N/A					
5.	Traps and pits	N/A					
6.	Load limits for Stage		Collapse	Significant	All equipment within designed floor loadings	Prod Mgr	
7.	Load limits for Grid		Collapse	Significant	All equipment within designed grid loadings	Prod Mgr	
8.	Fire risks Including Pyrotechnics, naked flame, gas	N/A					
9.	Increase to fire load of the building (ie fire proofing)	Rolls of paper	Increase to fire load of building	High	<ul style="list-style-type: none"> 1. No naked flames used during show 2. 1m minimum clearance between theatre lights and paper maintained at all times 3. Fire extinguishers available within venue 4. Paper stored in rolled position between shows, only hangs down during shows 	Prod Mgr Touring Tech Venue Tech Touring Tech	
10.	Integrity of fire control devices	N/A					
11.	Electrical risks	Electrical equipment used	Electrocution	Significant	All electrical equipment tested & tagged, in accordance with AS/NZS3760	Prod Mgr	
		Water overspill on stage from spraying paper screen	Electrocution	Significant	LED loom is the only 240V lead that comes into proximity of screen End of lead is kept well above floor Portable RCD used on this lead	Stage Mgr Stage Mgr Touring Tech	

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12.	Hazardous substances	N/A					
13.	Lasers/ strobe lighting	N/A					
14.	Noise	N/A					
15.	Projectiles	N/A					
16.	Firearms and Weapons	N/A					
17.	Security of Performers / Patrons				No known risks in this respect		
18.	COVID-19 transmission	Bump into and out of venue, rehearsals, performance	Inadequate Physical distancing	high	(See Appendix 1 Covid safe plan)		
19.							
20.							

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Bump in and Preshow Checklist

<https://airtable.com/shrhVa0JNU9VsQNVj>

Show Report

<https://airtable.com/shrj4nOWzDdFEdDBt>

Incident Report

<https://airtable.com/shrLUDsIttkwBHSyG>

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RISK ASSESSMENT CONTROL CHECKLIST

ELEMENT	ACTION	OK	DETAILS
Cabling	Cables taped down	<input type="checkbox"/>	
Carpet	Carpet taped down	<input type="checkbox"/>	
Truss	Top hanging installed by rigger	<input type="checkbox"/>	
	OR Existing flying or winch system with appropriate loading used	<input type="checkbox"/>	
	OR Static paper hang method used	<input type="checkbox"/>	
	Truss rigged according to SOP	<input type="checkbox"/>	
	Safety chains on suspended elements	<input type="checkbox"/>	
Rigged elements	Safety chains on: - All hanging lighting fixtures	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Electrical	Only Tested & Tagged equipment used	<input type="checkbox"/>	
	RCD used all equipment	<input type="checkbox"/>	
Fire	No theatre lights within 1m of paper	<input type="checkbox"/>	
	Paper in rolled position between shows	<input type="checkbox"/>	
	Fire extinguishers side stage	<input type="checkbox"/>	

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Appendix 1

PATCH THEATRE - TOURING COMPANY GUIDELINES – COVID SAFETY PLAN

If a member of the company has any symptoms of fever, dry cough, chills, shortness of breath or runny nose the following steps will be taken by Patch.

Company member exhibits symptoms of COVID-19



Company Member to get COVID test

Positive Result



Depending on results company will follow the below steps

Company member to remain out of performance area until symptoms disipate.

SM to inform close contacts of results

If bump in / performances approaching; SM will contact Patch General Manager to organise alternate company member