



1 Neville Place, Griffith NSW 2680
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**VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS, PERFORMANCES
BY SCHOOLS AND
LOCAL PERFORMING ARTS SCHOOLS AND ORGANISATIONS**

Venue Name	Griffith Regional Theatre		
Location	1 Neville Place, Griffith NSW 2680		
Phone Number	02 6962 8444	Fax Number	02 6962 8448
Web Address	www.griffithregionaltheatre.com.au		
Insurance	<i>Does the venue have public liability cover?</i>	YES X	NO

- The Griffith Regional Theatre has a fully compliant **fire detection and protection system**.
- The Griffith Regional Theatre has a fully compliant **Emergency Warning System**.
- There is a comprehensive **Emergency Management Plan** in place that covers a variety of likely emergency situations. The Griffith Regional Theatre has a nominated Chief Warden and Deputy Chief Warden on duty whenever the building is open for business.
- The **Evacuation Assembly Areas** are located on the grassed area at the front of the building on the corner of Benerembah St and Neville Place.
- There is a fully equipped **First Aid Kit** located in the Administration Office and on Stage Right next to the dressing rooms door way. All full-time event staff employed at The Griffith Regional Theatre hold current senior first aid certificates. Extra medical staff are brought in for specific events. A further First Aid kit is located in the Kitchen of The Burley Griffin Room
- Adequate male and female **toilet facilities** are located on both levels of the building.
- **Accessible toilets** are also located on both levels of the building.
- **Wheelchair access** to the venue is available. The Griffith Regional Theatre is equipped with an elevator that allows access to the Burley Griffin Room and has a series of compliant external ramps for mobility impaired people.
- Buses may stop outside The Griffith Regional Theatre on Neville Place to drop off students only. Limited bus and coach parking is available in Benerembah St and the Car Park at the rear of the Theatre. Extra bus and coach parking can be arranged through The Griffith City Council.
- Medical Centre is located close by in Yambil Street.
- The nearest Public Hospital is Griffith Base Hospital on Noorebar Avenue Griffith.
- If an ambulance is required on site, please use the general procedure and dial 000.
- Griffith Local Area Command is the local Police Station, 41-47 Railway Street, Griffith. Their contact number is 6969 4299.

Theatre Requirements

- It is important for the visiting organisation to be aware that it remains responsible for the students/participants at all times
- Theatre staff may guide the activity; however, **total supervision remains the sole responsibility** of the school/organisation.
- It is also the responsibility of the visiting organisation to ensure that the visit is endorsed and covered by the school's/organisation's public liability and other relevant insurance.
- If minors (persons under the age of 18) are visiting a Council facility, it is the organiser's responsibility to ensure parental consent and other relevant insurance has been arranged.

Pre-Visit

- Teachers/ organisers must review the **Venue and Safety Information for School Excursions, Performances by Schools and Local Performing Arts Schools and Organisations.**
- All participants should be informed of relevant control measures and behavioural requirements.

Upon Arrival

- Teachers/organisers must sign in, noting numbers, and await instructions from the Delegated Duty Person before allowing participants to alight.

Activity/Program	Recommended age group/fitness level/prerequisite skills	Staff accreditation/competence	Potential Risks List hazards/risk related to each activity/program and the venue	Control Strategies Outline strategies for ensuring visitor safety for this potential risk
Watching a Theatre production Audience supervision Entry and egress of Theatre	All Ages	Trained GRT technicians and staff	Slips, trips, falls Personal Injury	Outlining rules and regulations prior to admission. Teachers to supervise at all times No running policy desirable ratio as per school regulation
Participating in a Theatre production Bump-in and Bump-out Rehearsals Evening Productions	All Ages	Trained GRT technicians and staff	Slips, trips, falls Personal Injury Falling from elevated heights	Outlining rules and regulations during induction. Teachers and carers to supervise at all times. All persons to sign in and out of the theatre. No running policy. No food or drink in the Theatre Auditorium policy. No mobile phones or cameras in the Auditorium. First Aid Kits on site. Regular venue inspections Desirable ratio as per school regulation

Activity/Program	Recommended age group/fitness level/prerequisite skills	Staff accreditation/competence	Potential Risks List hazards/risk related to each activity/program and the venue	Control Strategies Outline strategies for ensuring visitor safety for this potential risk
Emergency evacuation	All ages	Trained GRT technicians and staff		Detailed emergency evacuation strategy in place. Outlining rules and regulations during induction. Teachers and carers to supervise at all times.
Back stage supervision	All ages	Trained GRT technicians and staff		Outlining rules and regulations during induction. Teachers and carers to supervise at all times. No unauthorised personnel to access prohibitive areas.
Equipment				
List any equipment including personal protective equipment to be provided for use during the activities/ programs				
Is all equipment at the venue maintained in accordance with the OHS Regulations and appropriate standards?				
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				

Other Requirements Where relevant, list other requirements such as clothing, footwear and sun screen that participants are required to bring. Indicate if any items are provide by venue	If Council equipment is abused during a school/performing arts group visit, Council may seek compensation for any damages or expenses incurred as a result of such abuse, eg discharge of fire extinguishers, setting off smoke alarms, heat sensors, water sprinklers, water hoses, damage to chairs, tables, lighting, telephones, amenities and any other equipment.		
Supervision/services List services provided by venue staff including briefings, guided tours, supervision of activities			
Access	Are access to and egress from the premises safe and without risk to health?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
	Is the venue wheelchair accessible?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
	Are disabled toilets available?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Emergencies	Are emergency procedures in place in the venue?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
	Are all staff trained to deal with emergency situations?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Construction/maintenance/Repair	Are licensed personnel used for all construction, maintenance and repair work?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
First Aid	Are First Aid kits available for each activity?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

	Is there a trained First Aid Officer at the venue? YES <input checked="" type="checkbox"/> NO	
Child-related employment	Some employees of our organisation are engaged in child-related employment as defined by the Commission for Children and Young People Act 1998 and the Child Protection (Prohibited Employment) Act 1998. If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? NSW Commissioner for Children & Young People	
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening? Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?	Response – There are several staff at this venue who have completed a Prohibited Employment Declaration and may have undergone employment screening, but not all members of staff in all venues in Griffith City Council are required to, nor have, undergone screening or completed a Declaration

RISK ASSESSMENT AND CONTROL PLAN

Tasks or Activities			Schools visit to Griffith Regional Theatre – Audience and Production/ Presentation			
Hazard/Risk Identification (type/cause)	Probability/ consequence		Current Controls	Risk Management Plan Elimination or Control Measures		
	Prob	Cons		Action Summary – Immediate/ Interim Control	WHO	WHEN
Uneven path, steps	Occasional	Negligible	Raising awareness, teacher supervision	No Running Policy First Aid if required	GRT Staff and teachers	On arrival Induction
Traffic, pedestrian	Probable	Fatal	children always let out of bus on Theatre side of street Coordination of visitors in an orderly manner when entering facility	Attendees to be supervised and instructed to be aware of traffic	GRT Staff and teachers	On Arrival Induction
Unauthorised use of and access to plant equipment	Probable	Critical	Keep “authorized access only” areas secured Signage	Signage Attendees to be supervised in all backstage areas at all times	GRT Staff and teachers	Hire Agreement Induction
Unauthorised use of Fly System	Probable	Fatal	Fly system is a “do not touch” area Signage	Ensure only authorized personnel operate fly system Awareness Signage Providing hirer with venue specifications, procedures and policies	GRT Staff	Hire Agreement Induction
Inaccurate placement of equipment	Occasional	Negligible	Organiser to ensure correct information is forwarded to GRT to ensure equipment is set per requirements	GRT provide hirer with venue specifications, procedures and policies	GRT Staff	Hire Agreement Induction
Tripping on power leads	Occasional	Negligible	Raising awareness, teacher supervision	All exposed leads to be taped down	GRT Staff	Induction
Light sensitivity eg Strobe	Occasional	Marginal	Raising awareness that I may affect those suffering from epilepsy. Organiser to ensure correct information is forwarded to GRT to ensure equipment is set per requirements	Ensure warning signs are in place Ensure strobe lighting is not used for extended periods Ensure hirer is aware of potential danger	GRT Staff	Hire Agreement Induction
Smoke/Haze machine	Occasional	Negligible	Raising awareness. Organiser to ensure correct information is forwarded to GRT to ensure equipment is set per requirements	Ensure warning signs are in place Ensure hirer is aware of potential danger	GRT Staff	Hire Agreement Induction
Consulted with Theatre Coordinator and appropriate staff Technical Manager: John Matkovic				Action plan communicated to – Schools Via - Internet		

The information provide above is current as at November 2010. It has been provide by the venue to assist teachers in their risk assessment planning for excursions. If further information is required please contact venue.