



VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS, PERFORMANCES BY SCHOOLS AND LOCAL PERFORMING ARTS SCHOOLS AND ORGANISATIONS

VENUE NAME	DUBBO REGIONAL THEATRE AND CONVENTION CENTRE		
LOCATION	155 Darling St, DUBBO NSW 2830		
PHONE NUMBER	02 6801 4738	FAX NUMBER	02 6801 4399
WEB ADDRESS	www.drctcc.com.au		
INSURANCE	<i>Does the venue have public liability cover?</i>	YES X	NO



Council Requirements

- It is important for the visiting organisation to be aware that it remains responsible for the students/participants at all times
- Council 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.
- The Dubbo City Council tour leader will provide a brief safety induction prior to the start of the tour.

Activity/program <i>Please list</i>	Recommended age group/fitness level/ prerequisite skills	Staff accreditation/ competence for this activity/program	Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Watching a Theatre production Audience supervision Entry and egress of theatre	All ages	Trained DRTCC 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 DRTCC 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	Staff accreditation/ competence	Potential risks	Control Strategies
Emergency evacuation	All ages	Trained DRTCC 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 DRTCC technicians and staff.		Outlining rules and regulations during induction. Teachers and carers to supervise at all times. No unauthorised personnel to access prohibitive areas. No students/participants to access Green Room or its facilities without the permission of the Duty Technician on site.

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 Regulation and appropriate standards? Yes <input checked="" type="checkbox"/> No
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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 provided by the 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 etc

Access

Are access to and egress from the premises safe and without risk to health? Yes No

Is the venue wheelchair accessible? Yes No

Are disabled toilets available? Yes No

Emergencies

Are emergency procedures in place in the venue? Yes No

Are staff trained to deal with emergency situations? Yes No

Construction/ Maintenance/ Repair

Are licensed personnel used for all construction, maintenance and repair work? Yes No

First Aid	Are First Aid Kits available for each activity?	Yes	<input checked="" type="checkbox"/>	No
	Is there a trained First Aid Officer at the venue?	Yes	<input checked="" type="checkbox"/>	No
	Is a first aid room available?	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 Dubbo City Council are required to, nor have, undergone screening or completed a Declaration.		

RISK ASSESSMENT AND CONTROL PLAN

Task or Activity			Schools visit to Dubbo Regional Theatre and Convention Centre – 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	DRTCC staff 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	DRTCC staff Teachers	On arrival Induction
Unauthorised use of and access to plant equipment	Probable	Critical	Keep “authorised access only” areas secured. Awareness via site induction.	Signage Attendees to be supervised in all backstage areas at all times	DRTCC staff Teachers/ carers	Hire agreement Induction
Unauthorised use of fly system	Probable	Fatal	Fly system is a “do not touch” area. Signage	Ensure only authorised personnel operate fly system. Awareness via signage. Providing hirer with venue specifications, procedures and policies	DRTCC staff	Hire agreement Induction
Inaccurate placement of equipment	Occasional	Negligible	Organiser to ensure correct information is forwarded to DRTCC to ensure equipment is set per requirements	DRTCC provide hirer with venue specifications procedures and policy	DRTCC staff	Hire agreement Induction
Tripping on power leads	Occasional	Negligible	Raising awareness, teacher supervision	All exposed leads to be taped down	DRTCC staff	Induction
Light sensitivity eg strobe	Occasional	Marginal	Raising awareness that it may affect those suffering from epilepsy. Organiser to ensure correct information is forwarded to DRTCC 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 hazard	DRTCC staff	Hire agreement Induction
Smoke/Haze machine	Occasional	Negligible	Raising awareness. Organiser to ensure correct information is forwarded to	Ensure warning signs are in place. Ensure hirer is aware of potential hazard.	DRTCC staff	Hire agreement Induction

			DRTCC to ensure equipment is set per requirements			
Consulted with Events Manager and appropriate staff Operations Coordinator – Linda del Bao, Date October 2010			Action Plan Communicated to - Schools Via - Internet			
Monitor and Review						
<input type="checkbox"/> Are the controls still effective?		YES	<input type="checkbox"/> Have there been any changes?		NO	
<input type="checkbox"/> What further action is required?		NIL	<input type="checkbox"/> Are all staff aware of the controls?		YES	
Linda del Bao			Review Date – October 2011			

The information provided above was current as at October 2010. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. When this information is revised it will be accessible from Dubbo Regional Theatre and Convention Centre's web site www.drctcc.com.au.