

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		
WEB ADDRESS	drtcc.com.au		
INSURANCE	Does the venue have public liability cover?	YES ✓	NO



 PO Box 81 | 155 Darling Street Dubbo NSW 2830
  (02) 6801 4378
  (02) 6801 4259
 www.drtcc.com.au | A FACILITY OF DUBBO REGIONAL COUNCIL

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 to supervise students at all times and ideally in manageable lines. School bags to not hinder egress and fire exits.
- For organised guided tours, Dubbo Regional 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 the venue	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 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. Follow directions of staff and ushers.
Back stage / onstage supervision	All ages	Trained DRTCC technicians and staff.		Outlining rules and regulations during induction. Teachers and carers to supervise students at all times. No unauthorised personnel to access prohibited areas. No students/participants to access Green Room.

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 WHS Regulation and appropriate standards? Yes ✓ 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.

Racist, sexist and other offensive language and/or intimidating behaviour is not tolerated at DRTCC on site or on the surrounding grounds. Where incidences of inappropriate behaviour continues to occur after being spoken to by a DRTCC staff member, DRTCC staff reserve the right to ask the offending person/persons to leave the site regardless of the event or the offending person/persons role in it.

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 major repair work?	Yes	√	No
Protection of Children	Photography and filming is not permitted in the dressing rooms and toilets. The only exception is if the production has an all adult cast and crew (all over 18 years of age) then photography and filming is permitted in dressing rooms. All persons being filmed or photographed must provide permission to the client and images must not be of an inappropriate nature. Complaints will be directed to the Client in the first instance with the expectation any complaint will be dealt with in a satisfactory manner.			
First Aid	Are First Aid Kits available	Yes	√	No
	Is there a trained First Aid Officer at the venue?	Yes	√	No
	Is a first aid room available?	Yes	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 Regional 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,	Possible	Minor	Raising awareness, teacher supervision	No running policy First Aid if required	DRTCC staff Teachers	On arrival Induction (only if accessing non-pubic areas).
Traffic, pedestrian	Unlikely	Major	Children always let out of bus on Theatre side of street. Coordination of visitors in an orderly manner when entering facility. Special Events signs in place for bus drop off and pick up but if congestion with large number of buses, drivers to go to Carrington Avenue and children alight there and walked to front of Theatre with full supervision of teachers.	Attendees to be supervised and instructed to be aware of traffic. On some occasions there may be cars illegally parked in 'Special Event' Area. DRTCC staff will do everything possible to minimise this occurring, however, responsibility also lies with the coaches and teachers to decide if Carrington Avenue is a safer alternative.	DRTCC staff Teachers	On arrival Induction
Unauthorised use of and access to plant equipment	Unlikely	Major	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	Unlikely	Major	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	Unlikely	Minor	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	Possible	Minor	Raising awareness, teacher supervision	All exposed leads to be taped down	DRTCC staff	Induction

leads						
Light sensitivity eg strobe	Unlikely	Minor	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	Possible	Minor	Raising awareness. Organiser to ensure correct information is forwarded to DRTCC to ensure equipment is set per requirements	Ensure warning signs are in place. Ensure hirer is aware of potential hazard.	DRTCC staff	Hire agreement Induction
Consulted with Technical Team, Events Booking Coordinator and appropriate staff - Date November 2022			Action Plan Communicated to - Schools Via - Internet			
Monitor and Review						
<div><div><input type="checkbox"/> Are the controls still effective? <input type="checkbox"/> What further action is required? Linda Christof</div><div>YES NIL</div><div><input type="checkbox"/> Have there been any changes? <input type="checkbox"/> Are all staff aware of the controls? Review Date – December 2023</div><div>YES YES</div></div>						

The information provided above was current as at November 2022. 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 website drtcc.com.au.