

## 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	EMAIL	drfcc@dubbo.nsw.gov.au
WEB ADDRESS	drfcc.com.au		
INSURANCE	Does the venue have public liability cover?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

### 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.
- Students/Children will not be able to gain entry backstage until the teacher/carer has arrived according to the confirmed access times.
- 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 to 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.
- The Delegated Duty person will provide a brief safety induction prior to the start of the tour.

<b>Activity/program</b> <i>Please list</i>	<b>Recommended age group/fitness level/prerequisite skills</b>	<b>Staff accreditation/ competence for this activity/program</b>	<b>Potential risks</b> <i>List hazards/risks related to each activity/program and the venue</i>	<b>Control Strategies</b> <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	Teachers/carers inducted Outlining rules and regulations prior to admission. <b>Teachers to supervise at all times.</b> No running policy. Desirable ratio as per school regulation
Participating in a Theatre production. Bump-in and Bump-out. Rehearsals Evening productions	All ages	Teachers/carers inducted Trained DRTCC technicians and staff.	Slips, trips, falls. Personal injury Falling from elevated heights	Teachers/carers inducted Outlining rules and regulations during induction. Teachers and carers to supervise at all times. All teachers/carers 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
<b>Activity/program</b>	<b>Recommended age</b>	<b>Staff accreditation/ competence</b>	<b>Potential risks</b>	<b>Control Strategies</b>
Emergency evacuation	All ages	Trained DRTCC technicians and staff.	Confusion as to safe exit and traffic flow	Detailed emergency evacuation strategy in place including evacuation public announcements and instruction by DRTCC staff Outlining rules and regulations during induction. Teachers and carers to supervise at all times. No fire doors to be chocked nor egresses to be obstructed
Back stage supervision	All ages	Responsibility of the teachers/carers following induction		Outlining rules and regulations during induction. Teachers and carers to supervise at all times. No unauthorised personnel to access prohibitive areas.

				<b>No students to access Green Room or its facilities without the permission of the Duty Technician on site.</b>
<b>Equipment</b>				
<i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>				
		Closed in shoes unless required otherwise for performance.		
		Is all equipment at the venue maintained in accordance with the WHS Regulation and appropriate standards? Yes <input checked="" type="checkbox"/> No		

<b>Other requirements</b> <i>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</i>	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.		
<b>Supervision/services</b> <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>			
<b>Access</b>	Is access to and egress from the premises safe and without risk to health?	Yes <input checked="" type="checkbox"/>	No
	Is the venue wheelchair accessible?	Yes <input checked="" type="checkbox"/>	No
	Are accessible toilets available?	Yes <input checked="" type="checkbox"/>	No
	Is an adult-sized change table available?		No <input checked="" type="checkbox"/>
<b>Emergencies</b>	Are emergency procedures in place in the venue?	Yes <input checked="" type="checkbox"/>	No
	Are staff trained to deal with emergency situations?	Yes <input checked="" type="checkbox"/>	No
<b>Construction/ Maintenance/ Repair</b>	Are licensed personnel used for all construction, maintenance and repair work?	Yes <input checked="" type="checkbox"/>	No
<b>First Aid</b>	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 dedicated first aid room available?	Yes	No <input checked="" type="checkbox"/>
<b>Child-related employment</b>	DRTCC must comply with the provision of the Commission for Children and Young People Act 1998, and the Child Protection (Prohibited Employment) Act 1998. This legislation requests that any person acting in a paid or unpaid position, and having direct, unsupervised contact with children is screened through the Working with Children Check. If you have any inquiries regarding our responsibilities under the legislation, please contact the Office of the Children's Guardian, phone 02 8219 3777.		

## 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
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 leads	Possible	Minor	Raising awareness, teacher supervision	All exposed leads to be taped down	DRTCC staff	Induction

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. Warning on the website for the show. 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. Warning on the website for the show. Ensure hirer is aware of potential hazard.	DRTCC staff	Hire agreement Induction
Consulted with <b>Technical Team, Event Booking Coordinator and appropriate staff</b> - Date <b>10 May 2022</b>				Action Plan Communicated to - <b>Schools</b> Via - <b>Internet</b>		
<b>Monitor and Review</b>						
<input type="checkbox"/> Are the controls still effective? <input type="checkbox"/> What further action is required? <b>Linda Christof</b>		YES NIL	<input type="checkbox"/> Have there been any changes? <input type="checkbox"/> Are all staff aware of the controls? <b>Review Date – May 2022</b>		NO YES	

The information provided above was current as at May 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 [www.drctc.com.au](http://www.drctc.com.au).