

RISK MANAGEMENT PLAN FOR SCHOOL VISITS

Shoalhaven Entertainment Centre
42 Bridge Road Nowra. NSW 2541. Ph: 1300 788 503



Venue Name:	Shoalhaven Entertainment Centre
Locations:	Main Auditorium; Studio; and Foyer
Address:	42 Bridge Road, Nowra
Contact Person:	Gary Kennedy, Technical Coordinator 0412 229 640 Rae Studdert, Front of House Coordinator 02 4429 5750 Kerrie Mackey, Booking & Events Officer 02 4429 5752 Shane Spencer, Operations Supervisor 02 4429 5759
Insurance Cover	Public Liability and Professional Indemnity Cover to the value of \$20million with Statewide Insurance
Disabled Access	Yes, elevators, ramps, designated access seating on flat floor level, close to Auditorium entry doors, for ease of removal in the event of evacuation
WHS Standards	Venue and equipment are maintained in accordance with WHS regulations and standards,
First Aid	First Aid kits are available in the venue (front of house, back of house, admin). Front of House and Back of House Coordinators have First Aid qualifications. A De-Fib machine is available in the Box Office

Risk Management Policy

Purpose

To establish, document and maintain systems and procedures to enable a logical and systematic method of managing hazards and risks associated with any workplace, workplace activity or legislative requirement that has the potential to cause harm, exposure or loss.

The Risk Management Process is conducted in seven steps.

- **Establish the Context**
- **Identify the Hazards**
- **Assess & Rank Risks**
- **Prioritise Risks**
- **Eliminate or Control Risks**
- **Consult & Communicate**
- **Monitor / Review**

Goal of Risk Management

Risk management is applied to all Shoalhaven Entertainment Centre activities. It also applies to those delivered by external service providers and project contractors.

This assists to:

- **Protect visitors, employees, property, information and all other assets.**
- **Comply with all legal requirements relative to areas of risk.**

Personnel Responsibilities

All visiting school staff are responsible for managing risk within their span of control, for promoting the application of risk management and assisting with the identification of risks that could impact on

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Shoalhaven Entertainment Centre. Visiting teachers have total responsibility for their students before arriving at and once they have left the Shoalhaven Entertainment Centre.

Risk	Controls	Risk
Hazard - Death or serious injury to public or staff		
Motor Vehicle Accident	Adult supervision of students near moving vehicle at all times as it a shared zone. Schools are recommended to use an appropriate bus service and arrive at least 30 minutes before performance start time. The Access Road to the Shoalhaven Entertainment Centre is sealed and signed speed limits are recommended.	Moderate
Falls	Students to be made aware of natural environment risks (stairs, landings etc.). Adult supervision at all times. Sensible physical behavior is monitored. Walkways in building have non-slip surface. All height rails are correct height. Covered footwear must be worn at all times.	Moderate
Fire	No smoking within 10m of the Shoalhaven Entertainment Centre. Fire alarms and smoke detectors are installed in the building. Fire extinguishers and fire hoses are available for emergency use and should not be tampered with by students.	Moderate
Noise Levels	Dependent on show and number of patrons, noise levels can vary. However, they are always within Noise Regulation guidelines.	Moderate
Hazard - Inappropriate Behavior		
Alcohol abuse	No alcohol to be consumed by students. Staff at the Shoalhaven Entertainment Centre are RSA trained and qualified. Teaching staff or students abusing alcohol regulations will be asked to leave the premises.	Low
Drug abuse	No illegal drugs to be consumed by students. Teaching staff or students abusing illegal drug regulations will be asked to leave the premises.	Low
Child abuse/sexual assault	Child protection measures are integrated at all levels of the organization. Working with children checks are completed on all Shoalhaven Entertainment Centre staff. Schools should have already carried out this check on their staff. All precautions are taken to ensure that minors are protected from other patrons as best as possible.	Low
Physical abuse	Physical abuse is not condoned. Respect for others is conveyed through all activities and behavior controls. Adult supervision at all time.	Low

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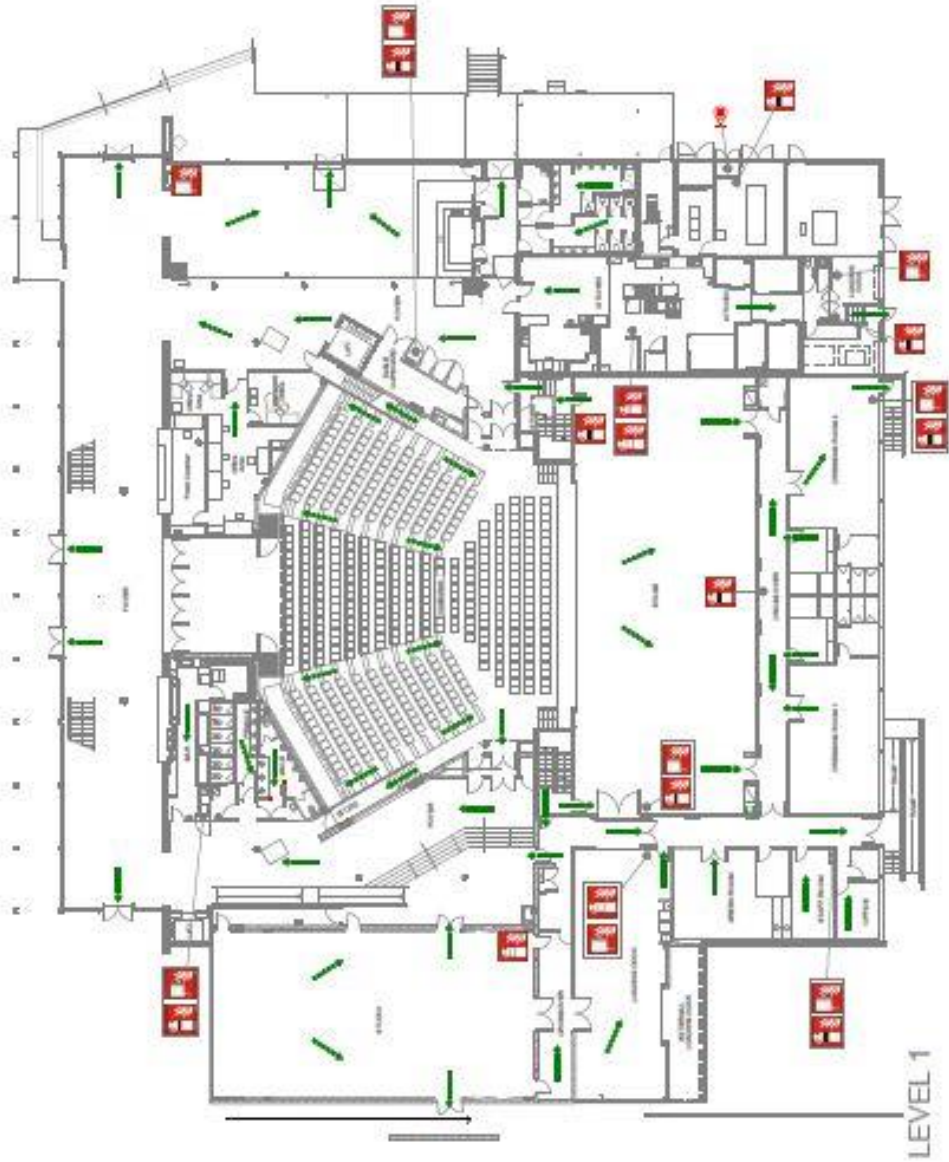
Verbal abuse	Verbal abuse is not acceptable behavior at the Shoalhaven Entertainment Centre. Respect for others is conveyed through all activities and behavior controls.	Low
Bullying and harassment	Bullying is not acceptable behavior at the Shoalhaven Entertainment Centre. This includes verbal, physical, exclusion and inappropriate use of digital technologies. Adult supervision at all times.	Low
Malicious Damage	Staff to ensure that students are supervised at all times. The infrastructure at the Shoalhaven Entertainment Centre is to be enjoyed, respected and protected. Students and staff are encouraged to appreciate the environs and ambience and must not cause them damage. No physical games to be played within the Shoalhaven Entertainment Centre building. No food or drink to be taken into the Main Auditorium or Studio spaces. Damage caused will be charged to the school.	Moderate
Theft	Staff and students are requested not to bring valuables to the Shoalhaven Entertainment Centre.	Low
Hazard - Work Health and Safety Procedures		
Baggage and equipment handling	Designated student bag storage areas will be allocated to each school should the need arise but at their own risk. The Shoalhaven Entertainment Centre is a public area and accepts no responsibility for any items left unattended.	Low
WHS procedures – Inspections	The Venue and locations are inspected and maintenance is conducted as needed. Regular inspections occur for sprinkler systems, hose reels, fire extinguishers, elevators and other equipment.	Low
Evacuation	Evacuation procedures and egress points are clearly displayed throughout the venue. Evacuation will be conducted by qualified Students and Teaching staff should adhere to all instructions issued by Entertainment Centre staff.	Low
Fire Exits	All fire exits are clearly marked. Positions of emergency exit diagrams are displayed throughout the venue. Nothing should be placed in front of fire exits, fire extinguishers, fire hoses and fire blankets	Low
Disabled Access	Disabled access and disabled bathroom and toilet facilities are available, as are elevators for accessing higher levels of the venue. Hearing loops available in Studio and Auditorium in certain rows. Tactile floor treads for visually impaired persons. Specific procedures are in place to assist people with disabilities in entering the venue, being seated in the Auditorium or Studio in designated seating, and in leaving the premises.	Low
Lighting	External lighting at night is provided around the Entertainment Centre and car parks	Low

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EVACUATION DIAGRAM SHOALHAVEN ENTERTAINMENT CENTRE 42 BRIDGE RD, NOWRA NSW 2541



DATE OF THE REVISION: 12/11/15

- IN CASE OF FIRE**
- R REMOVE PEOPLE**
From immediate danger (if safe to do so)
 - A ALERT THE FIRE SERVICE**
Call 000 (only, if safe to do so)
 - C CONFINE FIRE & SMOKE**
Close doors and windows (if safe to do so)
 - E VACUATE**
To the ASSEMBLY AREA (if safe to do so)
- SITE PLAN**



LEGEND

- ASSEMBLY AREA
- FIRE EXTINGUISHER
- EXTINGUISHER PROVIDED
- EXTINGUISHER CO₂
- EXTINGUISHER METHEANOL
- HYDRANT
- HOSE REEL
- ESCAPE ROUTE



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Planning your Visit

In an effort to make the most of your time at the Shoalhaven Entertainment Centre please consider this information before and during your visit.

Teacher and Student Responsibility

Prior to attending the Shoalhaven Entertainment Centre we recommend that you discuss behavior and expectations with students.

A supervising adult must accompany students throughout the performance to monitor and manage student behavior. It is the teacher's responsibility to oversee the general behavior of individuals and groups, and to intervene when necessary.

On Arrival

Teachers should approach the Front of House Coordinator for instructions.

Tickets

Tickets will generally not be issued. Ushers will have your allocated seats mapped out.

Seating

Ushers will seat school groups one at a time as instructed by the Front of House Coordinator.

School Bags/Belongings

School bags are not permitted inside the Auditorium. There is a limited amount of space for them to be stored in the Centre. The Shoalhaven Entertainment Centre is a public area and accepts no responsibility for any items left unattended.

Photographs and Filming

Taking of photographs and video during a performance is NOT permitted, unless otherwise advised by the Front of House Coordinator.

Buses

Buses should enter via Graham Street and exit onto Bridge Road - drop off zone will be on the eastern side of the Shoalhaven Entertainment Centre.

Buses cannot remain at the Entertainment Centre drivers must find other suitable parking.

Feet on Seats

Please inform students that climbing or putting feet on seats is not permitted. Teachers and students are not permitted to sit or stand in an aisle or doorway, as this poses a safety risk, especially in the low lighting within the Auditorium and studio during a performance.

Talking or Disruptive Behaviour

Please show consideration for everyone else in the Auditorium and resist the urge to talk during the performance.

Latecomers Lockout Period

Students and teachers should be aware that there may be a latecomer lockout period, in which access into the theatre may be delayed at the request of the production company. Ushers will allow entry when there is a suitable break in the performance.

Coming and Going

Make sure you arrive at least 30 minutes prior to a shows scheduled start time. Delayed arrival makes it difficult to get everyone in and start on time. At the completion of the performance, please follow instruction from Shoalhaven Entertainment Centre staff.

Running Late for a Performance

Please contact the Box Office on 1300 788 503 and a message will be passed onto the Front of House Coordinator.

Resources

Resource may be available for the performance. Please contact Marketing on 4429 5760.