



VENUE RISK ASSESSMENT

Shoalhaven Entertainment Centre

42 Bridge Road Nowra NSW 2541 Ph. 1300 788 503

Venue Name	Shoalhaven Entertainment Centre
SEC Contacts	Tech Coordinator 02 4429 5751 Front of House Coordinator 02 4429 5750 Operations Supervisor 02 4429 5759 Bookings & Events 02 4429 5752
Disabled Access	Disabled access is via the front auto door or the rear stage door for performers, cast and crew. There are all access toilet facilities, tactile floor treads throughout the venue, as well as elevators to all floors. Induction hearing loops are installed in the Auditorium, Studio and Gallery spaces.
WHS	Emergency equipment and procedures are maintained in accordance with WHS regulations and standards.
First Aid	First aid kits are available in the Box Office and Back of House. Front of House and Back of House Coordinators are first aid trained. A de-fib device is located in the Box Office.
Child Protection	All SEC staff have current Working with Children Check.

Goal of Risk Management

Risk management is applied to all areas of the Shoalhaven Entertainment Centre's activities, staff and visitors and to external service providers and project contractors.

This assists to:

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

Personnel Responsibilities

Everyone has the responsibility 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 the Shoalhaven Entertainment Centre and its occupants.

Important Information

Emergency Assembly Points

The grassed area north of the Council Administration building.

An alternate area is Harry Sawkins Park south of Council Administration building.

Restricted Access to Back Stage

Only cast, crew and persons nominated on the back-stage Door List are permitted back stage. Everyone entering and leaving back of house should sign the fire book at the Stage Door.

Location of Evacuation Maps and Exits

Evacuation Maps are located in all various locations within the Foyer and Auditorium. Please make yourself familiar with these and where your nearest exit is.

Fire Extinguishers, Fire hoses and Fire Blankets

Fire hose, extinguishers and fire blankets are located throughout the building. Only trained personnel should use this equipment. Nothing is to be placed in front of emergency equipment.

Emergency Exits

No objects are to be placed in front of any door as it may be an emergency exit from elsewhere in the building.

Incident Reporting Procedure / Hazard Identification

The SEC has a policy of reporting all incidents including near misses so that it may be investigated and prevented from occurring again.

Public Toilets

In the Foyer behind the Cafe and behind the Gallery bar (near the kitchen door)

On Level 4 – eastern side only (no all access toilet at this level).

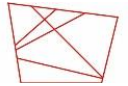
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RISK MANAGEMENT

Risk	Controls	Revised Risk
Hazard - Serious injury to public or staff		
Motor Vehicle Accident	The access road to the Entertainment Centre is shared pedestrian zone with appropriate signage. Patrons to exercise caution in using this area.	Low
Falls	All railings and stairs comply to WHS regulations. Covered footwear must be worn at all times.	Low
Fire	No smoking is permitted 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. A Fire Evacuation Plan is in place for the SEC.	Low
Noise Levels	Noise levels are monitored and adjusted to a safe level as per guidelines.	Low
Hazard - Workplace Health and Safety Procedures		
WHS procedures – Inspections	The Shoalhaven Entertainment Centre is routinely 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 Entertainment Centre staff and all instructions issued by Entertainment Centre staff should be adhered to.	Low
Fire Exits	All fire exits are clearly marked. Positions of emergency exit diagrams are displayed throughout the venue.	Low
Disabled Access	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 outside the Entertainment Centre and car parks	Low
Electrical Equipment	All electrical equipment bought into the Shoalhaven Entertainment Centre must be tested and tagged. We can arrange testing and tagging of your electrical equipment.	Low
Hazard – Inappropriate Behaviour		
Alcohol abuse	Staff at the SEC are RSA trained and qualified The SEC has an alcohol management plan.	Low
Drug Abuse	No illegal drugs are to be used at the SEC. Anyone found using illegal drugs will be asked to leave the premises.	Low
Child abuse/sexual assault	Child protection measures are integrated at all levels of the organisation. Working with children checks are completed by all SEC staff.	Low
Physical & Verbal abuse	There is zero tolerance for physical or verbal abuse – respect for others is conveyed through all activities and behaviour controls.	Low
Bullying & harassment	Bullying is not acceptable behaviour at the SEC – this includes verbal, physical, exclusion and inappropriate use of digital technologies.	Low
Malicious Damage	The infrastructure at the SEC is to be enjoyed, respected and protected – any malicious damage caused will be charged to the hirer.	Low
Theft	CCTV is installed throughout the SEC, however good control of your belongings is always the best protection.	Low











- IN CASE OF FIRE**
- R**EMOVE PEOPLE
from immediate danger (if safe to do so)
 - A**LERT THE FIRE SERVICE
call 000 notify reception (if safe to do so)
 - C**ONFINE 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

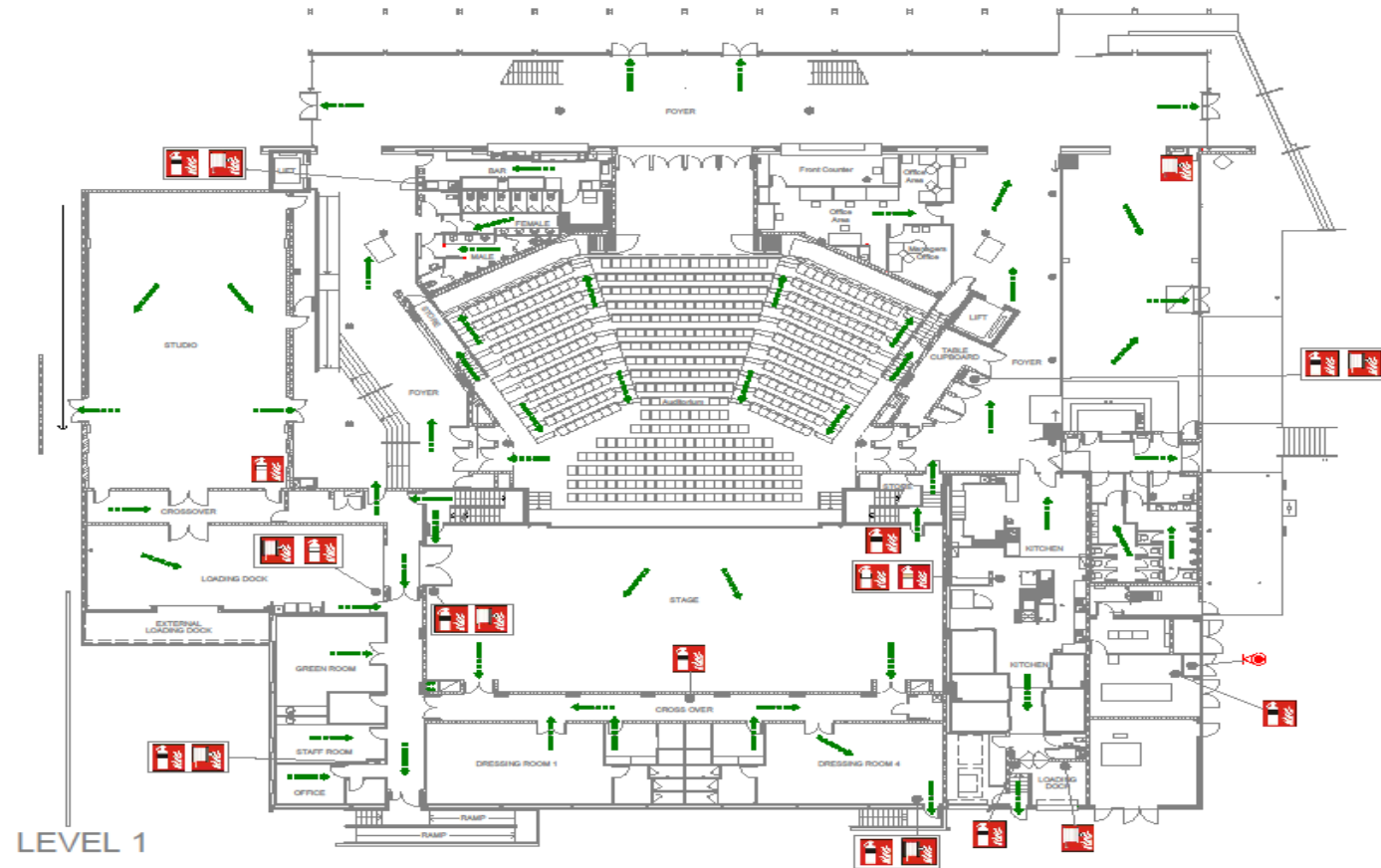
-  ASSEMBLY AREA
-  FIRE BLANKET
-  EXTINGUISHER POWDER
-  EXTINGUISHER CO₂
-  EXTINGUISHER WET CHEMICAL
-  HYDRANT
-  HOSE REEL
-  EGRESS ROUTES



EVACUATION DIAGRAM

SHOALHAVEN ENTERTAINMENT CENTRE

42 BRIDGE RD, NOWRA NSW 2541



DATE OF THIS REVISION: 12/11/15