

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

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| VENUE NAME | THE ART HOUSE WYONG | |
| LOCATION | 19-21 Margaret Street, WYONG, NSW, 2259 | |
| PHONE NUMBER | 02 4335 1485 | |
| WEB ADDRESS | [www.thearthousewyong.com.au](http://www.thearthousewyong.com.au/) | |
| INSURANCE | Does the venue have public liability cover? | YES |



The Art House Requirements

* It is important for the visiting organisation to be aware that it remains responsible for the students/participants at all times.
* The Art House 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 The Art House 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, Risk Assessment and Covid 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 report to Art House staff, confirm student numbers, and await instructions from the Delegated Duty Person regarding entry to the theatre or other special requirements.
* If participating in a venue tour, the Art House tour leader will provide a brief safety induction prior to the start of any tour.

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| Activity/program | Recommended age | Staff accreditation/ competence | Potential risks | Control Strategies |
| group/fitness level/ | for this activity/program | List hazards/risks related | Outline strategies for ensuring visitor safety |
| prerequisite skills |  | to each | for this potential risk |
|  |  | activity/program and |  |
|  |  | the venue |  |
| Watching a Theatre production | All ages | Trained TAH technicians and | Slips, trips, falls. | Outlining rules and regulations prior to |
| Audience supervision | staff. | Personal injury | admission. Teachers to supervise at all times. |
| Entry and egress of theatre |  |  | No running policy. |
|  |  |  | Desirable ratio as per school regulation |
| Participating in a Theatre | All ages | Trained TAH technicians and | Slips, trips, falls. | Outlining rules and regulations during |
| production. | staff. | Personal injury | induction. Teachers and carers to supervise |
| Bump-in and Bump-out. |  | Falling from elevated | at all times. |
| Rehearsals |  | heights | All persons to sign in and out of the theatre. |
| Evening productions |  |  | 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 |

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| Activity/program | Recommended age | Staff accreditation/ competence | | Potential risks | Control Strategies | |
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| Emergency evacuation | All ages | Trained TAH technicians and | |  | Detailed emergency evacuation strategy in | |
| staff. |  | place. |  |
|  |  | Outlining rules and regulations during | |
|  |  | induction. Teachers and carers to supervise | |
|  |  | at all times. | |
| Back stage supervision | All ages | Trained TAH technicians and | |  | Outlining rules and regulations during | |
| staff. |  | 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 WHS Regulation and | | | |
| appropriate standards? | | Yes |  |
|  | | | | | | |
| Other requirements | | | If The Art House equipment is abused during a school/performing arts group visit, The Art House 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. | | | |
| Access | | | Are access to and egress from the premises safe and | | | Yes |
| without risk to health? |  |  |  |
| Is the venue wheelchair accessible? | |  | Yes |
| Are disabled toilets available? | |  | Yes |
| Emergencies | | | Are emergency procedures in place in the venue? | | | Yes |
| Are staff trained to deal with emergency situations? | | | Yes |
| Construction/ Maintenance/ Repair | | | Are licensed personnel used for all construction, | |  | Yes |
| maintenance and repair work? | |  |  |

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| First Aid | Are First Aid Kits available for each activity? | Yes |
| Is there a trained First Aid Officer at the venue? | Yes |
| Is a first aid room available? | Yes |
| 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.  All staff at The Art House have undergone pre-employment screening ensuring that they have valid Working With Children Checks and National Police Clearances. | |

**RISK ASSESSMENT AND CONTROL PLAN**

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| Task or Activity | | | Schools visit to The Art House Wyong – Audience and Production/ Presentation | | | |
| Hazard/ Risk | Probability/ | | Current Controls | Risk Management Plan | |  |
| Identification | Consequence | | Elimination or Control Measures | |  |
| (Type/Cause) |  | |  | |  |
|  | Prob | Cons |  | Action Summary- Immediate/ Interim | Who | When |
|  | Control |
| Uneven path, steps, | Occasional | Negligible | Raising awareness, teacher supervision | No running policy | TAH staff | On arrival |
| First Aid if required | Teachers | Induction |
| Traffic, pedestrian | Probable | Fatal | Children always let out of bus on Theatre | Attendees to be supervised and instructed | TAH staff | On arrival |
| side of street. | to be aware of traffic | Teachers | Induction |
| Coordination of visitors in an orderly |  |  |  |
| manner when entering facility |  |  |  |
| Unauthorised use of | Probable | Critical | Keep “authorised access only” areas | Signage | TAH staff | Hire agreement |
| and access to plant | secured. | Attendees to be supervised in all | Teachers/ | Induction |
| equipment | Awareness via site induction. | backstage areas at all times | carers |  |
| Unauthorised use of fly | Probable | Fatal | Fly system is a “do not touch” area. | Ensure only authorised personnel operate | TAH staff | Hire agreement |
| system | Signage | fly system. | Induction |
|  |  | Awareness via signage. |  |
|  |  | Providing hirer with venue specifications, |  |
|  |  | procedures and policies |  |
| Inaccurate placement | Occasional | Negligible | Organiser to ensure correct information is | TAH provide hirer with venue | TAH staff | Hire agreement |
| of equipment | forwarded to TAH to ensure | specifications procedures and policy | Induction |
|  | equipment is set per requirements |  |  |
| Tripping on power | Occasional | Negligible | Raising awareness, teacher supervision | All exposed leads to be taped down | TAH staff | Induction |
| leads |
| Light sensitivity e.g. | Occasional | Marginal | Raising awareness that it may affect | Ensure warning signs are in place. | TAH staff | Hire agreement |
| strobe | those suffering from epilepsy. Organiser to | Ensure strobe lighting is not used for | Induction |
|  | ensure correct information is forwarded to | extended periods. |  |
|  | TAH to ensure equipment is set per | Ensure hirer is aware of potential hazard |  |
|  | requirements |  |  |
| Smoke/Haze machine | Occasional | Negligible | Raising awareness. Organiser to ensure  correct information is forwarded to TAH to | Ensure warning signs are in place.  Ensure hirer is aware of potential hazard | TAH staff | Hire agreement Induction |
| ensure equipment is set per requirements | | |