

TRC ENTERTAINMENT VENUES

CAPITOL THEATRE TAMWORTH | TRECC | TAMWORTH TOWN HALL

A Division of Tamworth Regional Council

VENUE AND SAFETY INFORMATION

VENUE NAME	Capitol Theatre Tamworth
LOCATION	Level 1 Centrepoint 374 Peel Street TAMWORTH NSW 2340

VENUE NAME	Tamworth Town Hall
LOCATION	Fitzroy Street TAMWORTH NSW 2340

VENUE NAME	Tamworth Regional Entertainment & Conference Centre
LOCATION	Greg Norman Drive TAMWORTH NSW 2340

PHONE NUMBER	02 6766 2028	FAX NUMBER	02 6767 5499
WEB ADDRESS	www.entertainmentvenues.com.au		
INSURANCE	Does the venue have public liability cover?	YES <input checked="" type="checkbox"/>	NO

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Council Requirements

It is important for the visiting organisation to be aware that it remains responsible for the event 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 organisations' 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,

All participants should be informed of relevant control measures and behavioural requirements.

Upon Arrival

Tamworth Regional Council (TRC) staff will provide a brief safety induction prior to the start of the event

Activity/program Please List	Recommended age group / fitness level / prerequisite skills	Staff accreditation / competence for this activity / program	Potential risks List hazards . risks related to each activity / program and the venue	Control Strategies Outline strategies for ensuring visitor safety for this potential risk
Safe arrival and departure to the venue	All ages	Parents, School staff, teachers, volunteers and TRC Staff	Student hit by vehicle	Bus, coach, car to drop off / pick up student on venue side of road, or Vehicle parked in car park and student supervised at all times Teacher / parent supervision at all times
Watching a production or show Audience supervision Entry and egress of venue	All ages	TRC staff	Slips, trips, falls Personal injury	Outlining rules and regulations prior to admission. Teachers and carers to supervise at all times. No running policy First Aid Kits on site Desirable ratio as per school regulation
Participating in a production. Bump-in and Bump-out.	All ages	TRC staff	Slips, trips, falls Personal injury Falling from elevated	Outlining rules and regulations during induction. Teachers and carers to supervise at all times. All persons to sign in and out of the venue.

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Rehearsals Evening productions			heights	No running policy First Aid Kits on site. Regular venue inspections Desirable ratio as per school regulation Outline procedures for use of equipment during induction Detailed instruction on requirements and expectations
Backstage and Stage supervision	All ages	TRC Staff	Slips, trips, falls Personal injury Falling form elevated heights Damage to equipment	Outlining rules and regulations during induction. Teachers and carers Supervision at all times No unauthorised personnel to access prohibitive areas. Detailed instruction on operating equipment Detailed instructions on requirements and expectations No run policy
Emergency Evacuation	All ages	TRC Staff		Detailed emergency evacuation strategy in place. Outlining rules and regulations during induction.

Equipment	
List any equipment including personal protective equipment, to be provided for use during the activities / programs.	<hr/> <hr/> <hr/>
Is all equipment at the venue maintained in accordance with the WHS Regulations and appropriate standards?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other Requirements	
Where relevant, list other requirements such as clothing, footwear and sun screen that participant are required to bring indicate if any items are provided by the	

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venue	
Supervision / Services	
List services provided by venue staff including briefings, guided tours, supervision of activities etc	Venue Induction to Teachers and carers
Access	
Are access to and egress from the premises safe and without risk to health	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is the venue wheelchair accessible	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Are disabled toilets available	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Emergencies	
Are emergency procedures in place in the venue	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Are staff trained to deal with emergency situations	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Construction / Maintenance / Repair	
Are licensed personnel used for all construction, maintenance and repair work	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
First Aid	
Are First Aid kits available for each activity	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is there a trained First Aid Officer at the venue	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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Is a First Aid room available	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Child-Related Employment		
Have all staff paid and unpaid completed a Prohibited Employment Declaration	There are several staff at this venue who have completed a Prohibited employment Declaration and may have underdone employment screening but not all members of staff in all venues in Tamworth regional Council are required to, nor have , undergone screening or completed a Declaration.	

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RISK ASSESSMENT AND CONTROL PLAN

Task or Activity		Schools visit to Tamworth Town Hall– 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
Trips, Steps, Falls	Probable	Critical	Enforce No running policy Ensure no objects are left in entrance area, aisles and near exit doors	No running policy First Aid if required	TRC staff Teachers	On arrival Induction
Uneven path, steps,	Occasional	Negligible	Raising awareness, teacher supervision	No running policy First Aid if required	TRC staff	On arrival Induction
Traffic, pedestrian	Probable	Fatal	Bus travel - Children let out of bus on the hall side of street. Coordination of visitors in an orderly manner when entering facility	Attendees to be supervised and instructed to be aware of traffic	TRC staff Teachers	On arrival Induction
Unauthorised use of and access to plant equipment	Probable	Critical	Keep “authorised access only” areas secured. Awareness via site induction.	Signage Attendees to be supervised in all backstage areas at all times	TRC staff Teachers/ carers	Hire agreement Induction
Unauthorised use of fly system	Probable	Fatal	Fly system is a “do not touch” area. Signage	Ensure only authorised personnel operate fly system. Awareness via signage. Providing hirer with venue	TRC staff	Hire agreement Induction
Inaccurate placement of equipment	Occasional	Negligible	Organiser to ensure correct information is forwarded to TRC to ensure equipment is set per requirements	TRC provide hirer with venue specifications procedures and policy	TRC staff	Hire agreement Induction
Tripping on power leads	Occasional	Negligible	Raising awareness, teacher supervision	All exposed leads to be taped or covered	TRC staff	Induction

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Light sensitivity eg strobe	Occasional	Marginal	Raising awareness that it may affect those suffering from epilepsy.	Ensure warning signs are in place. Ensure strobe lighting is not used for extended periods. Ensure hirer is aware of potential hazard	TRC staff	Hire agreement Induction
Smoke/Haze machine	Occasional	Negligible	Raising awareness. Organiser to ensure correct information is forwarded to TRC to ensure equipment is set per	Ensure warning signs are in place. Ensure hirer is aware of potential hazard.	TRC staff	Hire agreement Induction

Consulted with Events Manager and appropriate staff Operations Coordinator, Date :	Action Plan Communicated to
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Monitor and Review

- Are the controls still effective? Yes No * Do Have there been any changes? Yes No
- Are all staff aware of the controls Yes No * What further action is required _____

The information provided above was current as at 29 April 2014. It has been provided by the venue to assist in the risk management planning for excursions. If further information is required please contact the venue.