

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



VENUE NAME	THE ART HOUSE WYONG	
LOCATION	19-21 Margaret Street, WYONG, NSW, 2259	
PHONE NUMBER	02 4335 1485	
WEB ADDRESS	<a href="http://www.hearthousewyong.com.au">www.hearthousewyong.com.au</a>	
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 and Risk Assessment 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.

Activity/program	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
Watching a Theatre production Audience supervision Entry and egress of theatre	All ages	Trained TAH technicians and staff.	Slips, trips, falls. Personal injury	Outlining rules and regulations prior to admission. Teachers to supervise at all times. No running policy. Desirable ratio as per school regulation
Participating in a Theatre production. Bump-in and Bump-out. Rehearsals Evening productions	All ages	Trained TAH technicians and staff.	Slips, trips, falls. Personal injury Falling from elevated heights	Outlining rules and regulations during induction. Teachers and carers to supervise at all times. All persons 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

Activity/program	Recommended age	Staff accreditation/ competence	Potential risks	Control Strategies
Emergency evacuation	All ages	Trained TAH technicians and staff.		Detailed emergency evacuation strategy in place. Outlining rules and regulations during induction. Teachers and carers to supervise at all times.
Back stage supervision	All ages	Trained TAH technicians and staff.		Outlining rules and regulations during 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.
<b>Equipment</b> 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		

<b>Other requirements</b>	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.
<b>Access</b>	Are access to and egress from the premises safe and without risk to health? Yes Is the venue wheelchair accessible? Yes Are disabled toilets available? Yes
<b>Emergencies</b>	Are emergency procedures in place in the venue? Yes Are staff trained to deal with emergency situations? Yes
<b>Construction/ Maintenance/ Repair</b>	Are licensed personnel used for all construction, maintenance and repair work? Yes

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

## RISK ASSESSMENT AND CONTROL PLAN

Task or Activity		Schools visit to The Art House Wyong – 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,	Occasional	Negligible	Raising awareness, teacher supervision	No running policy First Aid if required	TAH staff Teachers	On arrival Induction
Traffic, pedestrian	Probable	Fatal	Children always let out of bus on Theatre side of street. Coordination of visitors in an orderly manner when entering facility	Attendees to be supervised and instructed to be aware of traffic	TAH 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	TAH 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 specifications, procedures and policies	TAH staff	Hire agreement Induction
Inaccurate placement of equipment	Occasional	Negligible	Organiser to ensure correct information is forwarded to TAH to ensure equipment is set per requirements	TAH provide hirer with venue specifications procedures and policy	TAH staff	Hire agreement Induction
Tripping on power leads	Occasional	Negligible	Raising awareness, teacher supervision	All exposed leads to be taped down	TAH staff	Induction
Light sensitivity e.g. strobe	Occasional	Marginal	Raising awareness that it may affect those suffering from epilepsy. Organiser to ensure correct information is forwarded to TAH to ensure equipment is set per requirements	Ensure warning signs are in place. Ensure strobe lighting is not used for extended periods. Ensure hirer is aware of potential hazard	TAH staff	Hire agreement Induction
Smoke/Haze machine	Occasional	Negligible	Raising awareness. Organiser to ensure correct information is forwarded to TAH to ensure equipment is set per requirements	Ensure warning signs are in place. Ensure hirer is aware of potential hazard	TAH staff	Hire agreement Induction