

**Sydney Theatre Company
Wharf 1 Theatre, Wharf 2 Theatre and Roslyn Packer Theatre Walsh Bay**

Risk Management Checklist

Thank you for arranging an excursion to a Sydney Theatre Company venue. The following information will assist you in developing an excursion risk management plan.

Venue Information

Wharf 1 Theatre: The Wharf, Pier 4 Hickson Rd Walsh Bay 2000

Wharf 2 Theatre: The Wharf, Pier 4 Hickson Rd Walsh Bay 2000

Roslyn Packer Theatre Walsh Bay: 22 Hickson Rd Walsh Bay 2000

- Sydney Theatre Company has developed an Emergency Plan to cope with the most likely emergency scenarios for all venues operated by STC that includes The Wharf and Roslyn Packer Theatre.
- The evacuation assembly points for The Wharf are located along Hickson Rd towards Pier 1. The evacuation assembly points for Roslyn Packer Theatre are located in Millers Point and Windmill Park.
- The Wharf and Roslyn Packer Theatre both have a fully compliant fire detection and protection system and an Emergency Warning and Intercommunication System. These systems are managed by a Fire and Safety team that provides a 24/7 coverage.
- Across both The Wharf and Roslyn Packer Theatre all Front of House Managers and some additional staff hold senior first aid certificates and extra first aid equipment includes four oxy-viva and two semi-automatic defibrillators. First Aid kits are fully stocked throughout the venues and first aid room are also located at The Wharf and Roslyn Packer Theatre
- Sydney Theatre Company is fully covered by public liability insurance.

Accreditation of the venue and its staff for the task / activity:

- All venues hosting events are publicly licensed venues.
- STC has an extensive OH&S Policy and an OH&S Committee which meets monthly. All venues have risk assessments and controls in place.
- Every employee is responsible for maintaining a safe workplace without risks to health. All Sydney Theatre Company and Roslyn Packer Theatre employees, visitors, contractors, joint venturers and hirers are expected to meet Sydney Theatre Company and Roslyn Packer Theatre standards on health and safety matters. These are contained in the Occupational Health and Safety Policy Statement and the Occupational Health and Safety Management Plan.
- The OH&S Policy governs all machinery and equipment used in the theatres and in construction. All equipment and machinery is checked regularly for safety. Licensed tradespeople are contracted to maintain the building and equipment.
- All STC Staff are fully trained and comply with STC's internal OH&S Policy.

Access and special requirements (Eg: for students with special needs)

- The Wharf has several flights of stairs and a long walk way. A lift and wheelchairs are available for students with special needs. Please advise the box office at the time of booking if you need extra assistance.
- Roslyn Packer Theatre is an accessible venue. Wheelchair access is via the Roslyn Packer Theatre's main entrance located on Hickson Rd. A lift service (located at the far end the Ground Floor Foyer) operates between Ground level, Stalls level and the Dress Circle level. There are some areas that assisted access by one of our staff member's is required, especially if the patron has mobility impairments. Please feel free to ask our staff for this service.

Emergency procedures and relevant training of venue staff

- At all public events there are at least two Front of House staff members at The Wharf and six Front of House staff members at Roslyn Packer Theatre with First Aid training present in the public areas at all times.
- All staff are trained in the Emergency Plan and a minimum of 6 Fire Wardens are present at both The Wharf and Roslyn Packer Theatre during public events.

Availability of appropriate facilities e.g. refreshments, toilets.

The Wharf and Roslyn Packer Theatre are approximately a 15 minutes walk from Circular Quay. There are several cafes in short proximity to Hickson Road and lots of parks and places to eat close to the theatres. Public toilets are located at all venues.

Further information can be found on our websites – The Wharf – www.sydneytheatre.com.au or Roslyn Packer Theatre – roslynpackertheatre.com.au. For further queries, please contact education@sydneytheatre.com.au