



School Excursion – Risk Assessment Information

Introduction

This information letter outlines key aspects of the Capitol Theatre and Sydney Lyric for visiting schools so they may better understand how safety is managed at the venues and so they can complete their own risk assessment or risk management plan. All schools are required by the NSW Department of Education & Training to prepare a safety risk assessment before undertaking any excursions. Teachers and principals are advised that the venue staff cannot complete risk assessments for schools.

For information on the schools excursion policy please refer to www.det.nsw.edu.au/policies

General Information on venues

The Capitol Theatre is a historic venue of major significance to the performing arts and Sydney. The architecture offers a glimpse of the past and its assets and heritage should always be protected and preserved. The Sydney Lyric is a modern and contemporary theatre that boasts a unique location. Both venues are managed by a team of highly qualified and experienced technical and administrative staff. **Please do not bring school bags/backpacks to the theatre, they are not permitted inside the auditorium, storage for school bags is not available at the venue.**

Conduct & Duty of Care

All visitors to the venue (including school children) have a duty of care to take reasonable care of their own health and safety, take reasonable care that they do not adversely affect the health and safety of others and to comply with any reasonable instructions relating to safety. All schools are advised to ensure that strict management and supervision of their children is maintained at all times when attending shows at either venue. Behaviour, noise, dress standards, language, respect and cleanliness should be maintained to the highest standard by all school children when attending shows.

Work, Health & Safety (WHS)

The Capitol Theatre & Sydney Lyric acknowledges its legal requirements as a PCBU as defined in the Work, Health & Safety Act & Regulations 2011. To comply with the law and ensure a safe workplace is maintained for all workers, visitors and others, a robust WHS management plan has been developed which includes, amongst other things, procedures for managing emergencies, medical incidents and facility systems.

Emergency Management Plans

The venues have emergency management plans and procedures that have been written to align with AS/NZS 3745:2010 – Planning for Emergencies in Facilities. This includes comprehensive contingency plans for the management of likely emergencies during shows and events. The venues have fully compliant fire detection and suppression systems which include an emergency, warning and intercommunication system or EWIS. In the event of an emergency all persons within the venues will be instructed to evacuate to the designated evacuation point in either Belmore Park for the Capitol Theatre or Pirrama Park for the Sydney Lyric.

Risk Management

The venue has a robust risk management plan that has been written to align with the International standard AS/NZS ISO 31000:2009 – Risk Management. This standard provides a suitable platform and methodology for the identification, assessment, analysis and control of risk in any workplace. The risk assessment includes procedures for managing work, health and safety risks, security, crowd management etc

First Aid

The venues have medical management procedures in place for all shows. This includes the provision of trained first aid staff, medical equipment and procedures for medical incident management. Venue staff is trained and versed in the management of patron medical incidents.

For more information on the venues (including access and transport) visit our websites:

www.capitoltheatre.com.au www.sydneylyric.com.au