

RISK ASSESSMENT DETAILS

Venue: Illawarra Performing Arts Centre

Address: 32 Burelli St Wollongong NSW 2500

Telephone No: (02) 4224 5999

Public Liability Cover

Our venues have Public Liability cover renewed in October each year.

Accreditation of the Venue:

- Fully Licensed venue
- Member of Australian Performing Arts Centre's Association
- Member of Australian Entertainment Industry Association

Access and special requirements/ facilities

i.e. for students with special needs. No. of stairs etc

- Both venues accessible by ramps
- Accessible toilet available
- Wheelchair seats available in both venues

Emergency procedures

Relevant training of venue staff

- All Permanent venue staff receive Emergency Evacuation Training.
- Casual staff & volunteers receive evacuation training
- Evacuation Plan in Place for performers, staff and audience.
- Assembly point in the event of an emergency is the front of the Wollongong Art Gallery.

Known hazards and controls

i.e. – fire

- Venue fitted with fire doors, fire curtain, drencher, sprinkler system, EWIS and fire alarm

Equipment

Lifts etc- venue to confirm they are maintained and repaired and in good working order

- No lift or escalators in building
- Emergency and Exit lighting, sprinklers, hose reels all checked as per Australian Standard

Use of licensed personnel for construction maintenance and repairs

- All major construction and maintenance carried out in consultation with Wollongong City Council and following Council guidelines

Toilets

Number of male/female and access details

- Male - approximately 9 metres of urinal & 3 cubicles
- Female - 11 cubicles
- Accessible – 1 x Unisex toilet

Transport details:

- Pedestrian access
- By Bus: Bus drop off & pick up zone immediately in front of theatre (no parking zone for bus)
- By Train: Distance approx 0.5 km: Best route - 10 minute walk straight down Burelli St, nearly all intersections are controlled by traffic lights
- By Car: Drop off/parking: Drop off available outside front of venue, unfortunately no parking available on the Arts Precinct area.

IMPORTANT THINGS TO KNOW

Arrival & Entry

Please arrive at least 30 minutes before the show starts. School groups are advised to meet in the Arts Precinct Civic Plaza. A supervising teacher will need to report to the Front of House Manager to confirm numbers, special requirements and receive specific directions on entry to the theatre

During The Show

Students are expected to behave appropriately when visiting the theatre and are required to respect other patrons. Please check running times, as groups will not be permitted to enter or leave during the performance.

Teachers are responsible for ensuring that students **DO NOT:**

- Eat or drink in the theatre. Bottled water is permitted
- Speak during the performance
- Put feet on chairs
- Use mobile phones (including text messages), MP3 players or other electronic devices
- Take photographs or video (including mobile phone images)
- Unnecessarily leave the theatre during the performance.

We reserve the right to remove students who do not respect the theatre and its patrons.

Bags

School bags (this includes plastic bags containing lunch/recess and handbags) are not permitted in the theatre and should be left at school or on the bus. Special arrangements can be made to leave bags in the foyer area, however this is done at your own risk. We recommend that bags are clearly labelled.

Interval

If there is an interval during the show, students are not permitted to leave the foyer area.

Exit

Students are required to exit the theatre into the Arts Precinct Civic Plaza as directed by front of house staff.

For more information please contact us

- Admin – 02 4224 5959 or info@merrigong.com.au