

**Sydney Theatre Company Risk Assessment 2024
Wharf 1 & 2 Theatres – Pier 4/5 Hickson Road, Walsh Bay
Roslyn Packer Theatre – 22 Hickson Road, Walsh Bay****TERMS & CONDITIONS FOR SCHOOL BOOKINGS:**

- The booking is made on behalf of the school and the school accepts liability to make the payment by the due date.
- If a teacher leaves the school, it is their responsibility to inform the appropriate/replacement staff members of this booking agreement and details.
- Photographing, video recording or any other kind of recording during the performance is not permitted.
- Student duty of care remains the responsibility of supervising teachers
- In the event of cancellation by STC we will contact your school as soon as possible to offer a refund, credit voucher or exchange. If your school cannot attend a booking for a production, tour and/or workshop, please contact us education@sydneytheatre.com.au as soon as possible to discuss options. Cancellations may incur a 25% cancellation or full fee and is at the discretion of STC.
- The full payment for **Schools Day** performances is due 8 weeks before the performance. Any changes to student numbers after this time are at the discretion of Sydney Theatre Company and subject to availability. There are no refunds for tickets not used on the day.
 - The full amount for in-season performances (non-Schools Days) is to be paid within 4 weeks from receiving your invoice. There can be no refunds or reduction in tickets for in-season performances after the full amount has been paid.
- The booking is made on behalf of the school. The school accepts liability to make payments on the due dates.
- STC retains the right to change or amend the terms and conditions at any time.

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, including The Wharf Theatres and Roslyn Packer Theatre.
- The evacuation process for both theatres will be led by FOH staff and fire wardens who will instruct the audience to the closest exits leading to Hickson Road and at least 50 meters away from the venues. 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 Theatres 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 24/7 coverage.
- Across both The Wharf Theatres 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 a first aid room is located at The Wharf.
- 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 WHS Policy and a Safety Management Group 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 Work Health and Safety Policy Statement and the Work Health and Safety Management Plan.
- The WHS 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 WHS Policy.

Access and special requirements

- The Wharf has several flights of stairs and a long walkway. The Wharf has three lifts for access along the Eastern apron and wheelchairs are available for students with access requirements. 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 of the Ground Floor Foyer) operates between Ground level, Stalls level and the Dress Circle level. There are some areas where assisted access by one of our staff members may be 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 The Wharf and Roslyn Packer Theatre are approximately a 15 minute 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.

COVID-Safe Plan

All visitors to the venue are expected to adhere to the following safety measures:

Please check the latest updates via our website <https://www.sydneytheatre.com.au/your-visit/safety>

Further information can be found at sydneytheatre.com.au (for Wharf Theatres) or roslynpackertheatre.com.au (Roslyn Packer Theatre). For further queries, please contact education@sydneytheatre.com.au