

## **Belvoir St Theatre: Risk Assessment Guidance for Schools**

The following information is designed to assist teachers in developing a risk management plan for the purpose of attending a Company B school matinee performance or workshop at Belvoir St Theatre.

Belvoir St Theatre is located at 25 Belvoir Street, Surry Hills.

- ◆ Company B has public liability cover to 20 million dollars

### **Approaching the Theatre**

Students and teachers walking from Central Station may walk along Elizabeth Street. Elizabeth Street can be described as a busy, main road.

An alternative walking route is available straight up Devonshire Street to Clissdell Street. At Clissdell Street turn right and walk straight up Clissdell Street to Belvoir Street.

Students and teachers attending a school matinee performance should enter Belvoir St Theatre from the public access doors at street level.

Belvoir St Theatre is a recently renovated, working, professional theatre. Students and teachers should be aware that on occasions additional building or technical work may be taking place on the site. Teachers and students visiting Belvoir St Theatre should at all times mind their step and follow the directions of Company B staff.

Teachers and students should exercise due care at the intersection of Belvoir and Clissdell Sts when approaching and leaving the theatre.

### **Drop off point for coaches**

Coaches can drop off outside the theatre and then return to pick up at the end of the performance. Coaches can also stop at the bus stop on Elizabeth Street at the bottom of Belvoir Street. Elizabeth Street can be described as a busy, main road.

### **In the Theatre**

Students attending a performance at Belvoir St Theatre would need to walk up stairs to enter the theatre and walk down stairs once inside the theatre to reach their seat.

Teachers and students are advised that students are not to RUN at any time during their visit to Belvoir St Theatre. Teachers need to ensure that students do not run up the stairs to the theatre.

Teachers and students are advised not to climb over seating banks in the theatre.

Before a show, during interval and after a show the lighting in the theatre is 'house lighting'. During the show the theatre auditorium would be dimly lit, with stage lighting focussed on the stage and low aisle lighting for the stairs. Students leaving the theatre during a performance are moving along rows and climbing stairs in a dimly lit space.

### **During a Workshop**

Students may attend a workshop or lecture in one of the theatres at Belvoir St Theatre. Some workshops may involve students leaving their seats in the theatre and moving around the theatre space. Students and teachers should at all times mind their step and follow the directions of Company B staff. Students may be invited on to the stage or to the stage area as part of a workshop or lecture at Belvoir St Theatre. Students and teachers are advised to be aware of theatre lights (which can be hot), in particular footlights, stage properties and set features when on the stage at Belvoir St Theatre.

### **Backstage Tours**

Students may be permitted to tour the backstage area of Belvoir St Theatre. The backstage area of a working theatre should always be regarded as a place of work by visiting students. Students need to be aware of potential trip hazards which may be present in a working theatre.

Students may be in proximity to technical equipment, stage properties and other related workplace materials. Students must not touch any such equipment and properties whilst on a backstage tour at Belvoir St Theatre.

### **Public Facilities**

Toilets (including two disabled access toilets) are available on the ground floor of Belvoir St Theatre. The general public can access the toilets on days when the theatre is open (which includes days on which there is a school matinee performance or workshop at Belvoir St Theatre by entering the foyer from the street.

### **Evacuation**

A current evacuation plan exists for Belvoir St Theatre. Evacuations of the site are co-ordinated by Company B's Front of House Manager or Company B's Duty Front of House Manager.

The evacuation assembly point for Belvoir St Theatre is Ward Park (NOT on or across the street from Belvoir St Theatre) Ward Park is located approx. 150 metres from Belvoir Street Theatre on the opposite side of the road, past the Northcott residential building, towards Crown Street.

There are multiple exits from Belvoir St Theatre. All exits are clearly marked by illuminated signage.

### **Wheelchair Access to Belvoir St Theatre**

Wheelchair seating and access to the theatres is available. Please advise the Box Office if one of your students requires wheelchair access. Lift access to the foyer (and the theatre and backstage area) is available from street level.

The public stairs at Belvoir St Theatre have tactile mats at the top and foot of each set of stairs.

### **In the case of an emergency**

The Front of House Manager or Duty Front of House Manager is on-site before, during and after each school matinee performance.

Belvoir St Theatre has a fully compliant fire detection and protection system and an Emergency Warning and Intercommunication System.

These systems are managed by the onsite Fire Warden and monitored 24/7 by a fire monitoring system.

### **First Aid Boxes**

Please see the Front of House Manager or the Duty Front of House Manager if you require First Aid assistance.

First Aid boxes at Belvoir St Theatre are located:

- In the servery (foyer level)
- in the bio box (theatre level)
- in the Green Room (backstage, near Stage Door)

There is a pharmacy located on Elizabeth Street, approx 150m from Belvoir St Theatre.

The nearest Emergency Department is St Vincent's Hospital, Victoria Road, Darlinghurst.

The nearest medical centre is located on Crown Street in Surry Hills.

Surry Hills Medical Centre  
569-573 Crown Street (near the intersection with Cleveland Street)  
Surry Hills  
ph (02) 9699 3311  
fax (02) 9319 1007

