

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Glen Street Theatre

Venue name	Glen Street Theatre		
Location	Corner of Glen Street and Blackbutts Road , BELROSE NSW 2085		
Phone number	02 9470 5913	Email	admin@glenstreet.com.au
Web address	www.glenstreet.com.au		
Insurance	Does the venue have public liability insurance cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Activity/program <i>Please list</i>	Recommended age group/fitness level/ prerequisite skills	Staff accreditation/ competence <i>for this activity/program</i>	Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Arrival and Departure	Years K-12+	Teachers and Carers	Late arrival	<p>Schools should plan to arrive 30 minutes before their allocated session starting time. It is recommended that teachers carry a mobile phone to advise staff of any delays.</p> <p>Venue staff will manage flow of patrons on arrival and separate them into areas whilst they await seating.</p>
Arrival and Departure	Years K-12+	Teachers and Carers	Transport	<p>On street parking is limited. Buses may drop students off at the front of the site on Glen Street in the dedicated bus stop. Buses cannot park on site.</p> <p>Students will require teacher supervision to gain safe access into the Theatre.</p> <p>Teachers will be responsible for accompanying students in the building at all times.</p>

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Arrival and Departure	Years K-12+	Teachers and Carers	Trips/slips and falls	<p>Students must be supervised at all times by teachers/carers.</p> <p>Teachers should ensure students do not run at any stage during their visit to the Glen Street Theatre.</p> <p>Extra caution must be taken during wet weather</p>
Arrival and Departure	Years K-12+	Teachers and Carers	Lost students	<p>Please make sure every student is accounted for before proceeding.</p> <p>Students will require teacher supervision to gain safe access into the Theatre.</p> <p>Teachers will be responsible for accompanying students in the building at all times.</p>
Arrival and Departure	All ages	Teachers and Carers	Access	<p>Wheelchair and ramp access is via front entry.</p> <p>If wheelchair or special seating is required the school should advise Box office at time of booking.</p>
Cloaking	All ages	Teachers and Carers	Lost or Damaged Property	<p>Large Bags cannot be taken into the Theatre. Storage facilities are not available, so it is recommended students don't bring their schoolbags or valuables.</p> <p>There are no cloaking facilities so make sure that your group brings only lunch and small bags.</p>

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				<p>School groups must take full responsibility for all items brought onto site. The security of personal belongings cannot be guaranteed.</p> <p>Teachers will need to report any lost property to staff on site or the school should contact Glen Street Theatre Box Office in relation to personal property left on the premises.</p>
Behaviour during visit	Years K-12+	Teachers and Carers	Public Nuisance	<p>Students should be briefed on the visit prior to arrival to manage expectations of appropriate behaviour</p> <p>Teachers should maintain direct supervision of students at all times.</p>
Behaviour during visit	Years K-12+	Teachers and Carers Venue staff	Students mixing with the public	<p>The venue may be open to the public at the same time students are on site therefore students need to be aware of 'stranger danger'.</p> <p>Venue staff have applicable working with children checks.</p> <p>Students are to be advised to remain in a group.</p> <p>Students groups assemble in foyer prior to exiting the facility.</p> <p>Staff have developed a venue search and sweep process.</p> <p>1:15 teacher to student supervision ratio.</p>

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				Children to attend toilet facilities in pairs or under supervision of carer.
Behaviour during visit	Years K-12+	Teachers and Carers	Lost or unaccounted for students	Students should not leave their seats during a performance. If a student has to use the restrooms, a teacher should accompany the student. Students must not leave the building at any time. Teachers should maintain direct supervision of students at all times.
Behaviour during visit	All	Teachers and Carers	Injuries caused by trips and falls, touching electrical equipment, sharp or heavy objects.	Students should be reminded: <ul style="list-style-type: none"> • not to run • to keep near handrails and take care while using stairs, or ramps • to remain behind barriers • not to enter areas marked 'no access' • not to touch objects or electrical equipment • that photography or filming of performances is prohibited
Exposure to viral disease	All	Glen Street Theatre - Director	Serious Illness or Death	COVID 19 specific control measures are in place as required by NSW Public Health Orders at the time. Any patron displaying symptoms should not attend.
Potential access to performance equipment or other staff-only areas	All	Glen Street Theatre -Technical Operations Coordinator	Serious Injury or death	Audio desk supervised at all times or isolated in locked room.

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		-Duty Technician		<p>All equipment is inspected and tagged in accordance with normal council electrical procedures.</p> <p>Stage area stairs from theatre is covered to prevent access where possible, otherwise monitored by ushers.</p> <p>Counter is supervised at all times by staff.</p> <p>Staff only areas are clearly marked, doors closed and locked where appropriate.</p> <p>All hazardous chemicals stored in secure facilities with no public access.</p> <p>Common household (cleaning) chemicals maintained in locked cabinets in supervised areas (such as behind the counter).</p>
Emergency Evacuation	All	Glen Street Theatre - Chief Wardens - Venue wardens	Slips, trips and falls, Crowding	<p>Emergency Management Plan has been developed for reasonably expected emergencies requiring evacuation.</p> <p>Wardens are on site at all times and venue staff will provide evacuation instructions and supervision in the event of an evacuation.</p>

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				Glen Street Theatre has a compliant fire detection and suppression system.
Medical Response	All	Glen Street Theatre - House Operations Coordinator - Duty Technician - Duty Manager - First Aid Officers Teachers and Carers	Food allergies / choking Medical emergencies	First aid staff, equipment and procedures are in place. Regular inspections of facility to identify potential hazards and risks. Students with specific allergies or medications should be supervised at all times. The school should provide suitable mobile first aid equipment and approved medications as needed to respond in the event of an emergency.

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
No personal protective equipment is required.	<i>Is all equipment at the venue maintained in accordance with the WHS Regulation and appropriate standards?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sun screen, which participants are required to bring. Indicate if any items are provided by the venue</i>
Please ensure all students are wearing covered (closed-toed) shoes.
Please ensure all students walking to / or from the venue as the primary mode of transport wear high vis vests, or have sufficient high vis cover from teacher / supervisors for safe transit in public spaces.

Supervision/services
Groups will be briefed by venue staff for all bookings

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<p><i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i></p>	<p>Teachers should maintain direct supervision of their students at all times during their visit to Glen Street Theatre Each adult accompanying students is required to be in a supervisory role and MUST have adequate authority and experience (as determined by the school) to handle groups alone for risk assessment purposes. Please ensure that teacher supervision is evenly spread throughout your group whilst at Glen Street Theatre.</p>
<p>Access</p>	<p>Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are disabled toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Access Service information is available at https://glenstreet.com.au/your-theatre/access-services</p>
<p>Emergencies</p>	<p>Are emergency procedures in place in the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are staff trained to deal with emergency situations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Glen Street Theatre has established procedures for the evacuation of buildings in an emergency, including the appointment of emergency wardens.</p>
<p>Construction/ Maintenance Repair</p>	<p>Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>The University's construction/maintenance/repair work is either undertaken by qualified and licensed in-house staff or by external contractors employed by the Northern Beaches Council. Northern beaches Council has systems in place for licensing of both staff and construction/maintenance contractors.</p>
<p>First Aid</p>	<p>Are first aid kits available for each activity? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is there a trained first aid officer at the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is a first aid room available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Child-related employment</p>	<p>Are employees of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998 and the Child Protection (Working With Children) Act 2012? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?</p> <p>If your organisation is registered with an Approved Screening Agency in NSW, have all paid child-related employees undergone employment screening? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have all paid and unpaid child-related employees, completed a Prohibited Employment Declaration? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If unsure about the status of your organisation or these legislative requirements, contact should be made with the Employment Screening Unit of the NSW Department of Education and Training on (02) 9836 9200.</p>

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