



Work Health and Safety

Risk assessment plan: 25106

Venue	NEX Newcastle	Program	Hunter Schools Dance Festival
Venue address	King Street NEWCASTLE 2300	Program date/s	28 - 31 July 2025
Venue contact name	Maggie Small	TAU Coordinator	Heather Ross
Venue contact email & phone	m.small@thenex.com.au 02 4926 6200	TAU Coordinator number	0448 556 818
Venue Public Liability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Student details	1300 primary & secondary students
Accompanying Staff	Hayley Vimpani, Rebecca Munday, Sarah Etherington, Chloe Power, Corynne Darcy, Jo Thorn, Meagan Rembarz	Review date	1/9/2025

Assessed by	Heather Ross	Role	Arts Coordination Officer	Signature		Date	10/06/2025
Approved by	Kaelene Neville	Role	Arts Strategy & Programs Coordinator	Signature		Date	10/06/25

Relevant information attached (Venue Map, Evacuation Procedures, Venue Risk Assessment,)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there any assessed risks after controls that need to be escalated?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Risk Management process

Arts Unit risk management procedures ensure that an event is appropriately planned to account for all circumstances, information is regularly updated, and risk assessments are available to all participants and supervisors. Events have pre-approved budgets and follow financial process guidelines.

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due
What presents the potential risk to health and/or safety?	What might happen, how likely is it and what could be the consequence/s?	Apply WHS Risk Matrix	What action/s will be taken to eliminate the risk/s or at least reduce them to an acceptable level?	Apply WHS Risk Matrix	Who is responsible for putting controls in place?	When should the controls be put in place?
Student wellbeing and protection						
Illness/COVID-19	Event could become a site of disease transmission, especially in enclosed spaces Immuno-compromised students or teachers could be severely affected	6	<ul style="list-style-type: none"> Follow current NSW Health and Department of Education (DoE) COVID-19 and illness management guidelines The venue is large, well-ventilated, and suitable for the number of attendees Design the festival program to limit group sizes and stagger activities to reduce crowding and maintain workable supervision numbers Advise all participants and staff not to attend if feeling unwell Reinforce hygiene practices. Hand sanitizer and masks available for use as needed Communicate health and safety protocols to all staff and coordinating teachers prior to the event 	3	Arts Unit Coordinator Festival staff Supervising teachers	Prior and throughout event
Unapproved visitors Child protection	Unauthorized individuals on site may result in inappropriate exposure or interactions with students, breaching child protection policies and compromising student safety.	9	<ul style="list-style-type: none"> Visitor check-in processes at the venue. All staff and students must enter via the designated Stage Door. Lanyards issued to all staff and volunteers — must be worn throughout festival. Audience restricted to ticket holders only; entry managed by venue Front of House (FOH) staff. No access to student-only areas without appropriate clearance or supervision — approved access list provided in advance and signed off by the school principal. Student collection areas clearly marked, well lit, and actively supervised. All supervising staff to be briefed on child protection protocols and visitor management procedures prior to the event. 	3	Venue staff Arts Unit Coordinator Festival staff Supervising teachers	Prior and throughout event

Failure of the duty of care for students at event	Students becoming lost Exposure to inappropriate behaviour in shared public spaces.	9	<ul style="list-style-type: none"> • Implement and follow DoE Child Protection Policy implemented • All staff, contractors, and supervisors to complete child protection clearances and eCPC training, with documentation signed off by principals and TAU • Provide supervising teachers with clear event plans, expectations, arrival/departure procedures, and communication protocols • Maintain active DoE staff presence throughout the event and rehearsals • Require sign-in/out for all accompanying staff • Ensure each school provides a current student roll on arrival and always maintains direct supervision of students, including during breaks • Allocate holding rooms to each school group, with students moved by crew only when required • Restrict student access to public/shared spaces with clear movement instructions • Conduct a pre-event risk assessment and ensure venue evacuation procedures are documented and distributed • Implement a structured dismissal plan, with supervising teachers responsible for safe handover to parents and supported by event staff 	3	Arts Unit Coordinator Festival staff Supervising teachers	Prior and throughout event
Use of shared toilet facilities with the general public	Students may be exposed to inappropriate conduct or behaviour by adults	6	<ul style="list-style-type: none"> • Follow DoE Child Protection Policy and WWCC guidelines • Allocate separate toilet facilities for students, teachers, and the general public • Ensure student toilets are located backstage and separate from public amenities • Clearly sign all visitor and student toilet locations • Inform all supervising teachers of toilet locations during safety induction briefing • Maintain active staff supervision of general access areas, including near amenities • Discuss stranger danger awareness and personal safety with students • Provide a confidential process for students to report any concerns or incidents 	3	Venue staff Arts Unit Coordinator Festival staff Supervising teachers	Prior and throughout event

Injury or emergency due to known medical conditions (e.g. anaphylaxis, allergies, asthma)	<p>Inadequate response to a medical emergency</p> <p>Improper or unsupervised administration of medication</p>	9	<ul style="list-style-type: none"> Supervising teachers are responsible for their students at all times and must carry relevant medical documentation and a basic first aid kit Health Care Plans and ASCIA Action Plans collected for all students with known conditions and communicated to relevant staff Students with EpiPens or asthma puffers must carry them with their ASCIA plan Only trained staff administer medications; medications must be in original packaging with pharmacy labels Medications and emergency care items (EpiPens, Ventolin) stored accessibly and in line with DoE protocols On-site first aid available, with kits located in key venues including Stage Door, front of house and side of stage General-use EpiPen included in First Aid Kit Staff trained in CPR, first aid, and emergency care, with emergency response procedures communicated prior to the event Incident Notification and Response Procedures followed for all incidents Serious injuries reported to the Incident Support Hotline (1800 811 523) 	3	<p>Venue staff</p> <p>Arts Unit Coordinator</p> <p>Festival staff</p> <p>Supervising teachers</p>	Prior and throughout event
Injury or emergency due to unknown or unexpected incident (e.g. accidents, undiagnosed medical episodes, slips/trips/falls)	<p>Delayed response to an unforeseen medical emergency</p> <p>Unsafe environment leading to injury</p> <p>Poor supervision or lack of clear procedures during movement and activities</p>	9	<ul style="list-style-type: none"> DoE staff and supervising teachers trained in mandatory first aid and emergency procedures; training signed off by school principals Supervising teachers bring first aid kits and always maintain responsibility for their students Brief students at the start of rehearsals and performances on behaviour expectations, physical limitations, safe dance practice and venue safety (including emergency exits and evacuation procedures) Students must always follow coordinator and staff instructions Movement between rooms and outdoor areas is contained, monitored, and supervised by teachers Teacher in charge remains on supervision duty continuously Students briefed on the safe and responsible use of equipment prior to activities 	3	<p>Venue staff</p> <p>Arts Unit Coordinator</p> <p>Festival staff</p> <p>Supervising teachers</p>	Prior and throughout event

			<ul style="list-style-type: none"> • All technical equipment is regularly checked, tagged, and maintained per venue policy • Electrical equipment operated only by trained staff or under close supervision • Venue WHS safety guidelines strictly followed • Conduct pre-event safety walk-throughs to identify and mitigate hazards such as trip hazards, wet floors, and stage edges • First aid kits available at key locations including school hall, backstage, and performance areas • Emergency procedures communicated clearly to all staff and supervising teachers prior to the event • Communication devices available for immediate contact with emergency services if needed • Incident Notification and Response Procedures followed, with serious injuries reported promptly to the Incident Support Hotline (1800 811 523) 			
Student anxiety and stress from unfamiliar environment or activities	Long hours leading to reduced focus, increased likelihood of injury or emotional distress.	5	<ul style="list-style-type: none"> • Limit length of rehearsal and performance blocks. • Scheduled breaks. • Brief students on what to expect throughout the day, addressing common anxieties and reassuring them that it's normal to feel nervous about new experiences. • Regular staff check-ins to ensure students are feeling supported and to address any concerns. • Provide a quiet/break area for overwhelmed students to access under the supervision of their teacher • Ensure inclusive participation and adjust activities as needed • Use praise to build student confidence and acknowledge effort. • Provide student and staff evaluation to gather feedback, suggestions, and concerns after the event. 	2	Arts Unit Coordinator Festival staff Supervising teachers	Prior and throughout event
Fatigue and overstimulation	Emotional distress impacting participation and enjoyment Reduced focus and/or behavioural challenges					
Event Specific						
NEX entry and exit Signing in and out of students	Student, teacher and parent safety of access to and egress from the premises	6	<ul style="list-style-type: none"> • Advise all attending staff of the correct access and egress points. • Venue foyer to stay clear of students and NOT be used as a meeting place for parents to allow freedom of movement. • Teachers to manage supervision of students within NEX and on the footpath outside the front door. • Map and Risk Assessment information and evacuation plan communicated to participating schools via teachers. All staff/ teachers/ parents advised of correct access and egress points • Teachers to accompany students to and from venue. • HSDF staff to sign in on arrival and direct to venue meeting place. • Special Arrangements made for disabled students/visitors prior. 	2	HSDF Committee and all teachers	During

Rehearsal and Event	Physical injury to students whilst engaged in rehearsals and performances	6	<ul style="list-style-type: none"> Brief students at the beginning of rehearsals and performances to work within physical limitations. All students are to follow the staff instructions as per the rehearsal and performance process. Students supervised throughout breaks/ in between shows by coordinating teacher/s. 	2	HSDF Committee and all teachers	During
Rehearsal and Event	Moving to and from the stage	6	<ul style="list-style-type: none"> Students prior to events are briefed on the movement to and from the stage space Students to move within the safe limits at all times Movement on and off performance areas contained and monitored Additional signage as required VET student assistance to monitor movement process 	2	HSDF Committee and all teachers	During
Rehearsal and Event	Walking to and from and around venue	6	<ul style="list-style-type: none"> Risk Assessment Information available on website and in Teachers Information Book prior Teachers and parents advised to closely supervise their groups and to exercise duty of care at all times. Teachers asked to advise parents of a safe collection point that is NOT the NEX foyer. Remain with students outside the front door on footpath during parent collection times. DoE staff and venue staff on hand until all students are collected. 	2	HSDF Committee and all teachers	During
Diet and food during excursions including eating out at different venues	Food services and facilities Food allergies	6	<ul style="list-style-type: none"> All food served handled hygienically; old food stuffs removed at the conclusion of meal times. Maintain supervision of students. Be aware of the possibility that a student who has previously been undiagnosed with anaphylaxis might have an allergic reaction. Use the general use adrenaline auto injector, such as EpiPen®, and contact an Ambulance immediately if a student shows symptoms of anaphylaxis. These symptoms are listed on the ASCIA action plan (general use) for autoinjector which should also be located in the first aid kit. 	2	HSDF Committee and all teachers	During
Venue WHS						
Access and Egress – Student drop-off, pick-up, and	Students becoming lost or separated from their group	6	Student Drop-Off (Access): <ul style="list-style-type: none"> Supervising staff meet their students outside the stage door and bring them into the venue as a group 	2	Venue staff Arts Unit Coordinator	Prior and throughout event

audience movement	<p>Anxiety or distress caused due to large crowd during pick-up</p> <p>Trips or falls due to poor visibility on departure</p> <p>Overcrowding and unmanaged audience flow</p> <p>Inaccessible areas for students or audience members with disability</p>		<ul style="list-style-type: none"> Schools arriving by bus are to be supervised by teachers during arrival and transition into the venue Schools leaving the venue during the day for lunch are to be supervised by their teachers and plans covered under the school's own Risk Management Plan (RMP) Supervised access points for students All attending staff advised of correct access routes Staff to sign in and out on arrival/departure Special arrangements made for students with disability Only recognised access points used for event-related rooms Access points kept clear Teachers are responsible for the continuous supervision of their students Clear access routes established, including wet weather alternatives to reduce congestion or unsafe pathways <p>Student Pick-Up (Egress):</p> <ul style="list-style-type: none"> Clearly marked, well-lit collection zones Teachers remain with students until they are collected Staff support safe and smooth dismissal Audience informed about collection process Exit flow actively supervised Dismissal plan rehearsed and communicated Staff monitor surroundings to avoid hazards in low light Clear access routes established, including wet weather alternatives to reduce congestion or unsafe pathways <p>Audience Movement:</p> <ul style="list-style-type: none"> Audience entry is ticketed to ensure capacity not exceeded Audience entrance managed by venue staff Designated seating and accessible spaces marked Audience exits supervised by venue staff to prevent congestion Venue pathways kept clear of gear/equipment Venue WHS and evacuation procedures followed. No public car parking allowed except in designated areas – signage in place. 		<p>Festival staff</p> <p>Supervising teachers</p>	
Inclement weather – wet, windy, or extreme heat conditions	<p>Injury due to slips, trips, or falls in wet or slippery areas</p> <p>Exposure to cold, wet, or extreme heat (e.g., during arrival, lunch breaks, dismissal)</p> <p>Heat-related illness such as dehydration,</p>	6	<ul style="list-style-type: none"> Provisions made and clearly communicated to students and staff in advance regarding extreme weather arrangements Safe access maintained at all times (including covered walkways or use of indoor spaces for shelter where possible) Venue access points kept clear and checked regularly for hazards such as pooling water or slippery surfaces All staff on hand to assist students and manage movement during poor weather Access routes include wet weather alternatives 	3	<p>Venue staff</p> <p>Arts Unit Coordinator</p> <p>Festival staff</p> <p>Supervising teachers</p>	Prior and throughout event

	<p>heat exhaustion, or heatstroke</p> <p>Increased likelihood of accidents during movement to and from the venue due to weather conditions</p> <p>Congestion or confusion at access points due to weather-related disruption</p>		<ul style="list-style-type: none"> Schools remain responsible for supervision during lunch breaks and transitions, as per school RMP Students advised to bring appropriate clothing if weather is forecast to be poor Outdoor activities relocated indoors or rescheduled as needed for safety Venue staff and TAU coordinators monitor conditions and adjust plans as required 			
Use of props – lifting, handling, and movement in performance areas	<p>Back strain, muscle injury from incorrect lifting techniques</p> <p>Personal injury from heavy or awkward props</p> <p>Trips and falls due to props becoming hazards on stage or backstage</p> <p>Workplace Health and Safety (WHS) incident affecting staff or students</p>	6	<ul style="list-style-type: none"> All props must be within the 25 kg lifting guidelines Free-standing and hand-held props used under the direct supervision of teachers WHS manual handling procedures shared and followed by all staff and students Group lifts to be supervised by competent, trained staff STRETCH manual handling program implemented for all relevant personnel Venue staff and TAU coordinators aware of DoE safety requirements and risk management processes Documented procedures and risk assessments are provided to supervising staff prior to the event Props kept clear of walkways and safely stored when not in use. Staff to clear all hazards from the rehearsal areas. First Aid Kit provided and available on site. Emergency Care administered by supervising coordinator. 	3	<p>Venue staff</p> <p>Arts Unit Coordinator</p> <p>Festival staff</p> <p>Supervising teachers</p>	Prior and throughout event
Technical & special effects hazards	<p>Electric shock, tripping, burns, equipment malfunction, respiratory issues, or slips due to smoke, fog, or other effects.</p>	9	<ul style="list-style-type: none"> All electrical equipment tested and tagged by certified personnel. All electrical services installed by qualified electricians and independently checked. Only venue staff or trained individuals to operate lighting and sound systems. All cables secured or taped down to prevent tripping hazards. No food or drink permitted near technical or electrical setups. All stage effects pre-approved and accompanied by reviewed MSDS (Material Safety Data Sheets). Only non-toxic and non-slip materials used for effects (e.g., confetti, fog, fake blood). Adequate ventilation ensured for any airborne effects. Advance notification to staff and students if effects will be used. 	3	<p>Venue staff</p> <p>Arts Unit Coordinator</p> <p>Festival staff</p> <p>Supervising teachers</p>	Prior and throughout event

Emergency						
Unexpected need to evacuate or lock down due to fire, bomb threat, or other emergencies may cause injury, panic, or disorientation.	Physical injury during evacuation Distress or panic among students Students becoming lost or separated Exposure to dangerous situations if evacuation is not managed Lack of clarity in roles or procedures in a high-stress event	9	<ul style="list-style-type: none"> Follow venue emergency response processes with the safety of students and staff as top priority Venue map, evacuation plan, and procedures shared with all attending staff before the event Emergency assembly points and exit routes clearly marked and communicated Regular staff briefing on emergency protocols On-site fire extinguishers and first aid available Staff trained in emergency response and ready to assist in evacuation Emergency Warning and Intercom system (EWIS) installed and functioning. Supervising teachers to account for all students and remain with them at all times. Communication to Ambulance, Hospital, Fire Service readily on hand, and mobile phone communication available – call 000 Mobile phones carried by key staff for emergency contact Incident Report & Support Hotline 1800 811 523 to be contacted if necessary Student counsellors and Staff EAP 1800 060 650 contacted if required for follow-up support 	4	Venue staff Arts Unit Coordinator Festival staff Supervising teachers	Prior and throughout event
Publicity and media						
Use of media and social platforms (e.g., photos, videos, social media posts)	Reputation damage to the Department of Education, individual schools, staff, or students Breach of child protection guidelines Cyberbullying or online harassment arising from posted content.	5	<ul style="list-style-type: none"> All participants follow DoE policies regarding social media use and mobile phone restrictions Students are reminded of the DoE mobile phone policy – phones not used during rehearsals or performances Photography is strictly prohibited in dressing rooms Teachers actively supervise students and reinforce appropriate online behaviour No unauthorized photography or filming during rehearsals or performances Event signage and announcements to reinforce the no-photos rule Any official photos or recordings are managed by authorised personnel only, with permissions and consents in place Internal behaviour management processes in place for responding to inappropriate student behaviour <p>Breaches are to be reported and managed through the DoE complaints and incident response procedures</p>	2	Arts Unit Coordinator Festival staff Supervising teachers	Prior and throughout event

Psychosocial Hazards						
Exposure to traumatic event	Exposure to incident that may cause psychological and/or physical harm	9	<ul style="list-style-type: none"> • Increase breaks, recovery time and support if workers are exposed to traumatic events or materials • Minimise the possibility of exposure to traumatic events by rotating workers through different roles • Communication to Ambulance, Hospital, Fire Service readily on hand, and mobile phone communication available – call 000 • Call Incident Report & Support Hotline 1800 811 523 • Contact student counsellors if required • Contact staff EAP 1800 060 650 if required 	3	Arts Unit Coordinator Festival staff Supervising teachers	Prior and throughout event
Consequence of traumatic event	Need to support student/colleagues of painful and traumatic events	9	<ul style="list-style-type: none"> • Increase breaks, recovery time and support if workers/students are exposed to traumatic events or materials • Allow staff member to withdraw from participation in the program or activity • Provide a safe space to withdraw to • Communication to Ambulance, Hospital, Fire Service readily on hand, and mobile phone communication available – call 000 • Call Incident Report & Support Hotline 1800 811 523 • Contact student counsellors if required • Contact staff EAP 1800 060 650 if required 	3	Arts Unit Coordinator Festival staff Supervising teachers	Prior and throughout event

Risk matrix and evaluation

Table 1: THE WHS RISK MATRIX

		CONSEQUENCE (Severity)				
LIKELIHOOD (Probability)		Insignificant 1	Minor 2	Moderate 3	Major 4	Critical 5
		No treatment required.	Injury/illness requiring first aid treatment only.	Injury/illness requiring hospitalisation on going treatment.	Life-threatening injury/illness or multiple hospitalisations.	Death or multiple life-threatening injuries.
Almost certain 5	Expected to occur in most circumstances.	MEDIUM 5	HIGH 10	EXTREME 15	EXTREME 20	EXTREME 25
Likely 4	High probability of occurring in most circumstances.	MEDIUM 4	MEDIUM 8	HIGH 12	EXTREME 16	EXTREME 20
Possible 3	Might occur occasionally.	LOW 3	MEDIUM 6	HIGH 9	HIGH 12	EXTREME 15
Unlikely 2	Could occur at some time, doubtful.	LOW 2	MEDIUM 4	MEDIUM 6	MEDIUM 8	HIGH 10
Rare 1	May occur but only in exceptional circumstances.	LOW 1	LOW 2	LOW 3	MEDIUM 4	MEDIUM 5

Table 2: WHS Risk Evaluation

Risk level	Acceptability	Priority for action to control risk	Sign-Off Authority: Schools	Sign-Off Authority: Other workplace
Low 1-3	Acceptable	PROCEED while monitoring existing controls. Manage the exposure to the hazard using existing procedures in consultation with workers and respond to any changes.	School Principal or delegate	Immediate Supervisor or Workplace Manager
Medium 4-8	Tolerable	PROCEED with the activity and/or allow the hazard to persist only after identifying and implementing any additional controls reasonably practicable. Monitor all controls and manage the exposure to the hazard using existing procedures in consultation with workers and respond to any changes.	School Principal or delegate	Senior Manager or Director
High 9-14	Unacceptable	DO NOT PROCEED and/or allow the hazard to persist until all risks/hazards are identified and the most effective control methods are documented in a risk assessment. Seek support from the workplace manager and WHS Advisor or the Incident Report and Support Hotline.	Principal to sign off. Principal to talk to staff about eliminating or reducing the risk, and contact: <ul style="list-style-type: none"> Health, Safety & Staff Wellbeing Directorate for review Legal as required. 	Executive Director or delegate to talk to staff about eliminating or reducing the risk and contact: <ul style="list-style-type: none"> Health, Safety & Staff Wellbeing Directorate for review Legal as required.
Extreme 15+	Unacceptable	STOP IMMEDIATELY and contact your WHS Advisor or the Incident Report and Support Hotline to plan a coordinated response in consultation with key subject matter experts to eliminate or control exposure to the hazard.	Principal to advise staff about eliminating or reducing the risk, and contact: <ul style="list-style-type: none"> Director Educational Leadership for review Health, Safety & Staff Wellbeing Directorate for review Legal as required. 	Executive Director or delegate to advise staff about eliminating or reducing the risk, and contact: <ul style="list-style-type: none"> Health, Safety & Staff Wellbeing Directorate for review Legal as required.

Hierarchy of controls

CONTROL	EFFECTIVENESS	DESCRIPTION	EXAMPLES
ELIMINATION	BEST	Eliminate the hazard entirely.	Eliminating the risk of a fall from height by doing the work at ground level.
SUBSTITUTION	VERY GOOD	Substitute the hazard with safer options.	Replacing hazardous cleaning chemicals with equivalent non-toxic products.
ISOLATION	GOOD	Isolate the hazard from causing harm.	Placing a barrier around an area of wet floor as a slipping hazard.
ENGINEERING	GOOD	Use engineering controls to reduce the risk.	Installing guards, rails, or handrails to prevent falls.
ADMINISTRATIVE	POOR	Administrate and document safe work practices.	Training workers in safe work procedures, Safe Operating Procedures.
PPE	WORST	Protect workers with Personal Protective Equipment (PPE).	Providing goggles and gloves to people handling hazardous chemicals.

Need help?

Speak to your [Work Health Safety Advisor](#) for support and advice or contact the Incident Report and Support Hotline on **1800 811 523**.

Concert, Function and Special Event Health and Safety Management Plan

PURPOSE

The Wests Group Australia has developed this document as part of their commitment to ensure the safety and wellbeing of all persons employed or visiting event facilities. The purpose of the Concert, Function and Special Events Health and Safety Management Plan is to formally document policies and procedures with relation to Fire Safety, Fire Protection and Emergency Management.

SCOPE

The aim of the policies and procedures as detailed in this document is to reduce the risk of incidents which may cause injury to occupants and loss or damage to property.

This document details the roles and responsibilities of the key personnel who will be expected to perform emergency response and/or business recovery functions when a major emergency event disrupts the conduct of normal operations.

PROPERTY

The information contained within this document is specific to **Wests City** corner King & Union Street, Newcastle West. Please contact the Business Development Manager or Event Coordinator for information on other venues at The Wests Group Australia.

NOISE CONTROL

Noise levels must not exceed the exposure standard for noise, defined by the Work Health and Safety Regulation 2011 as 85dB over an 8 hour period.

All doors for the venue will be kept closed throughout the event to restrict noise pollution.

EVENT CONTACTS

Events Operation Manager	0428 866 285
Event Supervisor	4926 6266
Duty Manager	4926 6209
Sound & Lighting Anthony Tillman	0428 600 199

STAFFING

All staff will be trained and experienced at working Wests events, and are required to work in accordance with The Wests Group Australia Safe Operating Procedures. Information specific to the event will be communicated to staff prior to the event commencing.

EVENT STOP PROCEDURE

The decision to stop events in any of The Wests Group Australia venues, is only authorised by Duty Manager or Senior Executive Manager in consultation with the Event Supervisor.

Upon decision to stop:

1. Function Supervisor to turn on main house lights.

Concert, Function and Special Event Health and Safety Management Plan

2. Event Supervisor/Sound & Lighting Technician to stop performance and stop music output
3. Duty Manager to make announcement over main PA system or mega-phone to alert audience to show stop.

If required the venue may then be evacuated using normal evacuation procedures.

This procedure is to be conveyed to all technical staff, security personnel, performers and touring management on arrival on site, the Duty Manager where available or the Function Supervisor.

EMERGENCY PROCEDURES

Fire

IN CASE OF SMALL FIRE – Contact the Duty Manager, state your name, location and severity of the fire. If you have been trained to use a fire extinguisher and it is safe to do, keeping an exit available behind you, bring the extinguisher within six feet of the fire. Pull the pin located in the extinguisher's handle; aim the nozzle at the base of the fire. Squeeze the handles and sweep from side to side at the base of the fire until it is out.

IN CASE OF LARGE FIRE - Contact the Duty Manager, state your name, location and severity of the fire. Evacuate the immediate danger area closing any doors to confine the fire. Continue to follow evacuation procedures if necessary following the direction of the Emergency Control Team members or other Senior Function Staff.

Earthquakes

DURING HEAVY SHAKING - Get under a desk, table, door arch or stairwell. If none are available, move against an interior wall and cover your head with your arms. Remain under cover until the movement subsides. Stay away from large windows, shelving systems or tall room partitions.

After shaking has stopped, survey your immediate area for trapped or injured persons and ruptured utilities. Evacuate the building using the stairs—not the elevators. Move to your designated assembly area and await further instructions from emergency personnel

Medical Emergency

In the event of a life threatening or a serious injury phone an ambulance immediately, **Dial 000**. The **Medical Emergency Alarm System** should then be activated. Contact the Function Supervisor to activate the alarm.

Building Evacuation

The decision to evacuate any of the Wests Group Australia properties will only be authorised by a Senior Manager or a Duty Manager.

In the event of an emergency evacuation, occupants will be advised by the Duty Manager or by an announcement over the public address system if an evacuation is necessary. Managers and Supervisors are fully trained in evacuation procedures and have all the necessary equipment on hand to deal with an evacuation

Concert, Function and Special Event Health and Safety Management Plan

Occupants must make their way out of the building in a calm orderly manner following the exit signs. Staff are responsible for directing customers to the exits and assist them out of the building. **DO NOT USE ELEVATORS.**

Once outside, occupants are to assemble at the designated assembly areas and wait for further instructions from emergency response personnel such as Chief Warden or Fire Brigade / Police.

SECURITY AND ACCESS MANAGEMENT

Access to the event will be controlled by Function staff with the assistance of security personnel.

Customers who appear to be under the influence of excessive alcohol consumption or drugs will not be admitted to the event and may be asked to leave the premises.

Customers will not be permitted to take alcohol purchased within the event, out of the venue boundaries or any other public area.

GENERAL HOUSEKEEPING STANDARDS

Employees and contractors working have a responsibility to keep their work area clean and tidy to avoid injury to themselves, other employees or contractors, and visitors.

The Function Team Leader or Supervisor shall carry out a Pre-Start Inspection to ensure that the venue is kept in a safe and orderly condition. Paths of egress shall be kept clear and not used for storage of equipment. The arrangement of equipment and furniture shall be so as to not impede on any paths of travel to exits.

SMOKING POLICY

The Wests Group Australia has designated outdoor smoking areas. Smoking is not permitted inside any buildings.

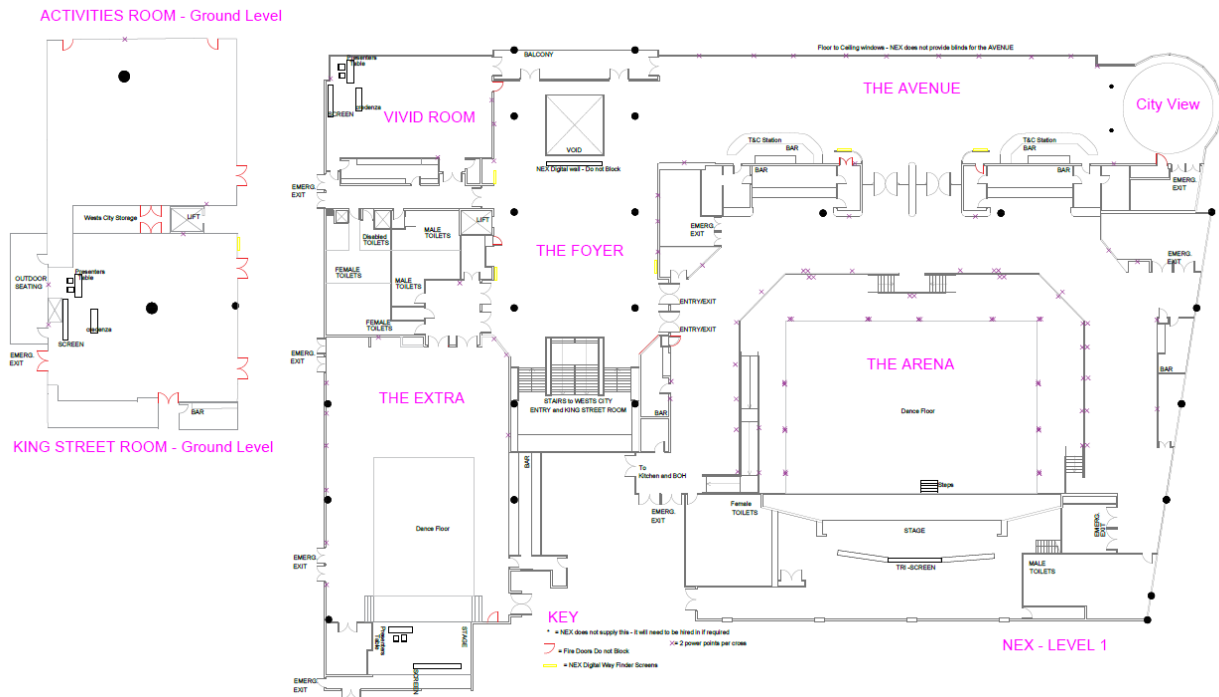
EMERGENCY CONTACT INFORMATION

Duty Manager	4926 6209
NSW Fire Brigade	000
	4927 2520
Police	000
	4929 0999
Ambulance	000

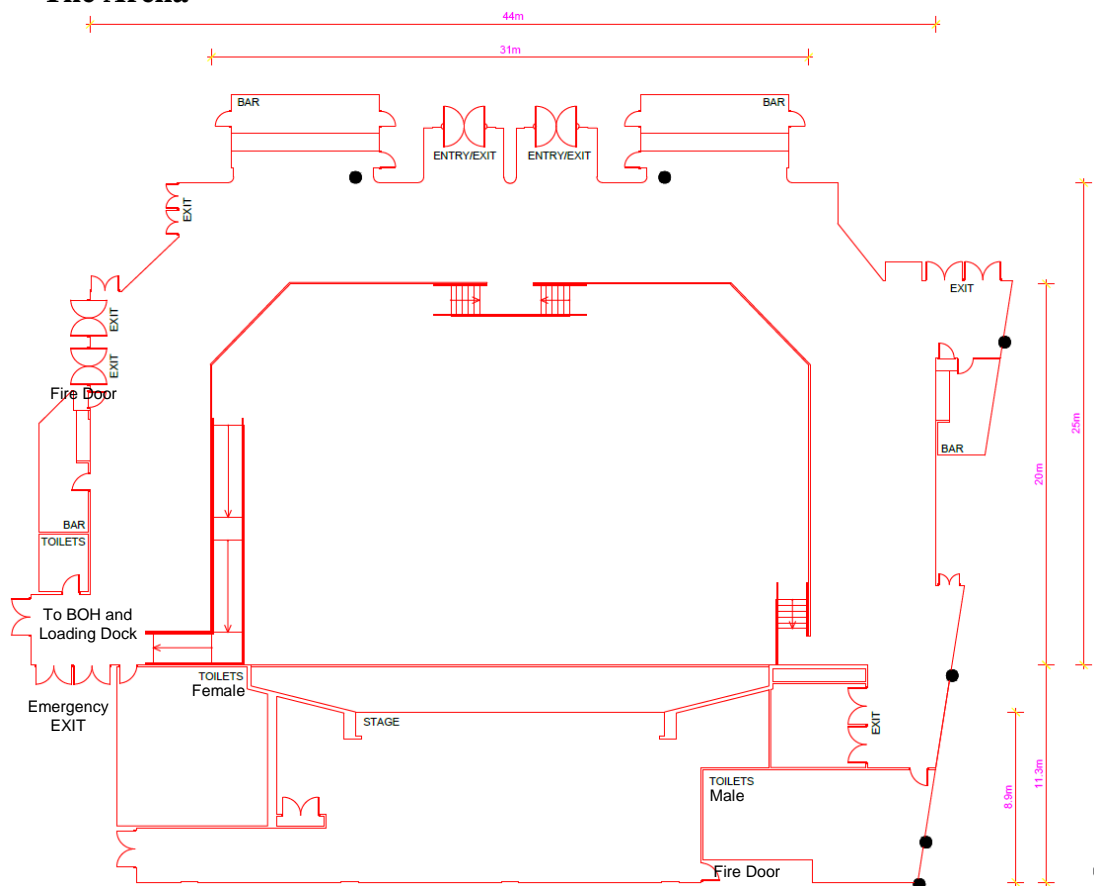
EVACUATION PLANS

Concert, Function and Special Event Health and Safety Management Plan

NEX:



The Arena



Emergency Assembly Area: The Hanger Car Park on King Street