

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.

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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

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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.

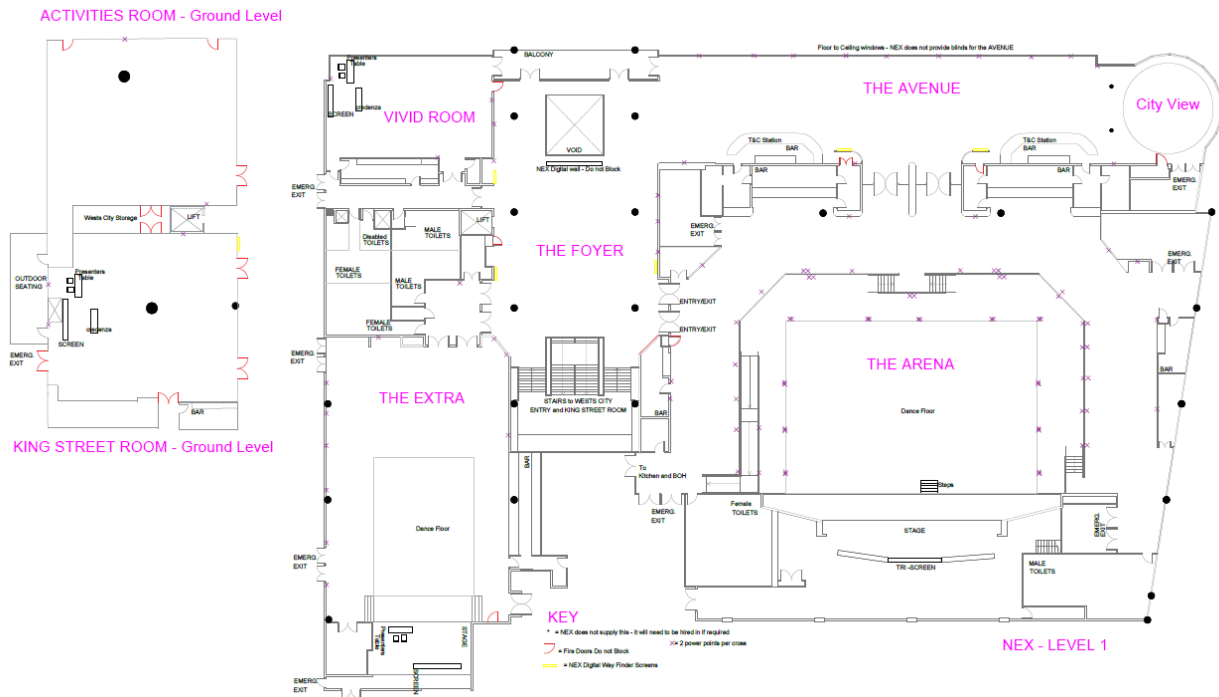
EMERGENCY CONTACT INFORMATION

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

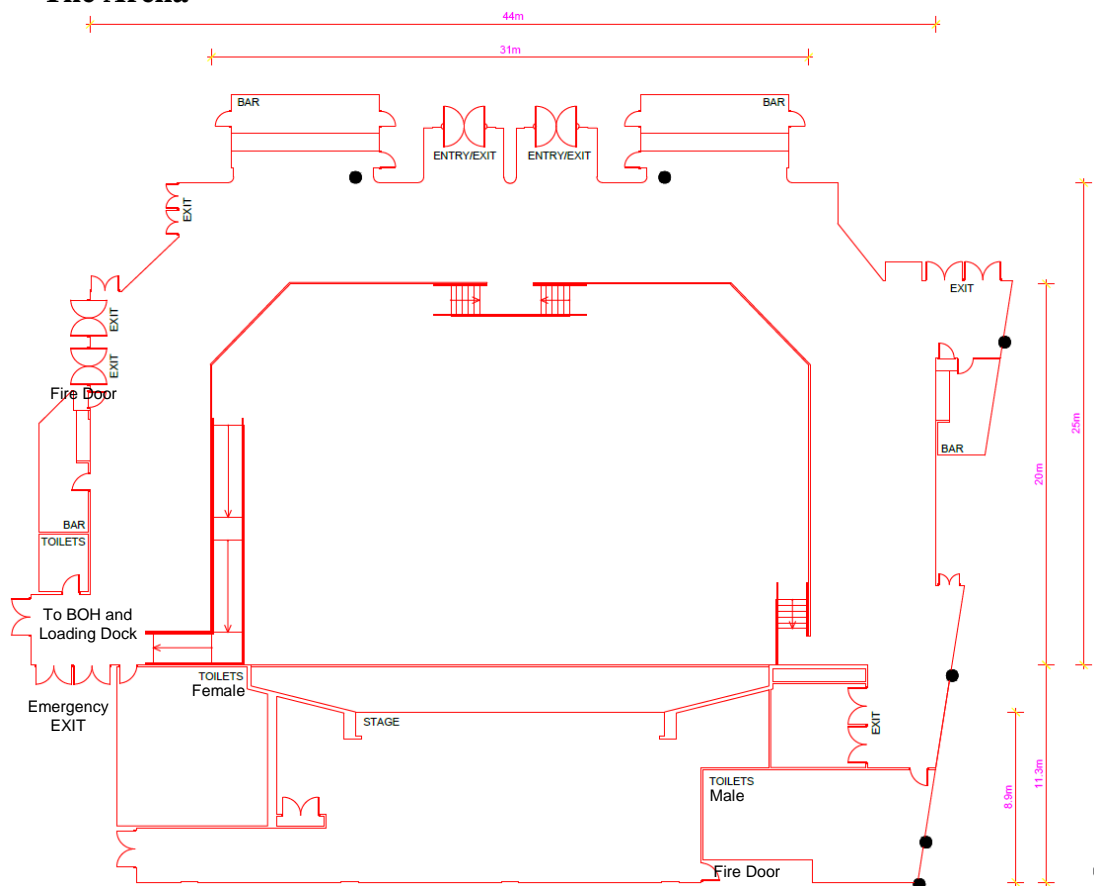
EVACUATION PLANS

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NEX:



The Arena



Emergency Assembly Area: The Hanger Car Park on King Street