



Belvoir St Theatre & Belvoir Warehouse 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 Belvoir schools performance or workshop at Belvoir St Theatre or at the Warehouse & Rehearsal Rooms.

Venue: Belvoir St Theatre, Surry Hills, Sydney
Address **Theatre:** 25 Belvoir St, Surry Hills, Sydney
Warehouse: 18 Belvoir St, Surry Hills, Sydney
Telephone: (02) 9698 3344 (Administration) & (02) 9669 3444 (Box Office)
Fax: (02) 9319 3165

Belvoir has public liability insurance cover to \$50 million.

Insurer: QBE Insurance (Australia) Limited
Expires: 31/03/17

Accreditation of the Venue

License: The Building Owner is Belvoir St Theatre Ltd and it is licensed as a Place of Public Entertainment

Emergency response procedures

Current evacuation plans are in place for Belvoir St Theatre. Front of House staff are trained in accordance with these emergency plans. Evacuations of the theatre are coordinated by Belvoir's Front of House Manager on duty. Evacuations of the warehouse are coordinated by the Chief Warden.

Risk Logic monitors Belvoir's emergency response plans. In both the theatre and warehouse buildings there are trained fire wardens who will direct audiences or groups to assigned assembly points in the event of any emergency. Regular training and evacuation drills take place.

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 up the hill 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.

Emergency support available

The Front of House Manager on duty is on-site before, during and after each schools performance. Belvoir St Theatre & Warehouse have fully compliant fire detection and protection systems and an Emergency Warning and Intercommunication System.

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



TRANSPORT DETAILS

- **PEDESTRIAN**

Pedestrian access to the theatre is from Belvoir St, perpendicular to Elizabeth St.

Students and teachers may walk along Elizabeth Street to reach Belvoir St and the theatre from Central Station. Elizabeth Street can be described as a busy, main road. Access it from Devonshire St, cross Elizabeth St at the crossing with traffic lights and then cross Devonshire St at the marked pedestrian crossing.

An alternative walking route (avoiding Elizabeth St) is available straight up Devonshire Street to Clisdell Street. At Clisdell Street turn right and walk straight up Clisdell Street to Belvoir Street.

- **BUSES**

A public bus stop is located on Elizabeth St, after the intersection between Elizabeth and Belvoir Streets.

- **TRAIN**

Belvoir St Theatre is approximately a 5-10 minute walk from Central Station. Exit via the Devonshire St exit.

- **CAR**

There is timed parking in the streets surrounding Belvoir St theatre and no parking available at the theatre.

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

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

There is a large assembly area on the footpath outside the theatre. If waiting with a large group, please take care to ensure students do not stand on the road. Cars sometimes travel quite quickly down Belvoir St, particularly the one way section between the theatre and Elizabeth St

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.

Please note that Belvoir St is not accessible by vehicle from Elizabeth St as it is a one-way street. Access Belvoir St via Devonshire and Clisdell St.



Access and special requirements

Access to the theatre is via the main doors at street level. If any students have mobility difficulties there is a lift that they can take down one floor to the main foyer area.

If students have access needs that require them to avoid the use of stairs please request assistance ahead of time from FOH staff to access the theatre via the lift and green room.

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

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.

Toilet facilities

Toilets are available on the ground floor of Belvoir St Theatre. The general public may access the toilets on days when the theatre is open (including days on which there is a schools performance at Belvoir St Theatre by entering the foyer from the street.)

An accessible toilet is available in the theatre foyer, at the end of the foyer nearest the stairs.

Inside the Theatre

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

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 students do not run or push while travelling up the stairs to the theatre. Both teachers and students are advised not to climb over seating banks in the theatre or to walk on the stage.

Before a show, during interval and after a show the lighting in the theatre is 'house lighting'. During the show the theatre auditorium is often dimly lit, with stage lighting focused 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.

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 mind their step, watch for trip hazards and follow the directions of Belvoir staff at all times.

Workshops at the Theatre

Students can attend a workshop or talk in one of the theatres (Upstairs or Downstairs) at Belvoir St Theatre. Workshops will involve students leaving their seats in the theatre and moving around the theatre space or going out into the foyer to do activities. Students and teachers should at all times take care and follow the directions of Belvoir staff.



Students may be invited on to the stage or to the stage area as part of a workshop or talk at Belvoir St Theatre. Students and teachers are advised to be aware of trip hazards such as theatre lights (which can also be hot when on), 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.

Large groups will be divided when accessing narrow areas of the theatre and some students may remain in the foyer with a teacher while the other group is shown the backstage areas.

Workshops at the Warehouse

At our Warehouse building students can participate in a workshop in one of our rehearsal rooms the smaller rehearsal room corresponding to the Downstairs theatre space or the larger rehearsal room corresponding to the Upstairs theatre space.

If your workshop is taking place in the smaller rehearsal room and the upstairs rehearsal room is being used, you will be taken via the open office area to access the room via the back stairs.

Access the warehouse building via 18 Belvoir St. If the door is locked there is a buzzer with video intercom system to allow screening of visitors outside office hours.

Facilities at the Warehouse

Toilet facilities are available at Belvoir's warehouse on the first floor and the second floor level – directly past the kitchen and straight ahead after the reception desk. An accessible toilet is available as well as female and male toilet facilities.

On the second level there are toilet facilities immediately ahead before you enter the large rehearsal room.

Emergency plans (managed by outside provider Risk Logic) are in place for evacuation of the warehouse building, and all fire wardens are trained in accordance with these plans.

Emergency exits are clearly indicated and in the event of an emergency please direct your students to leave all bags behind and follow directions to evacuate given to them by the emergency response wardens who can be identified by coloured vests and hard hats.



First Aid Boxes

At the theatre please see the Front of House Manager on duty if you require First Aid assistance.

First Aid boxes at Belvoir St Theatre are located:

- In the Bar (foyer level)
- In the Box Office (foyer level)
- In the Green Room (backstage, near Stage Door)
- Downstairs Theatre bio box (foyer level)

In the warehouse building there are lists of trained first aiders on all noticeboards.

Please see the Administration Coordinator (who sits at reception) or the person supervising your workshop, or Belvoir trained first aider for First Aid Assistance.

First Aid boxes at the Warehouse are located:

- In the White Room (ground level)
- In the kitchen (first level)
- In the upstairs kitchen (second level)

The nearest pharmacy is located at 608 Crown St, Surry Hills, approximately 400m 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

Opening Hours:

Monday to Friday: 8am to 7pm

Saturday: 8am to 4pm

Please note that this Medical Centre is closed on Public Holidays and Sundays.

In the event of these services being closed:

HealthDirect (24hr phone service) can also be contacted – this is a service that connects you to a registered nurse to talk through any problems, and can also refer you to the nearest GP.

The number is: **1800 022 222** (it's a free call from landlines.)

Their website is www.healthdirect.org.au

Reference Map – Belvoir St Theatre & Surrounding Areas

