

CANBERRA THEATRE CENTRE

Risk Assessment Guidelines for Schools

Planning to bring students to the theatre? This information will help you complete a risk assessment for your excursion.

Street Address

The Canberra Theatre Centre is located in Civic Square, London Circuit, Civic. The Canberra Theatre Centre is part of the Cultural Facilities Corporation, established under ACT legislation.

Getting there

Please book your bus to arrive 20 minutes before the performance. There are bus parking bays on London Circuit at Civic Square where passengers may be dropped off. If you are using Action Buses, students and teachers may walk from the Civic Bus Interchange, and cross London Circuit at one of several pedestrian crossings. There is an Action bus stop on London Circuit beside the Legislative Assembly building (opposite the Commonwealth Bank). Alighting at this stop avoids the need to cross London Circuit.

Small buses and cars may drop passengers from the lane behind the theatre. The lane is accessed from London Circuit, beside the Canberra Museum and Art Gallery. There are no stairs if entering or leaving from the lane.

Parking

Other than the bus parking bays on London Circuit, there is no other bus parking near the theatre. Paid parking for cars is available at either end of the Canberra Theatre Centre and is accessed from London Circuit. There is one handicapped car parking space beside the entrance from the lane and several in each of the public paid car parks beside the Centre.

Entering

The Canberra Theatre and the Playhouse share a common foyer or Link between the theatres. Students and Teachers should enter the Canberra Theatre or the Playhouse via the steps or the ramp from Civic Square or from the lane behind the Centre. Pedestrian access is also from City Hill via a pedestrian overpass.

The Courtyard Studio entrance is between the Canberra Theatre and the Legislative Assembly building. Take the steps or the lift to the Courtyard Studio foyer on the first level.

Access

When booking, please advise the box office if you are bringing any person who requires wheelchair or other special access. Access for wheelchairs is available by arrangement for audience members in each of the three venues.

For performers and excursion members, handicapped access to the Canberra Theatre Stage and 6 downstairs dressing rooms is available via two lifts through the Stage Door. Under some circumstances, access to the stage in the Canberra Theatre may be available through the roller door from the lane.

Access to the Playhouse stage is available through the foyer. There is a keyed door to the right hand side of the auditorium.

The Canberra Theatre stage door entrance is also available for handicapped access to the Courtyard Studio stage and most of the backstage area.

Box Office

The box office is located in the Foyer area between the two main theatres. Tickets may be booked in person or by telephone. To make group bookings for schools and teachers telephone the Box Office on (02) 6275 2700 during business hours to make a booking for your school or contact us via e-mail: schools@canberratheatrecentre.com.au

You will need the following information ready:

- The total number of children in your group
- The total number of teachers attending the performance
- Your school fax number or e-mail address. We will fax/e-mail an invoice to your school confirming numbers

In the Theatre

Please arrive in the foyer of the theatre at least 15 minutes before the scheduled start time for the performance. This allows time for teachers to collect and distribute tickets, for students to orient themselves in the building, visit restrooms and avoid crowding at entrance doors. For booked school groups a front of house staff member will direct you to the appropriate door. To assist us, please arrange for the younger members to enter at the front of the group as we prefer to seat them in front of the group. No eating or drinking is permitted in the theatres or on-stage.

Students and teachers attending a performance will need to walk up stairs to enter the auditorium and then down stairs to reach the row in which their seat is located. Wheel chair access is available through side doors to both main venues. There is a lift in the Playhouse foyer which provides access to the first dress circle level.

The Courtyard Studio access is level into the auditorium with patrons then going up stairs to the seats. For most shows in the courtyard studio seats are not reserved and are occupied on a first come basis.

Where a seat number is allocated, patrons must sit in this seat. Upon entering the designated seat row, please take care not to injure or unnecessarily disturb patrons already seated.

Students and teachers must not run at any time during their visit to the Canberra Theatre. This includes when using external stairs and ramps. Students and teachers must not climb over seats in the theatres.

Before and after the show, as well as during an interval, there will be house lighting. During the performance the house lights will be dimmed and the auditorium will be dark. However, aisle lights at the end of each row and exit door lights will continue to be displayed. Students and teachers leaving or entering the auditorium will need to exit their rows and then follow the aisles up or down stairs to the nearest exit. Front of house staff will be available at each exit to assist with opening and shutting doors.

For most shows, latecomers are not permitted to enter until there is a break during the performance. Students and Teachers arriving late will wait with an usher until permitted to proceed to their seat.

For hearing impaired students there are a limited number of fm-assisted hearing headsets available for performances in the Canberra Theatre and The Playhouse. Occasionally special performances are arranged that feature live captioning and others that may offer audio description and tactile tours for blind and vision impaired students.

Patrons are requested to turn off mobile phones and any items or gadgets that may disturb other audience members or performers. The use of cameras is illegal for most performances in the theatres. Canberra theatre staff will ask any audience or tour group member to leave if they are disturbing other people by preventing them from enjoying the performance or tour or acting in an unsafe manner.

Audio levels

The Canberra Theatre seeks to ensure that sound levels in the auditorium and stage for all productions do not exceed the exposure standards specified in ACT Legislation, particularly *Work Safety Regulation 2009, Division 7.10*.

Toilets

Toilets including disabled toilets are available from the foyer area beside both main theatres and from the foyer of the Courtyard Studio. Backstage, there are toilets, including a disabled access toilet, from the corridor leading to the dressing rooms in each space.

Backstage Tours

Students and Teachers may book a tour of the Canberra Theatre Centre. All tours will be accompanied by a staff member from the Canberra Theatre Centre. For a group of up to 15 students we require that one teacher must accompany the students at all times. For a group of 15 to 30 students, two teachers are required to accompany the group. The teacher in charge must bring a list of the names of each student in the group.

The backstage area of the theatres should always be regarded as a place of work. Students and Teachers should be aware of potential hazards which may be present in a working theatre.

Students and Teachers may be in proximity to technical equipment, stage scenery, stage properties, tools and other workplace materials. Students and Teachers must not touch any such equipment or materials whilst on a tour at the Canberra Theatre Centre, unless expressly instructed by the

Canberra Theatre staff member conducting the tour. They should pay particular care to avoid trip hazards and areas where lighting may be partly dim.

Workshops

The Canberra Theatre conducts several workshops for students and teachers. These may involve students and teachers moving around the theatre spaces, including onstage, in the stage wings and in areas such as technical control rooms, workshops, areas under and above the stage. It is essential that Teachers and students follow directions of Canberra Theatre staff at all times.

Emergency

All Canberra Theatre Centre staff have been trained in the Emergency Evacuation Plan and fire wardens are trained quarterly. All full time technical and Front of House staff are fire wardens.

There are a minimum of 5 fire wardens on duty for each public event held at the Canberra Theatre Centre.

The Front of House Manager is on-site before, during and after each performance. A first aid officer is on duty for each performance both Front of House and backstage. First aid kits are located in the technical tearooms of each venue and in the first aid room beside the Front of House Managers' office.

The Canberra Theatre Centre is fitted with two EWIS fire panels, one monitoring the Canberra Theatre, Courtyard Studio and administrative offices, the second monitoring the Playhouse, Link, Box Office and Canberra Library.

Evacuation

The Canberra Theatre Centre has an evacuation plan for the Foyer areas and each of the three theatres. Evacuation of audience members is co-ordinated by the House manager on duty and the Front of House staff (ushers). Evacuation procedures are rehearsed frequently and in accordance with the Canberra Theatre Centre's evacuation plan.

There are multiple exits from all theatres and these are clearly marked by illuminated signs.

The evacuation assembly point for audience and staff is on London Circuit, in front of the Legislative Assembly if in the Canberra Theatre, or in front of the Canberra Museum and Gallery if attending the Playhouse, Link or Civic Library. Civic Square is used for the spill over of large audiences.

The alert alarm in all venues is a loud BEEP – BEEP – BEEP.

Due to the large capacity of the Canberra Theatre auditorium the venue evacuates at the signalling of the alert alarm.

Ambulance Number - 000

Nearest emergency department – Calvary Hospital, Bruce.

Nearest medical centre – Ainslie Family Practice, 21 Edgar St. Ainslie. Ph. 6257 5899

Nearest pharmacy – City Market Chemist. Ph. – 6249 8074. Open 0800-1900.