



RISK ASSESSMENT INFORMATION FOR SCHOOLS

VENUE	Seymour Centre
ADDRESS	Cnr City Rd and Cleveland St Chippendale NSW 2008
TELEPHONE	Box Office: (02) 7255 1561 Stage Door: (02) 9351 7944
INSURANCE	Public liability cover up to \$20,000,000.00
INSURER	Lloyd's of London
ACCREDITATION OF VENUE	License: The University of Sydney Licensed as: Place of Public Entertainment

BATHROOMS

Bathrooms are available in our main foyer, located down a short corridor to the right of the Box Office. Male facilities are on the left and female facilities are on the right.

ACCESS PROVISIONS

- Access seating, without the use of stairs, is available on request. If people in your group have access needs, please contact the Box Office on (02) 7255 1561.
- All our theatres can be accessed via an internal lift located in the main foyer.
- Access facilities are available in the male and female bathrooms in the main foyer, with a stand-alone facility next to the female bathrooms.
- Access parking and drop-off is located on Maze Cres within the University of Sydney and a short distance from our venue.
- Access facilities are also available backstage next to Studio 1.

HOW TO GET HERE

By school bus or coach

There are easy drop-off and pick-up points for school buses on City Rd and Shepherd St. Please note there is no bus parking available onsite.

By public bus

There is a bus stop outside our venue on City Rd, with frequent services throughout the day.

By train

Our venue is a 15-minute walk from Redfern Station via Ivy St. From Central Station, it's a 30-minute walk via Cleveland St.

By car

The closest secure car park is the Shepherd St multi-storey car park located on the corner of Cleveland St and Shepherd St. Parking costs \$4 per hour, up to a maximum charge of \$24 for 24 hours, seven days a week. Access to our venue is through level three of the car park.



The Shepherd St car park is managed by the University of Sydney and can often be full during university semester times. Please contact the University Traffic and Parking office on (02) 9351 3336 or security.traffic@sydney.edu.au for additional information. There is limited free parking available in the surrounding streets.

On foot

Pedestrian access to our front doors is via City Rd.

LOST PROPERTY

For all lost property enquiries, please contact Stage Door on (02) 9351 7944.

KNOWN HAZARDS AND CONTROLS

The exterior flooring surrounding our venue is paved in granite and tiles and there are steps leading from the car park to our courtyard. There is limited protection from the elements in the courtyard. Non-slip footwear and suitable clothing are strongly recommended.

The entrance to our venue is polished glass and non-automated glass doors lead into the foyer. It is advised that young children are accompanied by a teacher, parent or guardian when entering the foyer through the non-automated doors.

The foyer flooring is polished cement and can become slippery during wet weather. It is strongly advised that all visitors wear non-slip footwear.

Back of house, there are many stairs. All have non-slip tread attached, however care should always be taken.

EVACUATION PROCEDURES

We have an evacuation plan in place, and our Front of House, Box Office and Back of House staff are trained in accordance with the plan.

FIRE PROTECTION SERVICES

We have dedicated Fire Wardens within our team to ensure the safety of all occupants in the building during an emergency situation.

Fire extinguishers are located on each level of our venue, and their positions are clearly labelled. Fire hoses are located on each level of our venue and near the green rooms, their positions are clearly labelled.

All areas of our venue are covered by sprinkler systems activated by heat. When activated, these systems automatically transmit a fire alarm via Telstra phone lines to the NSW fire brigade and release dispersed sprays of water to control fire.

However, these sprinkler systems are sometimes slow to operate and should not be solely relied upon to quickly put out a fire or to alert the fire brigade. If there is a fire, call the fire brigade immediately on 000 (or 0-000 from internal phones in our venue). Security officers from the University of Sydney are also available 24 hours a day to assist with emergencies and can be contacted on (02) 9351 3333 (or 13 333 from internal phones in our venue).



MEDICAL SERVICES

First aid

Several team members, including our Front of House Manager, hold first aid certificates. First aid equipment, including a defibrillator, is available from our Front of House team.

If you are back of house and require first aid, please request assistance from Stage Door on (02) 9351 7944. When front of house, please speak to one of the ushers, who can radio a trained first aider.

Security officers from the University of Sydney hold first aid certificates and are available 24 hours a day to assist with first aid requests. They can be contacted on (02) 9351 3333 (or 13 333 from internal phones in our venue). Our Front of House team can also quickly contact security officers.

Emergencies

If a person is seriously injured or ill, call an ambulance immediately on 000 (or 0-000 from internal phones in our venue) and inform a Seymour staff member.

Be ready to provide the following details:

- Your name
- Your location
- The number of people involved in the emergency
- Details of the emergency

Security officers from the University of Sydney are also available 24 hours a day to assist with emergencies and can be contacted on (02) 9351 3333 (or 13 333 from internal phones in our venue).

Nearest public hospital

The nearest public hospital to our venue is the Royal Prince Alfred Hospital on Missenden Rd, Camperdown. The hospital is a 5- to 10-minute drive away.

University of Sydney Health Service

The University of Sydney Health Service is located on level three of the Wentworth Building (a 150-metre walk from our venue) and offers general practitioner and emergency medical care services on a walk-in or appointment basis. The Health Service is open 8:30am to 4:30pm, Monday to Friday (except on public holidays), and can be contacted on (02) 9351 3484.

SAFETY MEASURES

We are required to be compliant with any Public Health Orders from NSW Health and are committed to making your visit as safe as possible.

LICENSED VENUE

We are a licensed venue from 12pm daily. It is advised that students bring cash if they wish to purchase food or beverages at our venue as some youth debit cards may be restricted from purchasing.

QUESTIONS

If you have questions regarding any information provided in this document, or require additional information to complete your risk assessment, please contact the Box Office on (02) 7255 1561.