



## 2023 RISK ASSESSMENT INFORMATION FOR SCHOOLS

<b>VENUE</b>	Seymour Centre
<b>ADDRESS</b>	Cnr City Rd and Cleveland St Chippendale NSW 2008
<b>TELEPHONE</b>	Box Office: (02) 9061 5344 Stage Door: (02) 9351 7944 or (02) 9351 3641 Administration: (02) 9036 5467
<b>INSURANCE INSURER</b>	Public liability cover up to \$20,000,000.00 Lloyds of London
<b>ACCREDITATION OF VENUE</b>	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

- 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.
  - Access seating, without the use of stairs, is available. If you have further access seating enquiries, please contact the Box Office on (02) 9061 5344.
  - Access parking and drop-off is located on Maze Cres within the University of Sydney and a short distance from our venue.
- 

### 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 10-minute walk from Redfern Station via Ivy St. From Central Station, it's a 25-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. Limited free parking is available at the University of Sydney or in the surrounding streets.

#### **On foot**

Pedestrian access to our front doors is via City Rd.

---

#### **LOST PROPERTY**

For all lost property enquires, please contact Stage Door on (02) 9351 7944 or (02) 9351 3641.

---

#### **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 is strongly recommended.

The entrance to our venue is polished glass, and automated 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 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.

---

#### **EVACUATION PROCEDURES**

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

---

#### **FIRE PROTECTION SERVICES**

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 near the green rooms and 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 give out 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**

Our Front of House managers and a number of other team members hold first aid



certificates. First aid equipment, including a defibrillator, is available from our Front of House team.

If you require first aid, please request assistance from a Front of House team member or contact Stage Door on (02) 9351 7944 or (02) 9351 3641.

Security officers from the University of Sydney also 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 via radio.

### **Emergencies**

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

---

### **COVID-19 SAFETY MEASURES**

We are a registered COVID-Safe business and we're committed to making your visit as safe and enjoyable as possible. [Our COVID-19 Safety Plan and detailed information on our COVID-related health and safety measures can be viewed on this webpage.](#)

As our health and safety measures may be updated regularly, based on changing health advice and/ or University of Sydney directives, we recommend reviewing the webpage linked above prior to your visit, to ensure you are apprised of the latest information. We will also email you directly with the latest information prior to your visit.

---

### **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) 9061 5344.

**SEYMOUR**