



DARLINGHURST THEATRE COMPANY RISK ASSESSMENT GUIDELINES

Eternity Playhouse
39 Burton St, Darlinghurst NSW 2010

Thank you for arranging an excursion to Eternity Playhouse. The following information will assist you in developing an Excursion Risk Management Plan.

Venue Information

- Eternity Playhouse is located at 39 Burton Street, Darlinghurst NSW 2010.
- Eternity Playhouse is a publicly licensed venue.
- The Eternity Playhouse evacuation assembly point is the courtyard on the corner of Kings Lane and Palmer Street, diagonally across the road from the main entrance of Eternity Playhouse.
- Eternity Playhouse has a fully compliant Fire Detection and Protection System and an Emergency Warning and Intercommunication System. These systems are managed by a fire and safety team that provides 24/7 coverage.
- The Front of House & Event Manager, Front of House Supervisors and some additional staff hold senior first aid certificates. The Front of House first aid kit is located at the Box Office in the Eternity Playhouse foyer.
- Darlinghurst Theatre Company is fully covered by public liability insurance.
- Darlinghurst Theatre Company has developed a comprehensive Workplace Health and Safety (WH&S) Policy to cope with the most likely emergency scenarios for Eternity Playhouse. This document is available on request.

Emergency Procedures & Relevant Staff Training

- All areas of Eternity Playhouse have risk assessments and controls in place.
- Every Darlinghurst Theatre Company employee is responsible for maintaining a safe workplace without risks to health. All Darlinghurst Theatre Company employees, visitors, contractors, joint ventures and hirers are expected to meet Darlinghurst Theatre Company's standards on health and safety matters. These are contained in Darlinghurst Theatre Company's WH&S Policy.
- The WH&S Policy governs all machinery and equipment used in the venue. All equipment and machinery is checked regularly for safety. Licensed tradespeople are contracted to maintain the building and equipment.
- Darlinghurst Theatre Company Front of House staff are fully trained and comply with Darlinghurst Theatre Company's internal WH&S Policy.
- At all public events at Eternity Playhouse there will be a minimum of one Front of House staff member present in the public areas at all times.
- There will be a minimum of two Fire Wardens present during all public events at Eternity Playhouse.

Access & Special Requirements

- Eternity Playhouse is an accessible venue.
- There is an accessible entrance for wheelchairs via the Burton Street entrance. Please notify a Front of House staff member if you require help with access to the venue.
- There is a lift in the Eternity Playhouse foyer that can take patrons to all levels of Eternity Playhouse, including the theatre.
- Wheelchair seating is located at the back of the theatre. Please inform Box Office staff at the time of booking if wheelchair seating is required.
- A hearing loop is installed in the theatre, which operates only with hearing aids equipped with the telephone coil (T-Switch). If you require the hearing loop facility, please notify Box Office staff at the time of booking.

Availability of Appropriate Facilities

- The Eternity Playhouse Bar sells a small selection of snacks and drinks.
- There are a number of cafes in close proximity to Eternity Playhouse.
- Public toilets and accessible toilets are located in the foyer of Eternity Playhouse.

Nearby Services

- The nearest public hospital is St Vincent's Hospital, located at 390 Victoria St, Darlinghurst. Phone number (02) 8382 1111.
- The nearest private medical centre is Darlinghurst Medical Centre, located at 213-219 Darlinghurst Road. Phone number (02) 8302 111.
- The nearest police station is Surry Hills Police Station, located at 3/151-241 Goulburn Street, Surry Hills. Phone number (02) 9265 4144.

Further information

Further information about Darlinghurst Theatre Company and Eternity Playhouse can be found on our website: www.darlinghursttheatrecompany.com

For further queries please contact Darlinghurst Theatre Company Administrator, Pernille Jack.

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