

## RISK ASSESSMENT AND VENUE INFORMATION FOR SCHOOLS

NSW government schools are required to complete a Risk Assessment of their planned excursion.

*"The purpose of excursion risk management is to make excursions as safe as possible. Risk management processes are used to identify hazards, assess and then eliminate or control risks associated with major events at BMEC"*

The important point to note is that the hirer must make their own risk assessment of the proposed event. Bathurst Regional Council cannot make the assessment for you.

If you have any questions, please contact Bannon Rees  
[bannon.rees@bathurst.nsw.gov.au](mailto:bannon.rees@bathurst.nsw.gov.au) Phone: 02 6333 6164 Mobile: 0492 048 248

### General Information

item	General	Details	Remarks
Contact details	<a href="http://www.bmec.com.au">www.bmec.com.au</a>		Opening hours: Varies depending on events. Public hours Mon-Fri 10am-4pm
Location	105 William Street	BMEC is situated between Russell and Keppel Streets	Designated drop off in front of building
Parking	There is no designated parking for BMEC patrons	Coach parking can be found at various locations in the CBD with closest space being Russell St just past the Courthouse	2 hour parking is available in William Street. Two blocks west of the venue there are no parking time limits.
Inductions	On request or through prior the event	If required BMEC staff will provide an Induction prior to your event(s) to explain BMEC Safety procedures and emergency control	Any information provided the client will need to ensure that all members of their group are adequately informed.
Access	Bathurst Regional Council is committed to providing suitable and safe access to all public venues.	BMEC has disability access at the front door and evacuation routes. Disabled toilet facilities are also available on the ground floor.	For visitors with other special needs please contact BMEC staff for more information.
Stage Door	Access for performers	Stage door must be manned by a representative of the hirer at all times while this door is open for	This is a security and safety issue for both the venue and the hirer.

		access by performers and/or participants	
Flylines	Situated prompt side of stage	Only authorized BMEC staff are to operate the fly system	
Stage lighting & Auditorium lighting	Dark auditorium and stages and/or bright blinding light	Falling off stage, walking into obstacles or people. Slip trip or fall	White tape on stage edges and treads. Stage exits to be marked, lights left on in wings. House lights left on low and ensure or isle lighting and safety lighting is working.
Emergencies	Bathurst Regional Council has emergency evacuation plans in place for all Council controlled sites.	BMEC has in place emergency evacuation charts, emergency plans, and trained wardens. Emergency drills are conducted every 12 months as a minimum. All emergency systems are inspected and maintained by qualified contractors in line with the appropriate codes of practice and legislation.	Council complies with all requirements under the BCA, AS, and associated legislation. Hirers will be informed of evacuation routes and emergency evacuation points. Hirers are reminded of their responsibilities under to provide a Risk Assessment for their event.
First Aid	All Bathurst Regional Council facilities comply with the Code of Practice "first Aid in the Workplace"	Access to first aid kits is available at the counter. All kits are inspected as per the previously mentioned Code of Practice. BMEC full time staff are all senior first aid qualified. Not all Casual staff have current first aid certificates.	BMEC does not provide specialist equipment such as epi pens or inhalers which must be supplied by the visiting group if required. BMEC does have onsite a defibrillator which is maintained to the standards required
Construction repair and maintenance	Bathurst regional Council takes pride in its venues and public areas and as such maintains them to the highest possible levels.	All construction, repair, and maintenance work on Council controlled sites are carried out by qualified tradesman and experienced technicians.	All construction repair and maintenance of Bathurst Regional Council facilities are carried out by businesses taken from the preferred supply list which have been vetted for compliance and competence or have been employed as part of a stringent tender system. All work is inspected by Council officers at completion.
Child related employment	Where established as part of the risk	Where staff may be engaged in activities	As BMEC staff do not, unless otherwise

	assessment process, relevant BMEC staff have undertaken the appropriate checks and registration as required by the Child Protection Act 2012.	as described section 6 of the Child Protection Act BMEC will ensure the correct vetting and certification has been carried out as per Council Policy and State legislation.	stated in program guides or activity synopsis, normally have “direct unsupervised contact with students” they may not have been identified as requiring a Working with Children check.  If this may restrict your visit to, or enjoyment of BMEC please contact the venue liaison officer who will do their utmost to assist
Insurance	As a Local Government organization BMEC has extensive public liability and workers compensation insurance	Bathurst Regional Council is insured for public liability risk through StateWide Mutual	Although BMEC has full insurance cover Hirers are expected to have their own cover taking into account the risk associated with the group and activity.
Dressing rooms	Allocated Dressing room are made available within the Theatre backstage area.	For other areas required to be used as dressing rooms eg City Hall and Conference rooms, these will need to be monitored by persons nominated by the hirer.	Dressing rooms will need to be monitored for slippery floors etc and hirer is required to notify BMEC staff if any issues occur.
Additional information	Catwalks and galleries Laundry / Basement Workshop BMEC Office and Bar areas Other areas not hired for this event	Some areas will be out of bounds to large events with children, school events, eisteddfods etc	This will be negotiated with staff depending on requirements.