



## **SCHOOL RISK ASSESSMENT INFORMATION**

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<b>VENUE ADDRESS</b>	Seymour Centre Cnr of City Road and Cleveland Street CHIPPENDALE
<b>TELEPHONE</b>	Box Office (02) 9351 7940 Stage Door (02) 9351 7944 or (02) 9351 3641 Administration (02) 9036 5467
<b>FAX</b>	Box Office (02) 9351 7931 Administration (02) 9351 7916
<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: Place of Public Entertainment

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### **GENERAL INFORMATION EMERGENCY PROCEDURE**

An evacuation plan is in place and all Front of House and Box office staff are trained in accordance with the plan.

### **KNOWN HAZARDS AND CONTROLS**

The exterior of the building is paved in different forms of granite and tiles and there are steps leading from the car park to the Seymour Centre courtyard. There is limited protection from the elements in the courtyard. Suitable footwear and clothing is strongly recommended.

The entrance to the Seymour Centre is polished glass with automated and non-automated doors leading into the foyer. It is advised that all young children are accompanied by a parent or guardian when entering the foyer through the glass automated doors.

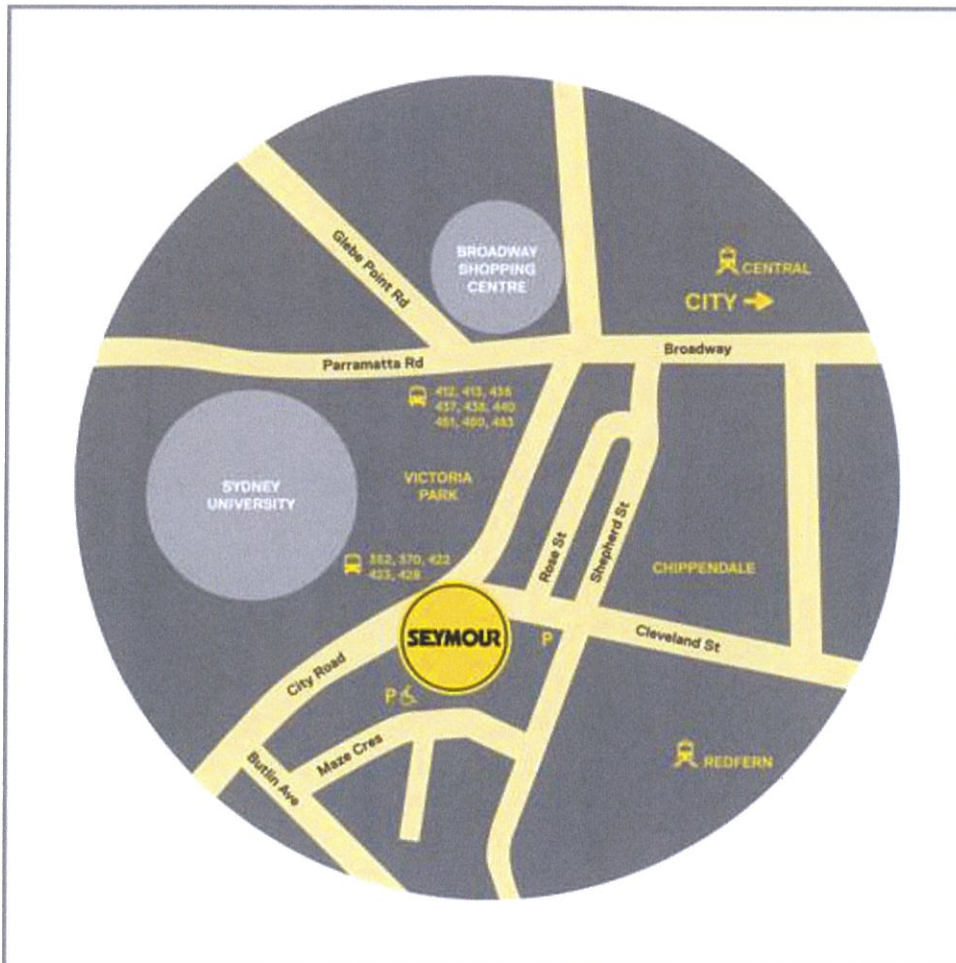
The Seymour Centre foyer's flooring is polished cement and can become slippery during wet weather. It is strongly advised that all people attending wear non-slip footwear. The interior of the venue is fully protected from the elements

### **TOILETS**

Patron toilets are available in the foyer of the Seymour Centre. Located to the right of the Box Office down a corridor with male facilities to the left and female to the right of the hallway, access facilities are available in both male and female bathrooms.

## SPECIAL SEATING/ACCESS REQUIREMENTS

- All venues have access through an internal lift located in the foyer of the Seymour Centre.
- Access seating available without the use of stairs.
- For access seating please contact Box Office directly (02) 9351 7940.
- Access parking and drop off is located on Maze Crescent at the Darlington Campus, the University of Sydney.



## HOW TO GET HERE ON FOOT

Pedestrian access is from City Road directly opposite Victoria Park.

## BY BUS

Numerous bus routes run directly past the Seymour Centre 422, 423, 426, 428, 370, 352. A bus stop is located at the front of the Seymour on City Road. To return to the City or Central Train Station a bus stop is located opposite the venue on City Road.

## BY TRAIN

The closest station is Redfern which is a short walk from the Seymour, or Central, which is a 10-minute bus ride from the Seymour.

## BY CAR

- Shepherd Street multi-storey car park located corner of Cleveland and Shepherd Street Chippendale. Access to Seymour Centre is through level 3 of the parking Station. Parking vouchers are available through the Box Office for \$6.00 for all day parking. Vouchers must be displayed on the dashboard of the car.
- On-campus parking is also available. The parking is a 'pay & display' system through various meters around Darlington Campus.

#### **BY COACH/ MINI BUS**

A drop-off point is located on City Road at the front of the Seymour Centre. Coaches can wait about 100 metres up the road from the Seymour Centre after the bus stop.

### **SERVICES**

#### **Fire Protection Facilities**

Fire extinguishers are located on each level and their positions are clearly labelled.

Fire hoses are located on each level near the Green Rooms and their positions are clearly labelled.

All areas in the Seymour Centre are covered by sprinkler systems which are activated by heat. This system, when activated, automatically transmits a fire alarm via Telstra lines to the Fire Brigade, and gives out a dispersed spray of water to control the fire. This system can sometimes be slow to operate, and should not be relied upon to quickly put out a fire or to alarm the Fire Brigade.

#### **Medical Emergencies**

If a person is seriously injured or ill, call an ambulance immediately 000 (0-000 from internal university phones). Be ready to provide the following details:

- your name
- location
- number of people involved
- details of the medical emergency

Security Officers will respond to calls for emergency first aid and assist emergency services such as ambulances to the scene.

In emergencies phone ext. 13333 or 0-000 if you are on a university extension.  
If you are on a direct outside line phone (02) 9351 3333 or 000.

#### **First Aid**

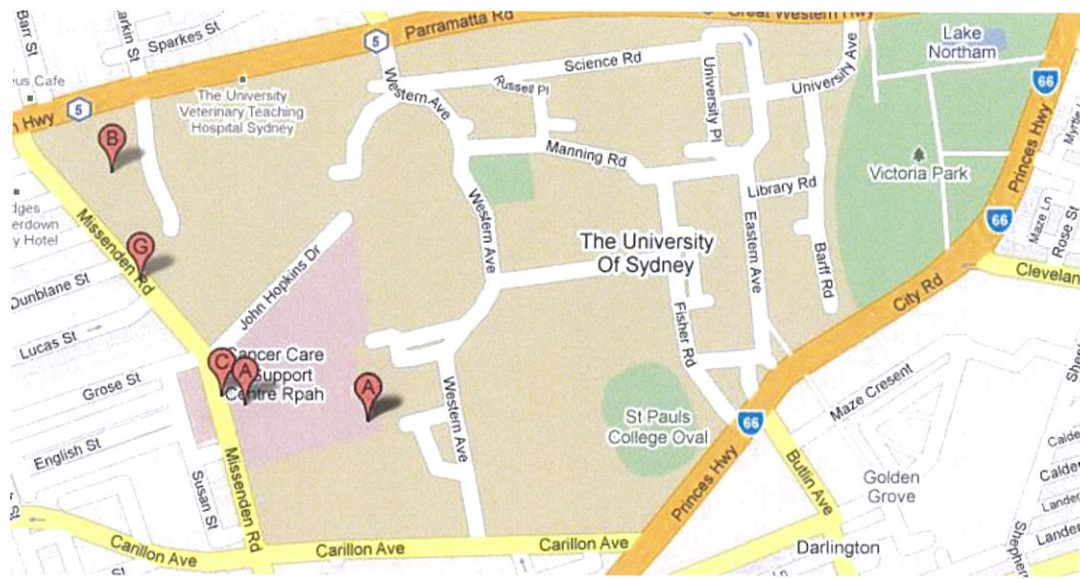
Nominated First Aid Officers are located in the Seymour Centre. Front of House Duty Managers and Technical staff hold First Aid certificates. Should you require First Aid contact Stage Door (02) 9351 3641 or request assistance from a member of Front of House staff.

Additional staff hold senior first aid certificates and extra first aid equipment including a defibrillator are available through contacting the Front of House staff.

All members of the Security Patrol hold current first aid certificates. Security Officers are also in radio contact and are able to respond and summon help quickly.

#### **Hospital**

The nearest public hospital to the Seymour Centre is the Royal Price Alfred Hospital on Missenden Road Camperdown, about 10 minutes from the venue.



### **Lost Property**

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

### **University Health Service**

The University Health Service offers a general practitioner and "walk in" service for staff, students and visitors on the Camperdown/Darlington Campus, located in the Wentworth Building 150 metres from the Seymour Centre. Priority is given to emergencies or those in pain or distress. The University Health Service is located at Level 3 Wentworth Building (G01) Phone 9351-3484 and Entry Level Holme Building (A09) Phone 9351-4095.