

## BELVOIR ST THEATRE & BELVOIR WAREHOUSE

### 2022 RISK ASSESSMENT GUIDANCE FOR SCHOOLS

The following information is designed to assist teachers in developing a risk management plan for the purpose of attending a Belvoir schools performance or workshop at Belvoir St Theatre or at the Warehouse & Rehearsal Rooms.

#### VENUE

##### Belvoir St Theatre, Surry Hills, Sydney

Address      **Theatre** 25 Belvoir St, Surry Hills, Sydney  
                   **Warehouse** 18 Belvoir St, Surry Hills, Sydney

Phone        Administration (02) 9698 3344  
                   Box Office (02) 9669 3444

Fax            (02) 9319 3165

#### PUBLIC LIABILITY

Belvoir has public liability insurance cover to \$20 million.

Insurer      **Allianz Australia Insurance Ltd,  
                   Chubb Insurance Australia Limited  
                   through SLE Worldwide Aust Pty Ltd**

Expires       **30/09/22**

#### ACCREDITATION OF THE VENUE

License       **The Building Owner is Belvoir St Theatre Ltd and  
                   it is licensed as a Place of Public Entertainment**

#### EMERGENCY RESPONSE PROCEDURES

Current **evacuation plans** are in place for Belvoir St Theatre. Risk Logic monitors Belvoir’s emergency response plans. Front of House staff are trained in accordance with these emergency plans. Evacuations of the theatre are coordinated by Belvoir’s Front of House Manager on duty. Evacuations of the warehouse are coordinated by the Chief Warden. In both the theatre and warehouse buildings there are trained fire wardens who will direct audiences or groups to assigned assembly points in the event of any emergency. Regular training and evacuation drills take place.

The **evacuation assembly point for Belvoir theatre and warehouse is Ward Park** (NOT on or across the street from Belvoir St Theatre). Ward Park is located approx. 150 metres from Belvoir Street Theatre up the hill on the opposite side of the road, past the Northcott residential building, towards Crown Street.

**Emergency exits** are clearly indicated. There are multiple exits from Belvoir St Theatre and Warehouse. In the event of an emergency please direct your students to leave all bags behind and follow directions to evacuate by the emergency response wardens who can be identified by coloured vests and hard hats.

**Emergency support available** The **Front of House Manager** on duty is on-site before, during and after each schools performance at the theatre.

Belvoir St Theatre & Warehouse have fully compliant fire detection and protection systems and an Emergency Warning and Intercommunication System. These systems are managed by onsite Fire Wardens and monitored 24/7 by a fire monitoring system.

#### CONTENTS

- VENUE.....1
  - Public Liability .....1
  - Accreditation .....1
- EMERGENCY PROCEDURES .....1
- TRANSPORT .....2
- REFERENCE MAP.....2
- BELVOIR ST THEATRE .....3
  - Arrival and Entrance.....3
  - Accessibility .....3
  - Facilities .....3
  - Inside the Theatre.....3
  - Food & Beverage .....4
  - Workshops.....4
  - Backstage Tours.....4
- BELVOIR WAREHOUSE.....5
  - Arrival and Entrance.....5
  - Accessibility .....5
  - Facilities .....5
- FIRST AID.....6
- COVID-SAFE VISIT .....7

## BELVOIR ST THEATRE & BELVOIR WAREHOUSE

### 2022 RISK ASSESSMENT GUIDANCE FOR SCHOOLS

#### CONTENTS

- VENUE.....1
  - Public Liability .....1
  - Accreditation .....1
- EMERGENCY PROCEDURES .....1
- TRANSPORT .....2
- REFERENCE MAP .....2
- BELVOIR ST THEATRE .....3
  - Arrival and Entrance.....3
  - Accessibility .....3
  - Facilities .....3
  - Inside the Theatre.....3
  - Food & Beverage .....4
  - Workshops.....4
  - Backstage Tours.....4
- BELVOIR WAREHOUSE.....5
  - Arrival and Entrance.....5
  - Accessibility .....5
  - Facilities .....5
- FIRST AID .....6
- COVID-SAFE VISIT .....7

#### TRANSPORT DETAILS

**Pedestrian** Pedestrian access to the theatre is from Belvoir St, perpendicular to Elizabeth St. Students and teachers may walk along Elizabeth Street to reach Belvoir St and the theatre from Central Station. Elizabeth Street can be described as a busy, main road. Access it from Devonshire St, cross Elizabeth St and Devonshire St at the crossing with traffic lights.

An alternative walking route (avoiding Elizabeth St) is available straight up Devonshire Street to Clisdell Street. At Clisdell Street turn right and walk straight up Clisdell Street to Belvoir Street.

**Car** There is timed parking in the streets surrounding Belvoir St theatre and no parking available at the theatre.

**Train** Belvoir St Theatre is approximately a 5-10 minute walk from Central Station. Exit via the Devonshire St exit.

**Light rail (tram)** Belvoir St Theatre is approximately a 5-10 minute walk from Surry Hills Light Rail stop on lines L2 (towards Randwick) and L3 (to Juniors Kingsford).

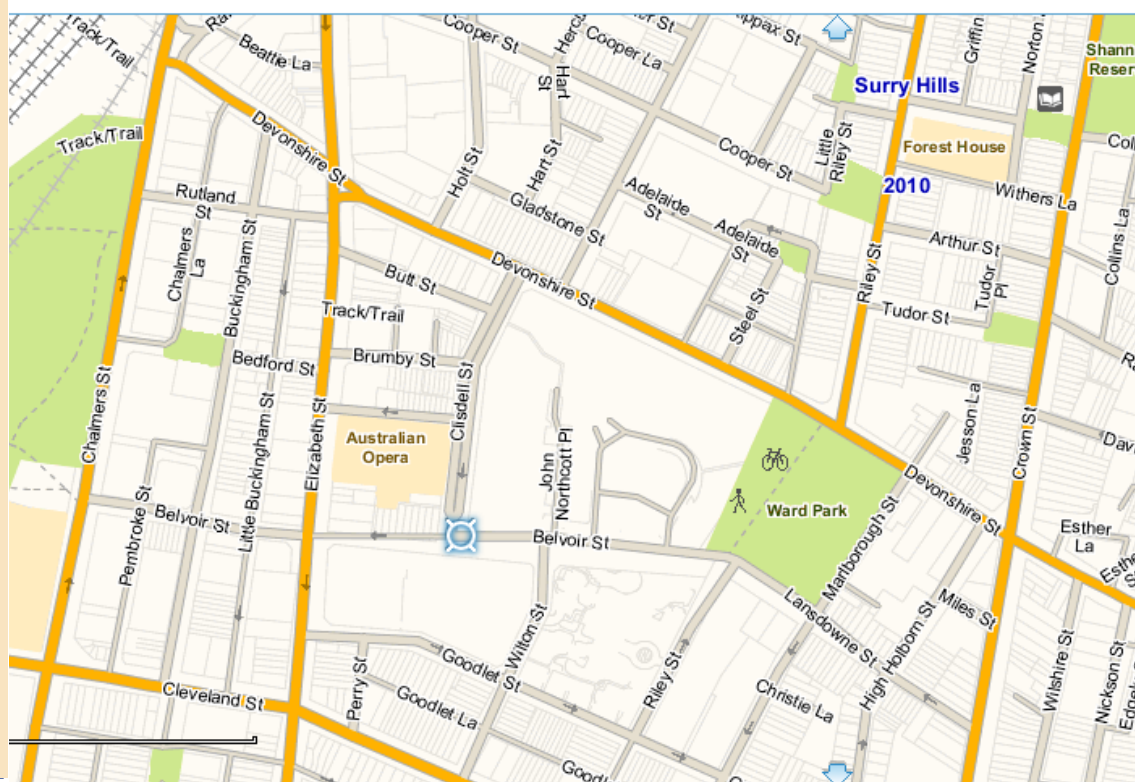
**Buses** A public bus stop is located on Elizabeth St, after the intersection between Elizabeth and Belvoir Streets.

**Drop off point for coaches** Coaches can drop off outside the theatre and then return to pick up at the end of the performance. Coaches can also stop at the bus stop on Elizabeth Street at the bottom of Belvoir Street. Elizabeth Street can be described as a busy, main road.

Please note that Belvoir St is not accessible by vehicle from Elizabeth St as it is a one-way street. Access Belvoir St via Devonshire and Clisdell St.

#### REFERENCE MAP

Belvoir St Theatre & Surrounding Areas



## BELVOIR ST THEATRE & BELVOIR WAREHOUSE

### 2022 RISK ASSESSMENT GUIDANCE FOR SCHOOLS

#### BELVOIR ST THEATRE – UPSTAIRS & DOWNSTAIRS THEATRES

##### ARRIVAL AND ENTRANCE AT BELVOIR ST THEATRE

Students and teachers attending a schools performance should enter Belvoir St Theatre from the public access doors at street level. Teachers and students should exercise due care at the intersection of Belvoir and Clisdell St when approaching and leaving the theatre.

There is a large **assembly area** on the footpath outside the theatre. If waiting with a large group, please take care to ensure students do not stand on the road. Cars sometimes travel quite quickly down Belvoir St, particularly the one way section between the theatre and Elizabeth St

##### ACCESS AND SPECIAL REQUIREMENTS

Access to the theatre is via the main doors at street level bringing you to the Mezzanine (Level 1). Access to the Upstairs Theatre is on Level 3 and the Downstairs theatre from the foyer (Ground Level).

The public stairs at Belvoir St Theatre have tactile mats at the top and foot of each set of stairs. **Wheelchair** seating and access to the theatres is available. Lift access to the foyer, Upstairs theatre and Downstairs theatre is available from street level. For students who need to use the lift, FOH staff will provide access to the theatre via the lift and green room (Level 3). *Please advise the Box Office if one of your students requires wheelchair access.*

##### TOILET FACILITIES AT BELVOIR ST THEATRE

**Toilets are available** on the ground floor in the foyer of Belvoir St Theatre. An **accessible toilet** is available at the end of the foyer nearest the stairs.

##### INSIDE THE THEATRE

Students attending a performance at Belvoir St Theatre: Upstairs theatre need to walk up stairs to enter the theatre and walk down stairs once inside the theatre to reach their seat, unless they need lift access.

Teachers and students are advised that students are not to run at any time during their visit. Teachers need to ensure students do not run or push while travelling up the stairs to the theatre. Both teachers and students are advised not to climb over seating banks in the theatre or to walk on the stage.

Before a show, during interval and after a show the lighting in the theatre is 'house lighting'. During the show the theatre auditorium is often dimly lit, with stage lighting focused on the stage and low aisle lighting for the stairs. Students leaving the theatre during a performance are moving along rows and climbing stairs in a dimly lit space.

Belvoir St Theatre is a recently renovated, working professional theatre. Students and teachers should be aware that on occasion additional building, technical work or deliveries may be taking place on the site. Teachers and students visiting Belvoir St Theatre should mind their step, watch for trip hazards and follow the directions of Belvoir staff at all times.

#### CONTENTS

VENUE.....	1
Public Liability.....	1
Accreditation.....	1
EMERGENCY PROCEDURES.....	1
TRANSPORT.....	2
REFERENCE MAP.....	2
BELVOIR ST THEATRE.....	3
Arrival and Entrance.....	3
Accessibility.....	3
Facilities.....	3
Inside the Theatre.....	3
Food & Beverage.....	4
Workshops.....	4
Backstage Tours.....	4
BELVOIR WAREHOUSE.....	5
Arrival and Entrance.....	5
Accessibility.....	5
Facilities.....	5
FIRST AID.....	6
COVID-SAFE VISIT.....	7

## BELVOIR ST THEATRE & BELVOIR WAREHOUSE

### 2022 RISK ASSESSMENT GUIDANCE FOR SCHOOLS

#### CONTENTS

- VENUE.....1
  - Public Liability .....1
  - Accreditation .....1
- EMERGENCY PROCEDURES .....1
- TRANSPORT .....2
- REFERENCE MAP .....2
- BELVOIR ST THEATRE .....3
  - Arrival and Entrance.....3
  - Accessibility .....3
  - Facilities .....3
  - Inside the Theatre.....3
  - Food & Beverage .....4
  - Workshops.....4
  - Backstage Tours.....4
- BELVOIR WAREHOUSE.....5
  - Arrival and Entrance.....5
  - Accessibility .....5
  - Facilities .....5
- FIRST AID .....6
- COVID-SAFE VISIT .....7

#### FOOD & BEVERAGE

The Hal Bar is open before a show and during interval (if applicable). Students and teachers may purchase food and beverage (non-alcoholic) up to 5 minutes before the show commences, and during interval. Food is not allowed in the theatre/auditorium at any time. Alcohol may be sold to patrons at the Hal Bar at general public performances. Alcohol is *not* available to any patrons before or after a dedicated Schools Performance - students and teachers are not permitted to purchase or consume alcohol before, during or after the performance, regardless of legal age.

The menu for the Hal Bar can be viewed in advance. Confectionary, including chocolate, chips and nuts are also available. Water is provided free-of-charge in the foyer from a water dispenser. All food items are subject to availability, or until sold out. [belvoir.com.au/visit/#hal-bar](http://belvoir.com.au/visit/#hal-bar)

Food from outside Belvoir is not permitted at general public performances (matinee and evenings), however we permit pre-purchased or packed lunches at Schools Performances if consumed in the foyer.

Please contact Belvoir Education *at least* two weeks prior to your performance if you would like to request a bulk order for specific food items (e.g. Rice paper rolls and drink per student).

In the event of a severe allergy First Aid is available (see: [First Aid](#))

#### WORKSHOPS AT THE THEATRE

Students can attend a workshop or talk in one of the theatres (Upstairs or Downstairs) at Belvoir St Theatre. Workshops will involve students leaving their seats in the theatre and moving around the theatre space or going out into the foyer to do activities. Students and teachers should at all times take care and follow the directions of Belvoir staff.

Students may be invited on to the stage or to the stage area as part of a workshop or talk at Belvoir St Theatre. Students and teachers are advised to be aware of trip hazards such as theatre lights (which can also be hot when on), in particular footlights, stage properties and set features when on the stage at Belvoir St Theatre.

#### BACKSTAGE TOURS

Students may be permitted to tour the backstage area of Belvoir St Theatre. The backstage area of a working theatre should always be regarded as a place of work by visiting students. Students need to be aware of potential trip hazards which may be present in a working theatre.

Students may be in proximity to technical equipment, stage properties and other related workplace materials. Students must not touch any such equipment and properties whilst on a backstage tour at Belvoir St Theatre.

Large groups will be divided when accessing narrow areas of the theatre and some students may remain in the foyer with a teacher while the other group is shown the backstage areas.

## BELVOIR ST THEATRE & BELVOIR WAREHOUSE

### 2022 RISK ASSESSMENT GUIDANCE FOR SCHOOLS

#### BELVOIR ST WAREHOUSE – REHEARSAL ROOMS AND ADMINISTRATION

Belvoir Warehouse is where daily administration, rehearsals and box office operate from. At our Warehouse building students can participate in a workshop in one of our rehearsal rooms.

#### ARRIVAL AND ENTRANCE AT BELVOIR WAREHOUSE

Belvoir Warehouse is a red building on the corner of Elizabeth and Belvoir streets. Access the warehouse building via 18 Belvoir St.

Belvoir St is a one way road, and cars approach from up the hill. Teachers and students should exercise due care when crossing Belvoir St. Cars sometimes travel quite quickly down Belvoir St, particularly the one way section between the theatre and Elizabeth St

There is limited space to **assemble on the footpath** outside the warehouse entrance on either side of the doors. If waiting with a large group, please take care to ensure students do not stand on the road or block the entrance to the box office.

Students and teachers participating in a workshop at should enter Belvoir Warehouse from the public access doors at street level. If the door is locked there is a buzzer with video intercom system to allow screening of visitors outside office hours.

If your workshop is taking place in the smaller rehearsal room you will be taken via the open office area to access the room via the back stairs.

The Belvoir Warehouse houses the administration offices for Belvoir, a working professional theatre company. Students and teachers are requested to keep noise to a minimum if walking through the open office in respect for the Belvoir staff working in the space.

#### ACCESS AND SPECIAL REQUIREMENTS

Access to the rehearsal rooms is via the main doors at street level. When you enter you will proceed to the Box Office on Level 1. The rehearsal rooms are on Level 2. Access to Level 1 and Level 2 is via stairs.

Entrance to all rehearsal rooms are via stairs at Belvoir Warehouse. If students have **access needs** that require them to avoid the use of stairs please notify Belvoir Education at the time of booking, or as soon as that information is available. **Wheelchair** access to the rehearsal rooms is available via chair lift. To ensure the lift is operational and relevant staff are available to operate this lift, *please advise Belvoir Education if one of your students requires wheelchair access.*

#### TOILET FACILITIES AT THE WAREHOUSE

**Toilet facilities** are available at Belvoir’s warehouse on the first floor and the second floor level – directly past the kitchen and straight ahead after the reception desk. An **accessible toilet** is available on Level 1, as well as female and male toilet facilities. On the second level there are toilet facilities immediately before you enter the large rehearsal room.

Toilet facilities at the Warehouse are shared spaces with Belvoir staff, artists and members of the general public visiting the Box Office.

#### CONTENTS

- VENUE.....1
  - Public Liability .....1
  - Accreditation .....1
- EMERGENCY PROCEDURES .....1
- TRANSPORT .....2
- REFERENCE MAP .....2
- BELVOIR ST THEATRE .....3
  - Arrival and Entrance.....3
  - Accessibility .....3
  - Facilities .....3
  - Inside the Theatre.....3
  - Food & Beverage .....4
  - Workshops.....4
  - Backstage Tours.....4
- BELVOIR WAREHOUSE.....5
  - Arrival and Entrance.....5
  - Accessibility .....5
  - Facilities .....5
- FIRST AID .....6
- COVID-SAFE VISIT .....7

## BELVOIR ST THEATRE & BELVOIR WAREHOUSE

### 2022 RISK ASSESSMENT GUIDANCE FOR SCHOOLS

#### CONTENTS

- VENUE.....1
  - Public Liability .....1
  - Accreditation .....1
- EMERGENCY PROCEDURES .....1
- TRANSPORT .....2
- REFERENCE MAP .....2
- BELVOIR ST THEATRE .....3
  - Arrival and Entrance.....3
  - Accessibility .....3
  - Facilities .....3
  - Inside the Theatre.....3
  - Food & Beverage .....4
  - Workshops.....4
  - Backstage Tours.....4
- BELVOIR WAREHOUSE.....5
  - Arrival and Entrance.....5
  - Accessibility .....5
  - Facilities .....5
- FIRST AID .....6
- COVID-SAFE VISIT .....7

#### FIRST AID

**At the theatre** please see the Front of House Manager on duty if you require First Aid assistance.

**First Aid boxes at Belvoir St Theatre** are located:

- In the Bar (foyer level)
- In the Box Office (foyer level)
- In the Green Room (backstage, near Stage Door)
- Downstairs Theatre bio box (foyer level)

**In the warehouse** building there are lists of trained first aiders on all noticeboards. Please see the Office Manager (who sits towards the building entrance in the first corridor of desks) or the Belvoir staff supervising your workshop (e.g. Education Coordinator), or Belvoir trained first aider for First Aid Assistance.

**First Aid boxes at the Warehouse** are located:

- In the White Room (ground level)
- In the kitchen (first level)
- In the upstairs kitchen (second level)

The **nearest pharmacy** is located at 608 Crown St, Surry Hills, approximately 400m from Belvoir St Theatre.

The **nearest Emergency Department** is St Vincent’s Hospital, Victoria Road, Darlinghurst.

The **nearest medical centre** is located on Crown Street in Surry Hills. Surry Hills Medical Centre 569-573 Crown Street (near the intersection with Cleveland Street), Surry Hills

Phone (02) 9699 3311  
 Fax (02) 9319 1007

Opening Hours Monday to Friday: 8am to 6pm  
 Saturday 9am to 2pm

*Please note that this Medical Centre is closed on Public Holidays and Sundays.*

In the event of these services being closed:

**HealthDirect** (24hr phone service) can also be contacted – this is a service that connects you to a registered nurse to talk through any problems, and can also refer you to the nearest GP.

Phone **1800 022 222** (it’s a free call from landlines.)  
 Website [www.healthdirect.org.au](http://www.healthdirect.org.au)

## BELVOIR ST THEATRE & BELVOIR WAREHOUSE

### 2022 RISK ASSESSMENT GUIDANCE FOR SCHOOLS

#### CONTENTS

- VENUE**.....1
  - Public Liability .....1
  - Accreditation .....1
- EMERGENCY PROCEDURES** .....1
- TRANSPORT** .....2
- REFERENCE MAP**.....2
- BELVOIR ST THEATRE** .....3
  - Arrival and Entrance.....3
  - Accessibility .....3
  - Facilities .....3
  - Inside the Theatre.....3
  - Food & Beverage .....4
  - Workshops.....4
  - Backstage Tours.....4
- BELVOIR WAREHOUSE**.....5
  - Arrival and Entrance.....5
  - Accessibility .....5
  - Facilities .....5
- FIRST AID**.....6
- COVID-SAFE VISIT** .....7

#### COVID-SAFE VISIT

Belvoir is a registered COVID-Safe business, and our procedures follow strict guidelines set by the NSW State Government and Live Performance Australia. Measures include vaccination policies, mask use, check-in and venue capacity. Students and teachers who are unwell are asked not to attend their performance.

As restrictions change, COVID-Safe conditions are kept up-to-date online. For the current protocols please visit [belvoir.com.au/covid-safety](https://belvoir.com.au/covid-safety)

Prior to attending Belvoir with your school group we will contact you with the current guidelines and requirements, making your visit as smooth as possible.

**COVID infosheets are available to download for School excursions**  
**Go to: [belvoir.com.au/schools/#plan-your-visit](https://belvoir.com.au/schools/#plan-your-visit)**