

SYDNEY TOWN HALL

RISK MANAGEMENT FACT SHEET

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www.sydneytownhall.com.au

The following information will assist you in developing a Risk Management Plan for your event at the Sydney Town Hall.

Venue Information

Sydney Town Hall, 483 George Street Sydney

- Sydney Town Hall has developed an Emergency Plan to cope with the most likely emergency scenarios.
- The evacuation assembly points for the Sydney Town Hall is Sydney Square.
- The Sydney Town Hall has fully compliant fire detection and protection system and an Emergency Warning and Intercommunication System.
- These systems are managed by the City of Sydney's Security Operations who provides 24 hour coverage.
- All Facilities Coordinators and some additional staff hold Senior First Aid certificates and extra first aid equipment includes two semi-automatic defibrillators. First aid kits are fully stocked throughout the venues.
- Sydney Town Hall is fully covered by public liability insurance.

Accreditation of the venue and its staff for the task/activity

- Sydney Town Hall is a publicly licensed venue.
- The City of Sydney has an extensive OH&S Policy and Sydney Town Hall has risk assessments and controls in place.
- Every employee is responsible for maintaining a safe workplace without risks to health. All Sydney Town Hall employees, visitors, contractors, joint venturers and hirers are expected to meet Sydney Town Hall standards on health and safety matters. These are contained in the Occupational Health and Safety Policy and the Sydney Town Hall Hirers' & Contractors Safety Fact Sheet.
- The OH&S Policy and the Sydney Town Hall Hirers' & Contractors Safety Fact Sheet governs all machinery and equipment used in the Sydney Town Hall. All machinery and equipment is checked regularly for safety. Licensed tradespeople are contracted to maintain the building and equipment.

Access and special requirements (eg: Patrons with special needs)

- Wheelchair access to Sydney Town is via Druiitt Street. An intercom is located on the building for access.
- Sydney Town Hall is an accessible venue which allows wheelchair access to all areas of the venue. Please inform Venue Management prior to visiting the venue.

Emergency procedures and relevant training of venue staff

- All Sydney Town Hall employees are trained in the Emergency Plan.

Security & Risk Assessment

- It is the Hirer's responsibility to conduct a risk assessment of their event.
- Hirers are able to organise their own security for their specific event or VIP requirements, details of which should be outlined in the Security Management Plan. Please refer to the Venue Specifications for details.
- Should the event, or its subject matter, or any attendee be of political, social, religious or environmental sensitivity then a Security Management Plan needs to be submitted by the nominated security company to Venue Management for approval no less than two weeks prior to the event.