

RISK ASSESSMENT INFORMATION

VENUE	Actors Centre Australia
ADDRESS	30a/23 Norton Street, Leichhardt, NSW 2040
TELEPHONE	Box Office/Administration (02) 9310 4077
INSURANCE	Public liability cover up to \$20,000,000.00
INSURER	QBE

ACCESS

- Our theatre can be accessed via an external lift from the secure car park located on the ground floor (Piazza level). It is fully accessible to wheelchairs with no stairs or obstacles.
- Accessible facilities are available in the male and female bathrooms in the main foyer.
- Accessible seating, without the use of stairs, is available. If you have further access enquiries, please contact the Box Office on (02) 9310 4077.

BATHROOMS

Bathrooms are located in our main foyer on the first floor to the left of the Box office next to the bar. Male facilities and female facilities are on the right. Accessible and all gender facilities are on the left.

HOW TO GET HERE:

By school bus or coach

There are easy drop-off and pick-up points for school buses on Balmain Rd and site loading dock next to the secure parking entrance on Balmain Road.

By public bus

There are bus stops on Norton Street, with frequent services throughout the day.

By train

Our venue is a 15-minute walk from Petersham Train Station or Stanmore Train Station.

By car

The secure car park is located in the Italian Forum Precinct with access from Norton Street and Balmain Road. Parking costs \$7 per hour and is open 24 hours, seven days a week. A validation parking card of 2-hour free parking is available to collect at the Box Office. Access to our venue is via the lifts from the car park to the ground floor (Piazza level).

On foot

Pedestrian access to our front doors is from Norton Street and Balmain Rd.

LOST PROPERTY

For all lost property enquiries, please contact Reception on (02) 9310 4077

BREAK AREAS

Our venue is located in a plaza surrounded by cafes and restaurants that offers spacious areas suitable for assemblies and recess.

KNOWN HAZARDS AND CONTROLS

The exterior flooring surrounding our venue is paved in concrete. The entrance to our venue is polished concrete, and automated and non-automated glass doors lead into the foyer. It is advised that young children are accompanied by a teacher, parent or guardian when entering the foyer through the automated doors. The foyer flooring is carpeted, and the theatre has timber floors.

EVACUATION PROCEDURES

We have an evacuation plan in place and all our Front of House and Box Office staff are trained in accordance with the plan.

FIRE PROTECTION SERVICES

Fire extinguishers are located on each level of our venue and their positions are clearly labelled. Fire hoses are located on each level of our venue near the green rooms and their positions are clearly labelled. All areas of our venue are covered by sprinkler systems activated by heat. When activated, these systems automatically activate a fire alarm via Telstra phone lines to the NSW fire brigade and give out dispersed sprays of water to control fire. If there is a fire, call the fire brigade immediately on 000 or to assist with emergencies call (02) 9310 4077.

MEDICAL SERVICES

First aid

Our Front of House managers and our team members hold first aid certificates. First aid equipment, including a defibrillator, is available from our Front of House team. If you require first aid, please request assistance from a Front of House team member or contact Manager on Duty on (02) 9310 4077.

Emergencies

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

- Your name
- Your location
- The number of people involved in the emergency
- Details of the emergency

Nearest public hospital

The nearest public hospital to our venue is the Royal Price Alfred Hospital on Missenden Rd, Camperdown. The hospital is a 10-minute drive away.

COVID-19 SAFETY MEASURES

We are a registered COVID-Safe business and we're committed to making your visit as safe and enjoyable as possible. [Our COVID-19 Safety Plan and detailed information on our COVID-related health and safety measures can be viewed on this webpage.](#)

As our health and safety measures may be updated regularly, based on changing health advice we recommend reviewing the webpage linked above prior to your visit, to ensure you are apprised of the latest information. We will also email you directly with the latest information prior to your visit.

QUESTIONS

If you have questions regarding any information provided in this document, or require additional information to complete your risk assessment, please contact the Box Office on (02) 9310 4077.