

# School Risk Assessment Information



**Venue** Manning Entertainment Centre  
**Address** 33 Manning River Drive, Taree NSW 2430  
**Telephone** (02) 6592 5466  
**Fax** (02) 6592 5477  
**Email** [mec@gtcc.nsw.gov.au](mailto:mec@gtcc.nsw.gov.au)

PO Box 482 Taree NSW 2430  
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[mec@gtcc.com.au](mailto:mec@gtcc.com.au)  
[www.theMEC.com.au](http://www.theMEC.com.au)

We make every effort to provide a safe and comfortable theatre environment for students and teachers. We strongly encourage teachers-in-charge to make us aware in advance of any issues that could impact upon student welfare while at the theatre. It is expected that visiting teachers will keep students under direct supervision at all times.

## Insurance

Public Liability Cover up to \$20,000,000

## Known Hazards and Controls

- There are four steps leading up to the entrance of the theatre. There is also stroller, wheelchair and ramp access out the front to the right of the Manning Entertainment Centre entrance doors.
- There is limited protection from the elements outside. Suitable footwear, clothing and sun protection i.e. Hat, sunscreen is strongly recommended.
- The interior of the venue is fully protected from the elements.
- Teachers should ensure student do not run at any stage during their visit to the Manning Entertainment Centre.
- Caution must be taken during wet weather by ensuring shoes are non slip
- The Manning Entertainment Centre is open to the public at the same time as the tours, therefore students need to be aware of 'stranger danger'. Teachers should maintain direct supervision of their students at all times.
- Students should not leave the building unless accompanied by a supervising teacher or carer.
- Students should not leave their seats during a performance. If a student has to use the restrooms, a teacher should accompany the student.

## Arrival (including bus information)

- Schools should plan to arrive 20 minutes prior to the start time of the performance. It is recommended that teachers carry a mobile phone to advise staff of any delays.
- Buses are able to drop off children at the front entrance to the Manning Entertainment Centre. We ask that buses then park in the allocated area at the Tourist Information Centre car park adjacent to the Manning Entertainment Centre.
- On arrival, teachers will remind groups of the safety rules. Teachers should maintain direct supervision of their students at all times during their visit.
- Students must follow the instructions of the Manning Entertainment Staff members at all times.



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## Toilets

Male and female toilets as well as a unisex disabled toilet/ baby change room are located in the foyer.

## Disabled Access/ Special Requirements

- Disabled access to the Manning Entertainment Centre is available via the front to the right of the Manning Entertainment Centre entrance doors.
- The foyer and front row of auditorium is wheelchair accessible. Please advise staff at the time of booking for any special needs.
- The Theatre offers hearing loop facilities. A T-coil is required in your hearing aid to access the loop.

## Cloaking

- There are little or no cloaking facilities at the Manning Entertainment Centre. Bags cannot be taken into the Auditorium and students are asked not to bring school bags or valuables into the venue.
- School groups must take full responsibility for all items brought onto site. The security of personal belongings cannot be guaranteed.

## Lost Property

For all lost property enquiries, please contact the Manning Entertainment Centre on (02) 6592 5466.

## SERVICES

### Emergency Evacuation

There are numerous exits in the building, all are clearly marked. All Manning Entertainment Centre staff is trained in the Emergency Evacuation Procedures.

### Fire Protection Facilities

- Fire extinguishers and hoses are located throughout the venue and their positions are clearly labelled.
- A fire alarm is activated by heat or smoke.
- This system, when activated, automatically transmits a fire alarm to the Fire Brigade.
- In the event of a fire, an announcement will be made and staff will assist with evacuation.



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## Medical Emergencies

In the event of an emergency, students must follow the instructions of the Manning Entertainment Centre staff member.

If a person is seriously injured or ill, call an ambulance immediately on 000

Be ready to provide the following details:

- Your name
- Location
- Number of people involved
- Details of the medical emergency

## First Aid

- A First Aid kits are located in the office and behind the stage.
- Nominated First Aid Officers are located in the Manning Entertainment Centre. A number of staff hold First Aid Certificates
- Should you require First Aid, request assistance from a member of Front of House staff.

## Hospital

The nearest public hospital to the Manning Entertainment Centre is the Manning Hospital located at 26 York Street Taree, approximately ten minutes drive from the venue. Manning Hospital contact number is (02) 6592 9111.

## Further Enquires

Please contact Manning Entertainment Centre on (02) 6592 5466 and one of our friendly staff members will endeavour to help with any enquires.