

Emergency and Evacuation

Venue Management

Update September 2022

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Safety

Hirer's responsibilities

The hirer shall be responsible for all activities during their event including those that are planned or that may occur as a result of the event taking place.

The hirer, their staff, contractors, 3rd parties and event attendees are responsible for their own personal safety and are expected to familiarise themselves with the location of emergency exits and escape routes, evacuation diagrams, and / or any other information which may be relevant in the case of an emergency.

Site induction

Sydney Town Hall is a heritage-listed building and as such has specific site requirements.

All hirers and their activities must comply with the City of Sydney's workplace health and safety policy which is available from the Sydney Town Hall web page.

Upon entry to Sydney Town Hall, hirers and their contractors must sign the Sydney Town Hall hirer and contractor induction handbook which outlines responsibilities and safe work practices.

A copy is provided to the hirer before the production meeting and is available on the Sydney Town Hall webpage.

Anticipation of potential risks / risk assessment

It is the responsibility of the hirer to anticipate the potential risks and impact that their event may incur and to take necessary steps to ensure the safety and security of the attendees and the general public.

The City of Sydney will undertake all reasonable efforts to identify and mitigate risks where practical.

All events are required to undertake a risk assessment of their event and submit to venue management for review and approval. Given the outcome of the risk assessment, hirers may be required to implement additional safety precautions and measures as deemed necessary by venue management.

First-aid

First-aid trained staff are on-site for every event including during bump-in and out.

Where in the view of venue management staff, due to type of event and activities, attendee numbers and demographics, and safety and security considerations, a trained paramedic is required; venue management reserves the right to impose this on an event at the cost of the hirer.

Hazard minimisation

In the event that a hazard is found such as a spill or damaged item, the following process must be followed in order to deal with it or escalate it to the next step if the previous one will not eliminate the hazard:

- Design or reorganise to eliminate the hazard from the workplace: try to ensure that hazards are designed out when new materials, equipment and work systems are being planned for the workplace.
- Remove or substitute the hazard: where possible remove the hazard or substitute with less hazardous materials, equipment or substances.
- Enclose or isolate the hazard: this can be done through the use of barriers, introducing a strict work area, enclosing a noisy process from a person.
- Minimise through engineering controls: design or modify the process, system, equipment, or location to reduce the source of exposure to the hazard.
- Minimise the risk by adopting administrative controls: establish appropriate procedures and safe work practices such as job rotation to reduce exposure time or boredom; timing the work so that fewer employees are exposed; routine maintenance and housekeeping procedures; training on hazards and correct work methods.
- Personal protective equipment: provide suitable and properly maintained personal protective equipment and ensure employees are trained in its proper use including gloves and earplugs.

Dangerous goods

The hirer must not bring or permit others to bring any dangerous goods or weapons into any part of the building or in the immediate vicinity, without the express written consent of venue management.

Tagging and testing

All external electrical equipment brought into the venue including power leads and power boards must show tags complying with the Australian Standard AS/NZS 3760.

The City of Sydney will exercise the right to refuse the use of any electrical equipment or accessory which does not display the appropriate current tagging.

Activities requiring additional approval

Certain activities conducted in Sydney Town Hall require approval before commencement.

The hirer must complete an activities approval form which venue management will review and grant on a case by case basis.

Venue Management reserves the right to request hirers and contractors to submit appropriate safe work method statements and supporting risk assessments before approval.

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It is the hirer's responsibility to seek approval for these activities before the event commences and must be advised in writing to venue management 7 business days prior to the event.

Certain activities may incur additional fees.

Additional approval activities include but are not limited to:

- rigging
- display of motor vehicles internally and externally
- hot works
- fire isolation - use of hazers/smoke machines or dry ice/low fog
- food sampling/cooking
- stage effects such as streamers cannons
- fabrication works
- on-site construction

Elevated work platforms

Any person operating an EWP must hold an EWP ticket.

Boom lift operators have a responsibility to carry out daily inspections of the vehicle and complete the log book.

When in the boomlift a full body harness must be attached to the boomlift with a restrictive lanyard. Fall arrest lanyards are not suitable for use in boomlift.

Any person bringing additional elevated work platforms onsite must supply the make and model to venue management for approval, ensure that it is powered electrically and is able to fit into the Druitt Street loading dock goods lift. Refer to Venue Specifications for dimensions.

Parking must be arranged prior to the elevated work platform arriving onsite and keys must be made available to the Event Manager or their delegation.

Security

Securing of personnel items

The hirer is responsible for the securing of rooms / buildings, personal belongings, equipment and any other item related to the event including those belonging to the hirer, their attendees or the venue.

Securing the building

Securing of the building at the end of an event is the responsibility of the City of Sydney.

During a hirer's booking period (excluding event hours) doors to the building remain locked except for emergency egress.

Monday to Friday, the buildings main entrance is accessible for the general public to view the Vestibule unless booked for events, and for access by City of Sydney staff and Councillors.

During event hours, the City of Sydney will provide 2 security guards for the main entrance.

Additional entrances will require additional guards which are chargeable to the hirer.

The City of Sydney emphasises that the hirer or their representative do not leave any doors unattended, unsecured or propped open that would allow unrestricted access in to the building or back of house space.

If the hirer does allow unrestricted access, the hirer may be responsible for any loss, damage or incident that occurs in the building as a result including to the City of Sydney's property and equipment.

The hirer is not permitted to block or prop open emergency exit doors, and must comply with fire regulations in regards to emergency exit door and passages.

Security

The City of Sydney provides security for its property, employees, guests and the general public during events and around the clock.

An appropriate level of security staff is included in the venue hire fee based on the occupancy of the building.

Third party Security

The City of Sydney may permit 3rd party security services on behalf of a VIP or dignitary, or through NSW Police or the Australian Federal Police and authorised by the Chief of Security.

For the City of Sydney to consider this, the hirer must provide the following documentation 15 working days in advance to venue management:

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- The nominated security masters license and business license.
 - The nominated security company's public liability/indemnity insurance policy for \$20 million minimum.
 - The intended security management plan for the event and a completed risk assessment to identify hazards.
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Requirement for security personnel

Due to the nature of the event, additional security may be required for part of or the whole duration. This will be determined by venue management on a case-by-case basis and will be a non-negotiable additional charge.

During events security must be present at all open entrances and exits. Additional charges may apply for each additional open entrance and exit.

Illegal activities

The City of Sydney does not permit any activity that is in breach of federal and state law, or could be considered an illegal / criminal activity, or may have a detrimental impact to the public.

Illegal items

The City of Sydney does not permit weapons to be brought in by anyone other than federal or state agencies such as the NSW Police Force or the Australian Federal Police.

Illegal drugs of any kind are not permitted to be brought on to the venue property.

People found to be carrying weapons or illegal drugs will be reported to the police.

Termination of event

If an event has become uncontrollable or poses a risk to public safety or security of the building, is illegal or detrimental to the public, it may be terminated immediately with no obligation or liability by the City of Sydney.

Law Enforcement Officers, Security Personnel or City of Sydney staff have the authority to terminate the event immediately with no obligation or liability by the City of Sydney.

Security equipment

The City of Sydney has security equipment which may be used for the event, including CCTV and scanning equipment.

Emergency

Emergencies

In emergencies, City of Sydney staff will assume authority.

The City of Sydney has the authority to cancel, cease or suspend proceedings where the event poses a risk, threat or where an emergency is taking place.

Emergency Services (NSW Police, NSW Fire & Rescue, NSW Ambulance) supersede the City of Sydney in an emergency.

Evacuation procedures

Emergency evacuation procedures are located throughout the building and provided to hirers as part of their essential documentation.

It is the responsibility of the hirer to communicate all evacuation procedures, exit routes and evacuation point to their attendees, or engage the City of Sydney to brief attendees (charges may be applicable).

Notification

In an emergency, the person aware of the incident should contact a City of Sydney employee immediately.

Alarm sounding

When the evacuation alarm sounds, all people are to immediately evacuate the building.

Evacuation point

The evacuation point is located in Sydney Square to the south of the Town Hall.

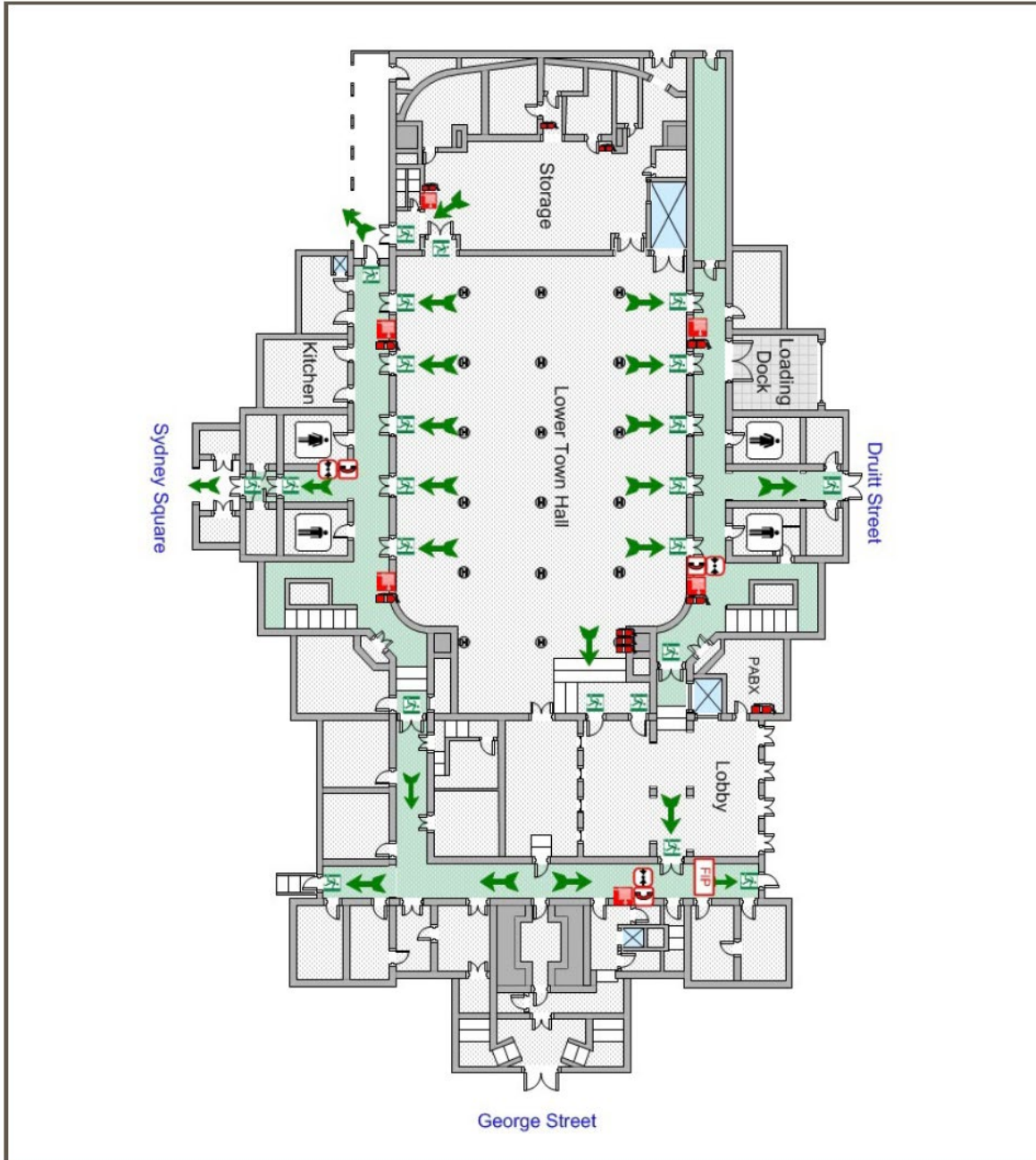
Emergency exits and equipment

The hirer is not permitted to block emergency exits, tamper with emergency equipment including first-aid kits, alarms, hose reels and extinguishers or interfere with safe exit or the ability to use emergency equipment in an emergency.

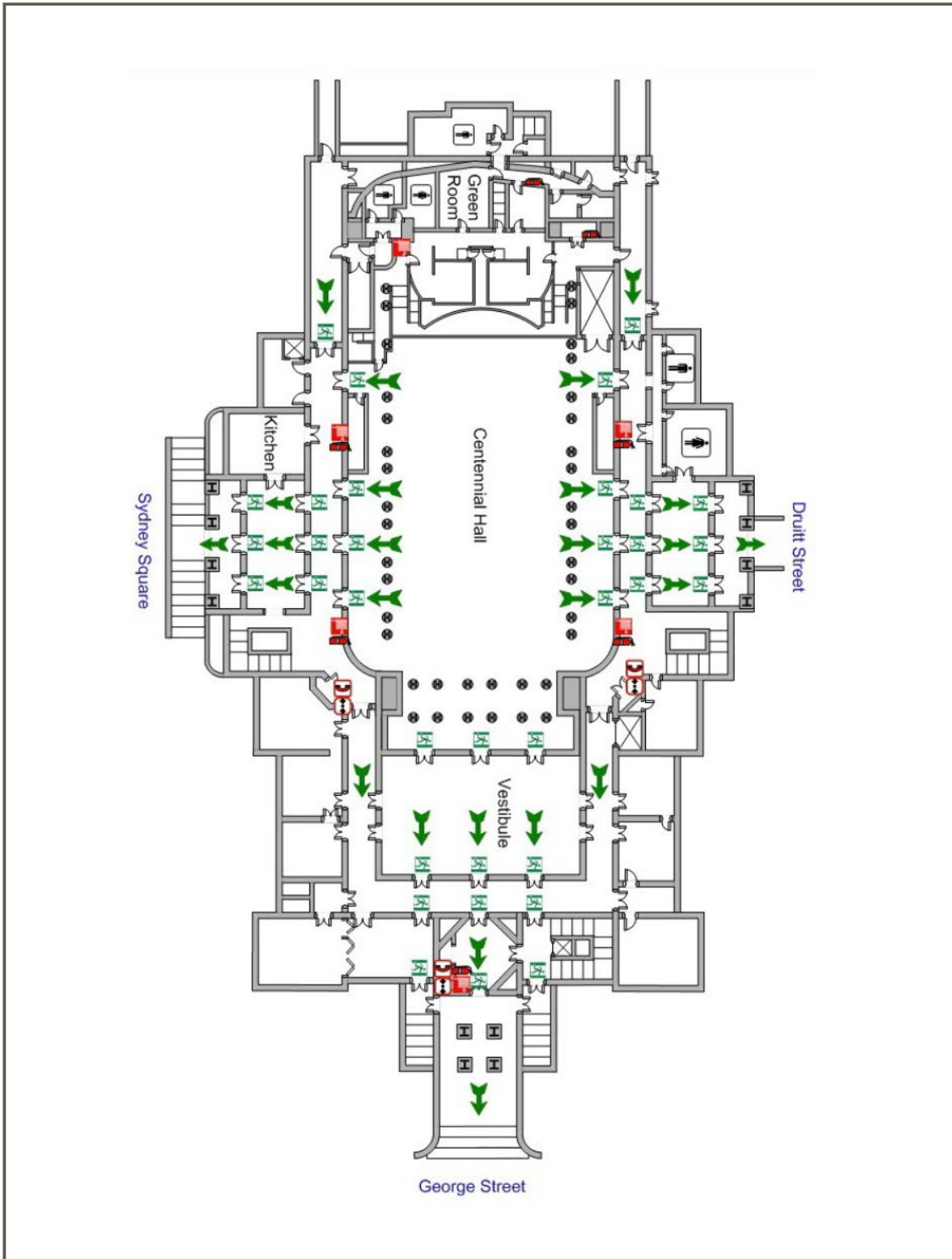
Fire alarms

If the hirer, their attendees or 3rd parties activate a fire alarm unnecessarily, the hirer will be liable for any costs issued by the authorities.

Evacuation plan – Lower Town Hall



Evacuation plan – Centennial Hall



Flammable items

Fireworks / pyrotechnics

Indoor and outdoor fireworks and pyrotechnics are not permitted to be used anywhere inside or outside of Sydney Town Hall.

Flammable Items & Activities

The hirer, attendees, 3rd parties, contractors and suppliers are not permitted to bring any flammable items to the venue including candles, firelighters, petrol, paint, propane gas, flammable liquids and chemicals; or to conduct any activities that include a naked flame.

Bulk fuel load items (such as straw bales) are not permitted in the venue.

