

CITY RECITAL HALL

SCHOOL INFORMATION PACK

APRIL 2024



Introduction

Welcome to City Recital Hall. The NSW Department of Education & Training requires schools to prepare a safety risk assessment before undertaking any excursions, this must be completed by the schools and cannot be done by the venue. The following information outlines key aspects of City Recital Hall for visiting schools to assist them in completing their own risk assessment or risk management plan.

We hope you enjoy your visit.

General Information

Address	2-12 Angel Place, Sydney
Phone	02 9231 9000
Email	admin@cityrecitalhall.com
Insurance	Public Liability \$20 million

Arriving at the Venue

Plan to arrive at least 30 minutes prior to the start time of the performance.



Performances commence promptly and latecomers may not be admitted until a suitable break. It is recommended that teachers call Box Office on 02 8256 2222 to alert the venue of any delays.



Please do not bring school bags/backpacks to the Hall. Small bags with personal belongings are permitted and may be taken into the auditorium.

There is a Cloak Room in the Main Foyer, but space is limited and storage or cloaking for school bags is generally not available at the venue.



City Recital Hall is a fully accessible venue. Level access is via the Pitt Street entrance located on Angel Place. An accessible platform lift provides access to the Main Foyer from the Ash Street entrance. Please see an usher for assistance. Passenger lifts operate between the ground floor and all levels of the venue and to the car park when the foyers are open to the public.

Wheelchair seating is available in several locations in the auditorium. We ask that patrons requiring assistance contact the Box Office 02 8256 2222 in advance to allow us to assist with your needs.



Male, Female and Accessible toilets are located in the foyers on all levels except Level 1, which does not have Men's toilets.

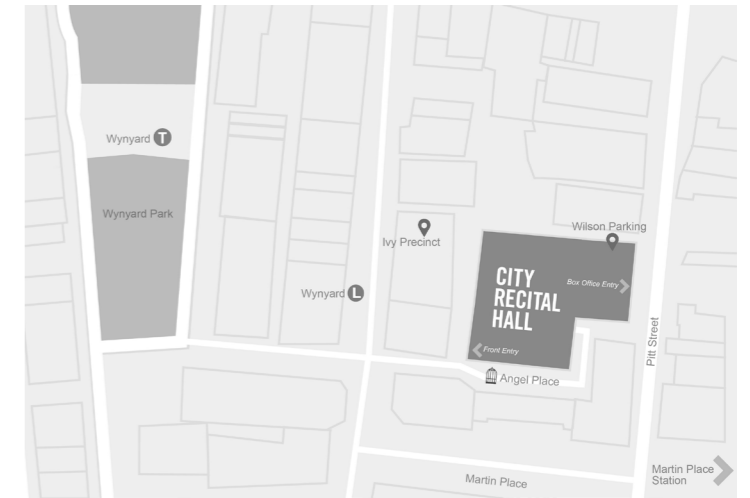
Directions

Location

City Recital Hall is located in Angel Place, in the centre of Sydney CBD, between George Street and Pitt Street north of Martin Place.

There are two entrances to City Recital Hall – on the Pitt Street end of Angel Place and Ash Street. The Box Office is at the Pitt Street entrance.

For backstage access, please enter via Stage Door, a black door in Angel Place, to the right of the Box Office entrance. Click here for [Google map](#)



Public Transport



Wynyard and Martin Place train stations are both within 5 mins walk of the venue.



The closest light rail stop is Wynyard, on George St, outside Wynyard train station.



The nearest suggested drop off points for buses and coaches are Wynyard Station, or Elizabeth Street at Martin Place.



The best direction to give drivers is Angel Place, off Pitt St near Martin Place.

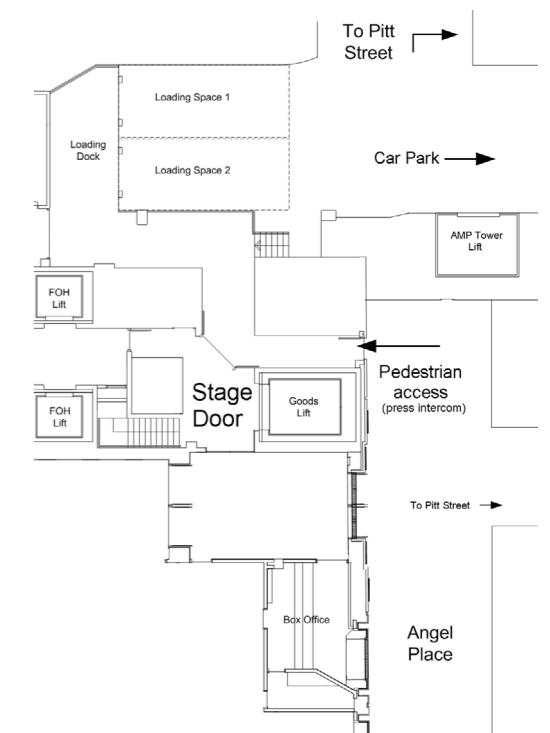
Parking

Public parking is available in the Wilson Car Park at 123 Pitt Street. The entrance is on the right-hand side of Pitt Street, about halfway between Hunter Street and Martin Place.

There are lifts in the car park sign-posted City Recital Hall. These only operate when the venue is open to the general public for performances.

Outside these times, when the City Recital Hall lifts are switched off, take the AMP office tower lifts to Upper Ground (UG), and exit via the AMP Angel Place lobby to Pitt Street, or Lower Ground (LG) and walk out through the car park to Pitt Street.

For backstage access for performers, take the AMP office tower lifts to Lower Ground (LG), turn left through the Loading Dock and up the steps to Stage Door. Performers' parking tickets may be validated at Stage Door to receive a discounted flat rate.



Food & Beverage

City Recital Hall is equipped with a bar on each level serving drinks and snack food. Please check with the organisers of your event for information on what arrangements are in place for opening the bars.

Schools are encouraged to utilise the city's outdoor facilities for student meal breaks, where possible. Martin Place, Wynyard Park and Hyde Park are within walking distance. The light rail operates along George Street to Circular Quay.

For nominated Schools Performances, the hirer may make prior arrangements for students to consume a pre-packed meal in the foyers. Please contact the event organiser for details. Cleaning fees apply and pre-arrangement is essential.

Where the hirer is a school, food deliveries may be allowed for performers who need to remain on-site, by prior arrangement. Please contact your Event Manager.

Conduct & Duty of Care

City Recital Hall is managed by a team of highly qualified and experienced Front of House, Technical and Administrative staff. City Recital Hall staff have undergone NSW Working with Children Check clearance.

All visitors to the venue (including school students) have a duty to take reasonable care of their own health and safety, take reasonable care that they do not adversely affect the health and safety of others, and to comply with any reasonable instructions relating to safety.

School staff are required to maintain strict management and constant supervision of the students in their care. Behaviour, noise, dress standards, language, respect and cleanliness should be maintained to the highest standard. Teachers and students must follow the instructions of City Recital Hall staff at all times.

Moving Around the Venue

The auditorium is upstairs from the main entrances. There are three levels inside the auditorium. Some seats require taking stairs from the foyer level and some box seating is quite steep. Teachers are asked to ensure that students do not run or climb over seating banks.

During the show the auditorium may be dimly lit, with low aisle lighting for the stairs. Patrons needing to leave the theatre during a performance should take care to avoid tripping or noise that may disrupt the performance.

Work, Health & Safety



City Recital Hall acknowledges our legal requirements as a PCBU as defined in the Work, Health & Safety Act 2011 & Work Health & Safety Regulation 2017. Our WHS management plan includes regular consultation through toolbox talks, a WHS Committee, emergency management procedures, hazards and incident reporting, and facility systems maintenance.

Our risk management plan aligns with AS/NZS ISO 31000:2009 – Risk Management. The risk assessment includes procedures for managing work, health and safety risks, security, crowd management in a public facility.

First Aid



City Recital Hall has trained first aid staff and procedures for medical incident management. First Aid equipment includes two defibrillators, First Aid kits located throughout the venue, and a First Aid Room, located off the Main Ground Floor Foyer.

Emergency Management



Our emergency management plan and procedures align with AS/NZS 3745:2010 – Planning for Emergencies in Facilities. This includes comprehensive contingency plans for the management of likely emergencies during events. The venue has fully compliant fire detection and suppression systems which include an emergency, warning and intercommunication system (EWIS). In the event of an emergency, visitors should follow the directions of City Recital Hall staff, who are trained in our procedures.

In an emergency

In case of emergency, in the absence of one of our trained staff, call 000 and give the following directions:

**City Recital Hall
2-12 Angel Place, Sydney
off Pitt Street, between Hunter Street and Martin Place**

Emergency Response



The most important message for visitors in the case of emergency is not to panic. Listen to the instructions of our staff and follow directions. In the case of evacuation, exits are clearly marked, and staff will direct patrons appropriately.

Once an emergency is declared, the powers of wardens and deputy wardens override all normal non-emergency management procedures. Floor and area wardens and their deputies have the authority to give instruction to staff and visitors within their floor/area.

Summary of Emergency Protocols:

- During public events an usher on Door 2 is the designated First Aid Officer and will manage and oversee the incident.
- The ushers are trained in our emergency procedures and provide the most effective communication point throughout the venue.
- Site evacuations are co-ordinated by our Chief Warden, which is an assigned role depending on the Mode of Operation. During rehearsals it is Stage Door, during performances it is the Duty Manager.
- There are multiple emergency exits from City Recital Hall. All are clearly marked by illuminated signage.
- In the event of an emergency requiring evacuation, emergency warnings will sound and all persons within the venue will be instructed to evacuate to the designated evacuation point at the Cenotaph (commemorative war monument) in Martin Place.
- Fire exits contain refuge areas, which should be used to safely accommodate people using a wheelchair or with limited mobility until Front of House staff or Emergency Services personnel are available to assist evacuation.
- In case of fire, do not use lifts.
- In case of an emergency requiring evacuation, NSW Emergency Services will assume management of the site.

Warden Identification

Chief Warden (White Cap)

The Chief Warden ensures the building is safely evacuated if required and provides a brief to Emergency Services when they arrive at the site.



Deputy Chief Warden (White Cap)

The Deputy Chief Warden assists as required, and assumes all responsibilities of the Chief Warden in their absence.



Communications Officer (White Cap)

Stage Door staff are Communications Officers. They will act as directed by the Chief Warden. They are competent in the use of the communications equipment in the building. They notify emergency services, transmit and record instructions and maintain a real-time log of events.

Wardens (Red Cap)

Wardens are trained to manage the incident response procedures in their assigned areas. They communicate through WIP phones with the Emergency Control Organisation, coordinate evacuation for their area, and ensure the directions of the Chief Warden are followed.



First Aid Officers (Green Cap with White Cross)

On becoming aware of an emergency, the First Aid Officer will:

- Provide first response First Aid and triage
- Assist Wardens in moving patients, where it is safe to do so
- Monitor patients until medical assistance arrives
- Report back to Chief Warden and provide assistance to Emergency Services personnel



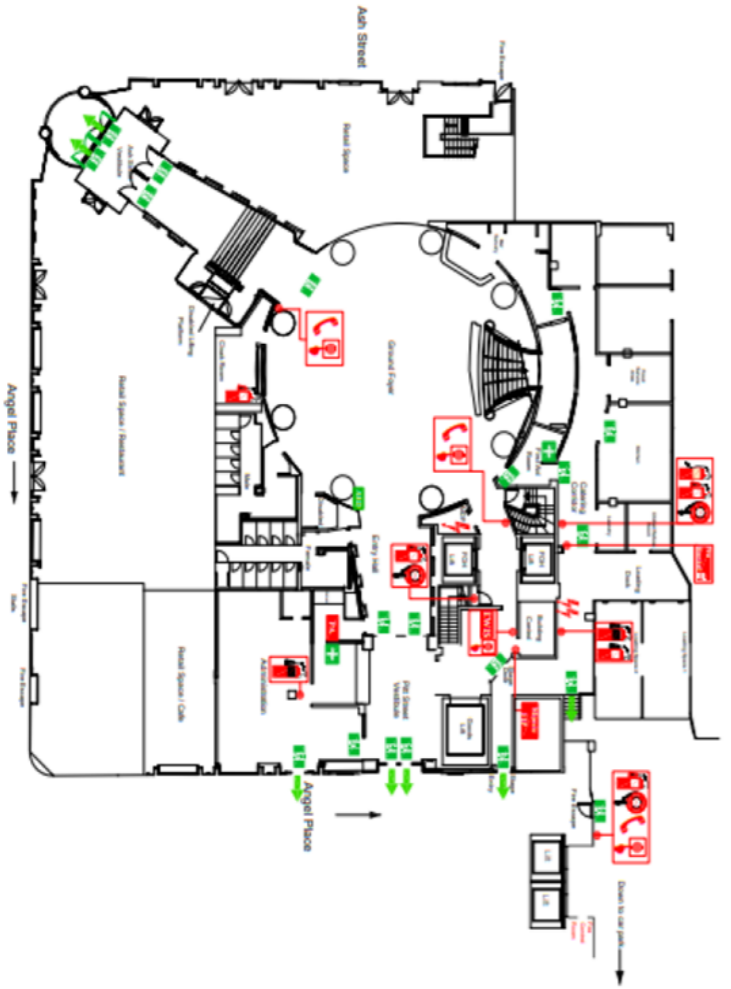
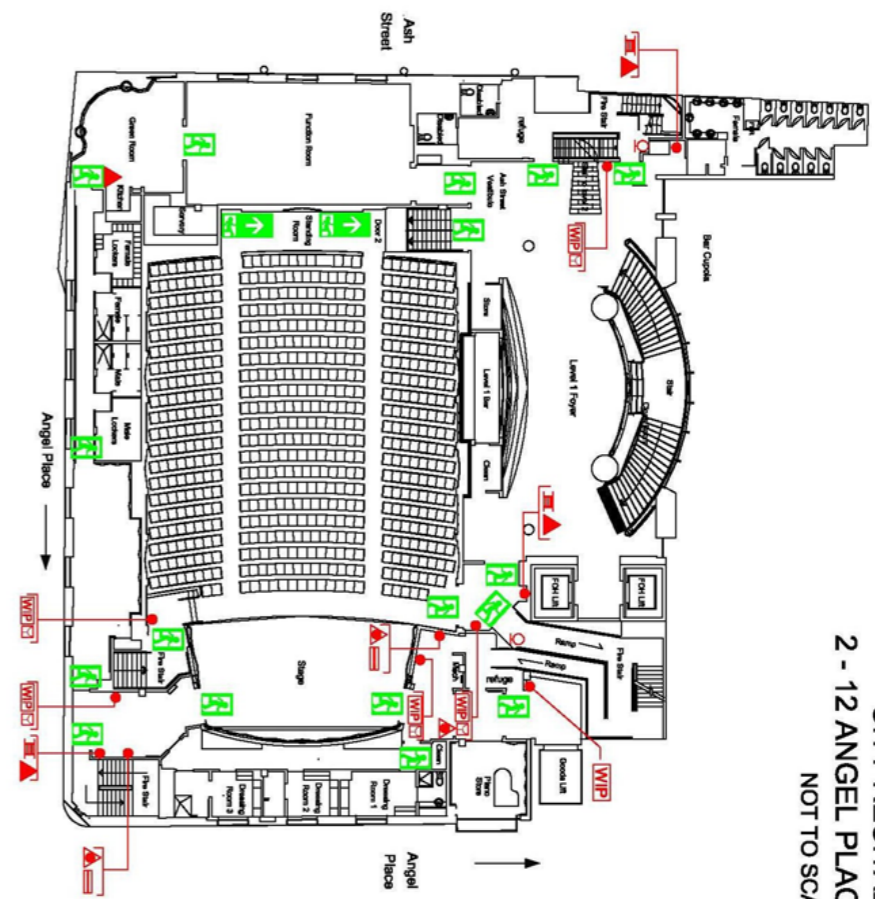
Site Plans
Ground Floor

Level 1



PLAN OF LEVEL 1
CITY RECITAL HALL
2 - 12 ANGEL PLACE, SYDNEY
NOT TO SCALE

- LEGEND
- FIRE BLANKET
 - FIRE HYDRANT
 - FIRE HOSE REEL
 - CO₂ EXTINGUISHER
 - DOP EXTINGUISHER
 - WARDEN INTERCOM PHONE
 - MANUAL CALL POINT
 - EXIT SIGN



- LEGEND
- Emergency Warning Intercom System
 - Alarm Panel
 - No System Panel
 - Break Glass Alarm
 - WIP
 - Dry Chemical Extinguisher
 - Carbon Dioxide Extinguisher
 - Wet Chemical Extinguisher
 - Fire Hose Reel
 - Fire Blanket
 - Fire Hydrant
 - Exit
 - Electrical Switchboard
 - First Aid Kit
 - Dehydrator
 - Green Route

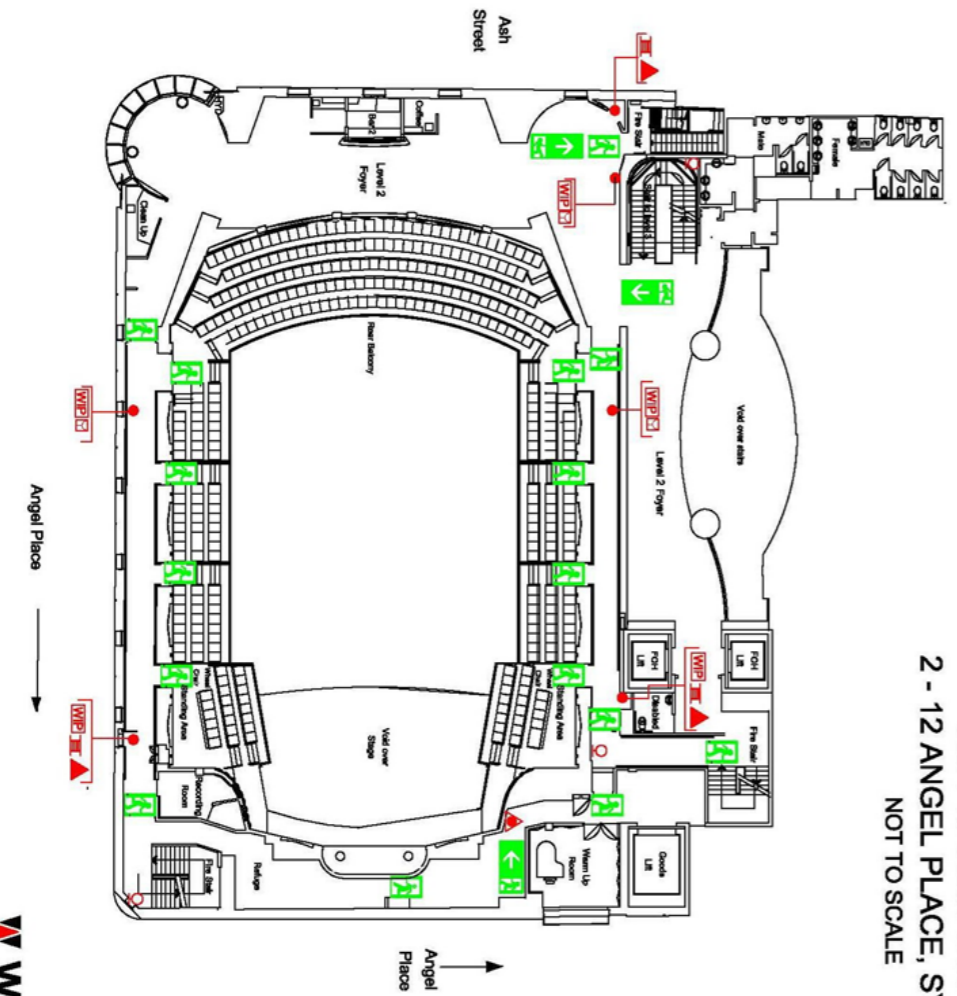
Lower Ground Floor
City Recital Hall
2 - 12 Angel Place
Sydney NSW 2000

Version #: 3.2
Creation Date: 26th February 2020
Expiry Date: 26th February 2025
NOT TO SCALE

WORMWILD®

Level 2

- LEGEND**
- FIRE HYDRANT
 - FIRE HOSE REEL
 - CO₂ EXTINGUISHER
 - DCP EXTINGUISHER
 - WARDEN INTERCOM PHONE
 - MANUAL CALL POINT
 - EXIT SIGN

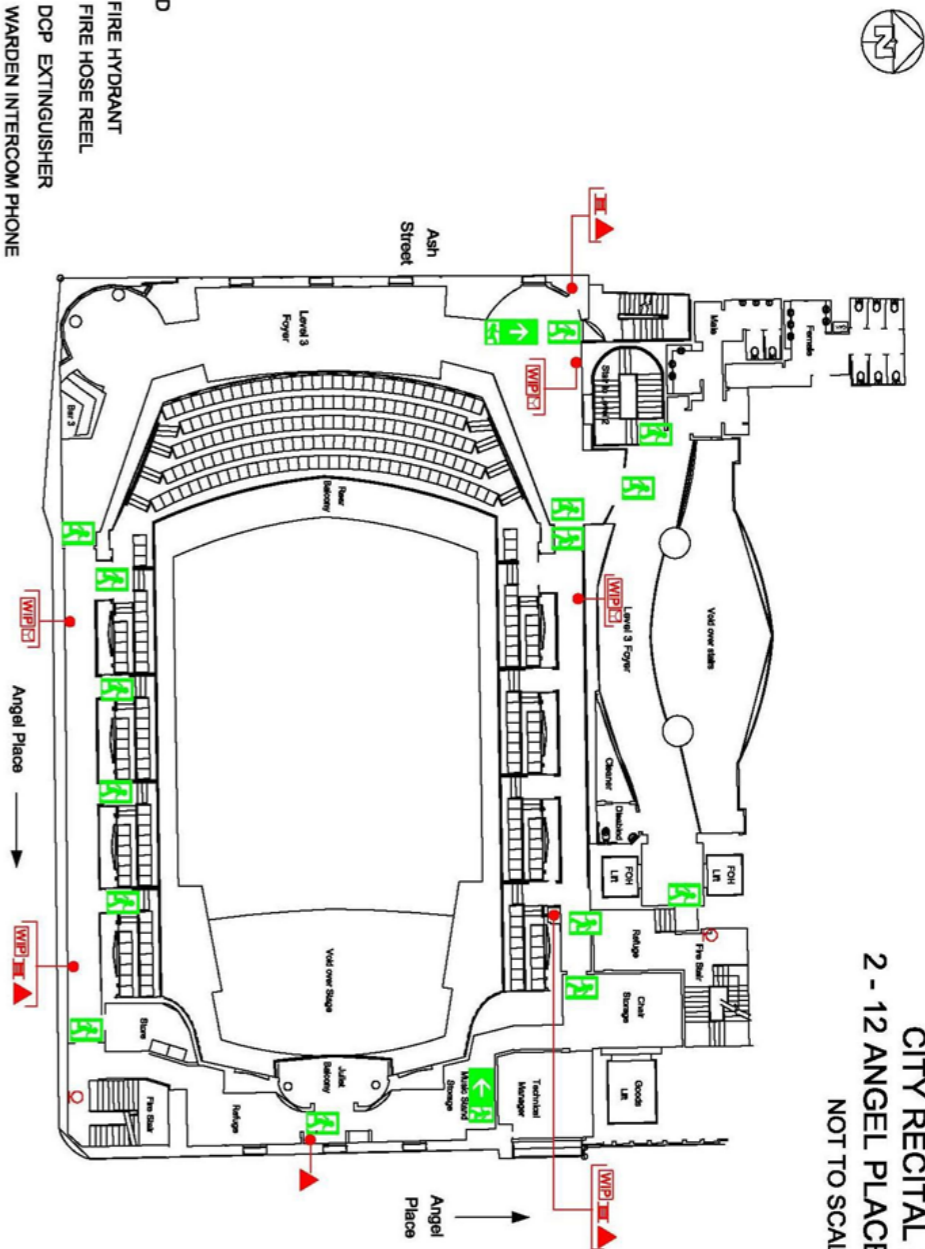


PLAN OF LEVEL 2
CITY RECITAL HALL
2 - 12 ANGEL PLACE, SYDNEY
NOT TO SCALE



Level 3

- LEGEND**
- FIRE HYDRANT
 - FIRE HOSE REEL
 - DCP EXTINGUISHER
 - WARDEN INTERCOM PHONE
 - MANUAL CALL POINT
 - EXIT SIGN



PLAN OF LEVEL 3
CITY RECITAL HALL
2 - 12 ANGEL PLACE, SYDNEY
NOT TO SCALE



Evacuation Plan

