



Client: Ingleburn PS	Group Contact Person: Ashleigh Scocco
Location: Event Cinemas Campbelltown	Date of planned visit: 30/10/2019
Cinema Manager: Samantha Henshaw	Cinema Contacts : (02) 4621 7044 macarthur_manager@evt.com

INTRODUCTION

Thank you for choosing Event Cinemas as your destination! Your patronage as part of the cinema going community is valued and we hope you have a great experience in our cinema.

Prior to your visit our cinema, we'd like you to take the time to read this Risk Management Plan, to help you prepare for the visit.

SAFETY MANAGEMENT SYSTEM

Event Cinemas have an effective safety management system in place. This allows us to manage risks as they arise to prevent incidents. This ensures that your experience with us is enjoyable and hassle free. Our safety management system fosters a proactive approach. Our system includes comprehensive emergency management procedures, biannual staff training and a clear issue resolution process.

At each cinema, we have in place:

- A manager in charge
- A qualified OHS Representative who works with our managers to manage risks as they arise
- First Aid officer rostered on all shifts
- First Aid kits
- Trained and skilled Emergency Wardens
- Emergency response communication systems illuminated emergency exit signs and emergency lighting to assist in the event of an evacuation.
- Fire fighting equipment which is checked in accordance with Australian standards – and as required.
- Scheduled servicing of plant and equipment to keep our air-conditioning, lifts and escalators running without interruption
- Disabled access to each cinema, unless otherwise advertised
- Office of Film and Literature Classification compliant guidance on every trailer and film we screen to allow you to make informed decisions about what you see
- Trained floor staff who supervise patrons during screenings
- Contracted service providers who maintain our building
- Stringent visitor management procedures to manage non employees working on site

HAZARD IDENTIFICATION

If you see a hazard, that is, anything that has the potential to cause harm such as a spilt drink on the floor, we ask that you advise the nearest staff member.

All our sites are compliant with the Building Code of Australia. Some elements inherent in the cinema environment may prove hazardous to the students in your group.

- We would like you to be aware that at the cinema, we sell a variety of foods. We suggest you be aware of your student's individual needs before the visit.
- The lighting in the auditoria is compliant with the associated lighting standard; however, when the movie is screening the lights will be dimmed. Lights along the aisles are in place to help aid access and egress however we do ask you take care and try to reduce the need to move about the cinema. Arriving early to purchase refreshments and take a toilet break before the scheduled screening time is advisable.
- We serve drinks in bottles and cups. Whilst we serve our cups with lids, from time to time, we do experience spilt drinks in the Candy Bar. Our staff are trained to watch out for this and will clean spills when they see them. We ask that if you do notice a spill to point it out to the nearest staff member, to protect your student's safety.

RISK ASSESSMENT

When a hazard is not able to be managed on the spot, our teams are trained to conduct formal Risk Assessments. We use the Risk Matrix to determine the risk score. The risk score determines the timeframe within which we manage the risk.

Based on the assessment outcome, risk control measures are put in place to eliminate or reduce the significance of the risk.

RISK CONTROL AND EVALUATION

We use the Hierarchy of Controls to assign risk control measures. Our managers and the OHS Representative monitor risk control measures ongoing to evaluate their success in managing risk.

We maintain a site Risk Register that contains a log of all the risks we've managed at the cinema. We also receive regular national updates regarding risk management. These updates keep us abreast of developments throughout the company and allow us to benefit from innovations implemented at other cinemas.

We have regional safety committee meetings where issues can be resolved and updates are communicated. Our internal safety specialist oversees our safety management system and we maintain a good relationship with our local, state and federal authorities to ensure we run our cinema in accordance with the law and to a standard of best practice.

BEFORE YOU ARRIVE

Steps you could take before your visit to Event Cinemas Campbelltown are:

- Advise your students that we do not allow any of the following in our cinema: alcohol, cans, glass, hot food, laser pointers, large bags, video or sound recording equipment, personal stereos, rollerblades, bicycles, scooters or skateboards. Prams can only be positioned in the vacant wheelchair areas and cannot impede any aisle or exit. Wheelchair users have priority over use of these spaces.
- Neat, casual dress including footwear is the minimum standard required at all times.
- Photo I.D. is required for proof of age for MA 15+ and R 18+ rated ticket sales.
- Please arrive at least 20 minutes before your session time.

When you are in the cinema, please abide by the following advice:

- Make sure you have an up to date list of the names of the students in your group.
- When entering the cinema, instruct the students to form a line in single file to have their ticket ripped.
- Please refrain from talking during the movie.
- Please turn off all mobile phones.
- Be aware that our premises may be under constant recorded video surveillance.
- Please keep your personal items with you at all times as we cannot accept responsibility for any losses you may incur.
- These are “smoke free” premises. Smoking is not permitted under any circumstances.
- We not allow any photography or video filming to be done in the cinema.