



Risk Management Plan

Name of School Group	<u>Group Contact Person:</u>
<u>Cinema:</u>	<u>Date of planned visit:</u>
<u>Cinema Contact Person:</u>	<u>Cinema phone number:</u>

We look forward to welcoming you and your group to our cinema. The safety of our patrons and staff is very important to us. This Risk Management Plan sets out how we look after our patrons and our staff. Before you visit our cinema, please read this document. It will help you prepare for the visit.

OUR SAFETY MANAGEMENT SYSTEM

We have systems in place which allow us to prevent incidents. This ensures that your experience with us is enjoyable and hassle free.

Our proactive approach includes comprehensive emergency management procedures, periodic 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 Attendants rostered on all shifts
- Fixed and portable First Aid kits, stocked with the cinema environment in mind
- 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 under a service contract in accordance with Australian standards
- Scheduled servicing of plant and equipment
- Office of Film and Literature Classification compliant guidance on every trailer and film we screen and poster we display to allow you to make informed decisions about what you see
- Trained floor staff who regularly check patrons during screenings
- Stringent visitor management procedures to manage non employees working on site



HAZARD IDENTIFICATION

If you see a hazard (anything that has the potential to cause harm) we ask that you advise the nearest member of staff.

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, and particularly food allergies, before the visit. Many foods are manufactured on equipment that also processes nuts, eggs and egg products.

□ 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 that 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. Group candybar orders are available ahead of time to streamline this process.

□ 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 and on the floor. 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. This will assist us in protecting your student's safety.

RISK ASSESSMENT

When a hazard is not able to be managed immediately, 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 on an ongoing basis to evaluate their success in managing risk.

Should you require more detailed information please contact the cinema manager by telephoning them directly or via the contact page on our website.

BEFORE YOU ARRIVE

Simple steps you could take before your visit:

- Pre purchase your tickets and complete a group booking and candybar order form at least 24 hours prior to your visit
- Advise your students that we do not allow any of the following in our cinema: food or beverages not purchased from the cinema candybar and in particular; alcohol, cans, glass, chewing gum and hot food.
- Ensure all members of your group are aware that we take Movie theft seriously and take all steps to ensure that the jobs of 50 000 Australians employed by the film and television industries are protected. We do this by restricting some items in our auditoriums. We do not allow laser pointers, video and sound recording equipment or personal stereos in our auditoriums. Mobile phones must be switched off. Our staff regularly monitor audiences for illegal recoding and will refer anyone they suspect of breaching copyright, or helping others to do so, to the police. On the spot fines of \$1, 320 can apply while additional penalties can be as high as \$60, 500 and up to five years in prison. For further information about coyright and movie theft refer to www.afact.com.au
- For safety reasons, rollerblades, bicycles, scooters and skateboards are not permitted in the auditoriums. 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 arrive at the cinema, we ask that you take the following steps:

- Have an up to date list of the names of the students in your group.
- Prior to entering the building, instruct the students to form a line in single file to have their ticket ripped and to leave schoolbags in the foyer.
- Please refrain from talking during the movie.
- Please turn off all mobile phones.
- Please keep your personal items with you at all times as we can not 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.

Please ask us if there is anything you need.