Health and Safety Guidelines for Venue Hirers

ALL HIRERS OF UWA MUSIC VENUES MUST BRIEF THEMSELVES OF THESE GUIDELINES BEFORE ENTERING OUR FACILITIES

UWA Responsibility

Under section 19 of the Occupational Safety and Health Act 1984, the University has a duty of care to avoid exposing employees, contractors, students and visitors to the workplace to an unnecessary risk of injury by establishing and providing a safe environment and systems of work.

Therefore if you are hiring one of our venues we must provide so far as is practicable, information and assistance to protect you and your guests.

Venue Hirer Responsibility

It is imperative as a hirer of the School of Music venues that you read the guidelines in this document to ensure that you and your guests are aware of our health and safety guidelines. It is your responsibility to inform other guests that you bring on campus of these guidelines for their own protection.

Standard Operating Procedures

If you are intending on using the equipment below please ensure you read the instructions carefully beforehand.

• **Callaway Music Auditorium Movable Seating** (These seats are only to be operated by UWA authorised staff).
  - If you need to have the seating moved for your event you will need to advise the office prior to your event taking place.

• **Callaway Music Auditorium Lectern**
  1. Upon entry into the auditorium you need to press the green entry button on the wall to your right
  2. Press the UWA logo on the lectern screen
  3. Select the audio-visual button you wish to use
  4. CD/DVDs can be inserted into the built in PC drive

• **Tunley Lecture Theatre Lectern**
  1. Upon entry into the lecture theatre you need to press the entry button on the wall to your right
  2. Press the on button on the lectern
  3. Select the audio-visual button you wish to use
  4. Insert CD/DVD/VHS/cassette into player in the cabinet in the corner of the room

• **Eileen Joyce Harpsichords and Fortepianos**
  - As these instruments are very delicate only UWA authorised staff are to move or use them.
  - If you would like to move or use them, please discuss this with the School of Music.

Reporting problems, hazards, incidents etc:

In the event of a problem, please speak to your allocated Venue Assistant or contact the School on 6488 2051 / [music@uwa.edu.au](mailto:music@uwa.edu.au). If an emergency occurs, please contact Security on 6488 2222.

If you wish to obtain any further information about our equipment please contact us on 6488 2051 or email [music@uwa.edu.au](mailto:music@uwa.edu.au) during our office hours Monday – Friday 8.30am - 4.30pm.
Emergency Evacuation Procedures:
These instructions must be followed to assist you in the event of an emergency. The person in charge of the group shall act as the Warden and is responsible for evacuation. These instructions must be followed to assist you in the event of an emergency:

- **Fire/Smoke – Raise the alarm**
  1. On hearing the fire alarm, immediately evacuate the building.
  2. If safe to do so ensure the immediate safety of anyone within the vicinity of the fire
  3. Warn others by shouting "Fire, Fire, Fire", raise the alarm if not already sounding and telephone 2222 UWA Security

- **Fire/Smoke – Fire Fighting**
  1. If safe to do so and trained in the use of fire equipment attempt to extinguish the fire
  2. Choose the correct fire extinguisher, do not use water or foam on an electrical fire

- **Fire/Smoke – Evacuate**
  1. Evacuate the building by the nearest emergency exit – do not use the lift
  2. Close all doors and window as you exit only if safe to do so; do not lock doors
  3. Walk quickly to the assembly area being the corner of 'Car Park 1 (by the tennis courts)' or 'Music Car Park (next to the Wigmore Music Library)' – circled on the diagram to the right
  4. Remain in the assembly area until instructed to leave by a Warden or Fire and Rescue Services personnel
  5. Do not re-enter the building until informed that it is safe to do so by the Warden or Fire and Rescue Services personnel
  6. Mobility impaired people - If you encounter a person with some form of physical disability that restricts their mobility you may be required to assist them from the building. If you are unable to remove them from the building many stairwells have respite areas for mobility impaired persons. They can be left here, where they are shielded from the fire, and a person should wait with them until retrieved by emergency personnel on arrival. It is important to inform the emergency personnel or Building Warden of their location so that they can be retrieved as soon as possible.

For further detailed information on Emergency - Fire Evacuation: http://www.safety.uwa.edu.au/policies/emergency_fire_and_evacuation

Personal safety on campus (security, emergency procedures):
Emergency phones are available on each level of the Music Building. These phones dial direct to the UWA Security 6488 2222, to report any personal safety issue or medical emergency. If you cannot access these phones in an emergency, dial 6488 2222 from your mobile phone.

Incident reporting:
All incidents, injuries, illness or near misses must be reported. In an emergency call 6488 2222. If not urgent, call the School of Music on 6488 2051 (during office hours) and compete the relevant report form available here: http://www.safety.uwa.edu.au/incidents-injuries-emergency/notification

The University is a Smoke Free campus:
Smoking is prohibited in, or at, all of the University's buildings, properties and workplaces.

Contact Information:
For assistance and further information with implementing these guidelines:

**School of Music Office**
Tel: 6488 2051  
Email: music@uwa.edu.au  
Web: www.music.uwa.edu.au

**Safety and Health Office**
Tel: 6488 3938  
Email: safety@uwa.edu.au  
Web: www.safety.uwa.edu.au