



# RISK MANAGEMENT FOR EXCURSION PROVIDERS

## Disclaimer

Current as at: 7 May 2024  
Next review: 3 November 2024

## Foreword / Resources

The document outlines key aspects of the Roundhouse Theatre for visiting schools / group bookings so they may better understand how safety is managed at La Boite Theatre and to assist in the development of their risk assessment plans and other associated documentation. Please note La Boite Theatre is unable to prepare or complete risk assessments on behalf of your school or institution. Please contact your principal or relevant staff member about your school's / institution's requirements surrounding your upcoming booking.

School Excursions Procedures, Department of Education, QLD Government  
<https://ppr.ged.qld.gov.au/pp/school-excursions-procedure>

Excursions Policy, Department of Education, NSW Government  
<https://education.nsw.gov.au/policy-library/policies/pd-2004-0010>

VENUE	
<b>Name of Organisation</b>	La Boite Theatre Ltd
<b>ABN</b>	53 773 048 867
<b>Physical Address</b>	6-8 Musk Avenue, Kelvin Grove Qld 4059
CONTACT	
<b>Email</b>	info@laboite.com.au
<b>Phone</b>	(07) 3007 8600
<b>Website</b>	laboite.com.au

## LA BOITE THEATRE

**Physical** The Works Level 5, 6-8 Musk Ave Kelvin Grove Qld 4059

**Postal** PO Box 232, Red Hill LPO Qld 4059 **ABN** 53 773 048 867

**P** (07) 3007 8600 **E** info@laboite.com.au

**LABOITE.COM.AU**

## PURPOSE OF THE EXCURSION

**La Boite is committed to providing learning opportunities and training for both teachers and students.** La Boite is Australia's longest continuously running theatre company, celebrating its 100th year of operation in 2025. Located in Kelvin Grove Brisbane, La Boite is home to the iconic 400 seat Roundhouse Theatre, one of the country's only purpose-built theatre in-the-round. La Boite has a proud reputation for developing artists and audiences – with the aim to push the boundaries of theatre and create a pathway for local and national artists to mainstream stages in Brisbane and beyond. La Boite plays a crucial role in the local, state and national arts sector as an incubator and producer of new work, with a dedicated focus on the sustainability of Brisbane based arts practice from emerging to established practitioners, producers, and arts managers.

## ENVIRONMENT

**La Boite Theatre is located at 6-8 Musk Avenue, Kelvin Grove Qld 4059** situated within the Queensland University of Technology (QUT) Kelvin Grove campus.

An elevator provides access to both levels of the Roundhouse Theatre. Wheelchair accessible seating is available for all of our mainstage performances. More information about venue accessibility at La Boite can be found at [laboite.com.au](http://laboite.com.au).

## TRANSPORT

**Transport arrangements are the responsibility of the school.**

For information on availability and location of bus parking please contact Brisbane City Council or visit <https://www.brisbane.qld.gov.au/traffic-and-transport/parking-in-brisbane/parking-in-the-brisbane-cbd/inner-city-coach-parking>.

Limited public and private car park are located in the vicinity of the venue. Please refer to our website at [laboite.com.au](http://laboite.com.au) for recommended parking locations and details.

For public transport options please visit Translink's websites at [translink.com.au](http://translink.com.au) or La Boite's website at [laboite.com.au](http://laboite.com.au).

## STUDENT'S CAPACITY

La Boite Theatre is a venue hosting a variety of performances and educational learning programs. Please contact the presenting organisation for information specific to the activities being presented. Please advise if you have any students with individual needs so we can do our utmost to maximize the benefit of their visit.

## EXTERNAL PROVIDER INFORMATION

### Insurance

*Please refer to the last page for a copy of the Certificate of Currency.*

Insurance Type: Public and Products Liability  
Policy No: 201911-1010 R4 BIA  
Policy Period: 03/11/2024 4pm (AEST)  
Limit of Indemnity: *Please refer to Certificate of Currency (see attached)*

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## IDENTIFICATION OF EXCURSION PARTICIPANTS

La Boite Theatre recommends that all students wear their school uniform. For activities outside school hours, the school should make provision for a system that can easily identify students such as badges, wristbands or other identification methods.

## SUPERVISOR / SUPERVISORY TEAM & SUPERVISION STRATEGIES

**It is the responsibility of the school to develop a supervisory team that meets their specific requirements in line with the recommendations for supervision outlined in this document.**

The school supervisory team must accompany the students throughout the visit to actively monitor behaviour and intervene as necessary. La Boite Theatre staff will not undertake any role(s) in a supervisory context.

School groups will be seated together where possible to assist with supervision. It is recommended that school supervisory team members are seated amongst students to facilitate ease of supervision. Please be aware that members of the general public may be attending a performance at the same time as your school and we would appreciate your students demonstrating responsible behaviour to ensure an enjoyable experience for all. The school supervisory team must accompany the students throughout the visit to actively monitor behaviour and intervene as necessary.

La Boite Theatre requires school supervisory teams to consist of no less than the ratios below. These ratios may vary according to the needs of your students.

- Years K - 3: 1 adult to 10 students
- Years 4 - 7: 1 adult to 12 students
- Years 8 - 12: 1 adult to 15 students

To assist schools, maintain appropriate supervision levels, 1x complimentary adult ticket is provided for every 10x paid students. Please feel free to discuss supervision requirements with us.

## COMMUNICATION STRATEGIES

**Communication strategies between students and the school supervisory team are the responsibility of the school. Please ensure everyone recognises the communication strategies.**

School supervisory teams are encouraged to provide a mobile phone that they can be contacted on and use to call out during their visit, and are asked to ensure that this number is fully functional in all locations throughout the venue. Please note, mobile phones are required to be turned to silent during performances. School supervisory teams may access an external telephone line to call out if required during an excursion.

In addition, should the school need to contact the supervisory team during an excursion they may do so by contacting the venue at (07) 3007 8600.

## EMERGENCY RESPONSE PLAN

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**Schools will have their own Emergency Response Plan pertaining to the particular needs of their students.**

La Boite Theatre and Queensland University of Technology has an extensive Emergency Response Plan in place including a PA system and audible fire alarms. Please note that this document is not publicly available. Please contact the venue for further information if required. In the event of a site emergency, school supervisory teams are responsible for the managing the movement of students under the direction of venue staff. School supervisory teams are strongly recommended to meet identified supervision requirements to further support these procedures. It is suggested that school staff have access to a list of names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.

**BRIEFING STUDENTS AND SUPERVISORS**

School supervisory teams are asked to use the information below in *Other Relevant Details* to brief students on expectations in addition to those outlined by the presenting organisation.

**OTHER RELEVANT DETAILS**

**Student Behaviour / Theatre Etiquette**

Students should be aware that there will be both other schools and members of the public at the Theatre on their excursion. As such, we ask that teachers discuss behaviour standards and theatre etiquette with their students prior to their excursion.

Students should:

- always behave in a courteous and responsible manner.
- keep their pace to a walk throughout the venue, particularly within the Roundhouse Theatre.
- keep their feet on the ground while seated in the auditorium.
- refrain from throwing any items in the auditorium during the performance.
- not talk or disrupt the viewing of other audience members in any way.
- not use mobile devices.
- not take any videography or photography.
- place all rubbish in the bins provided (at the exits in the auditorium) and in foyer.

During a performance, we encourage the students to respond naturally, however speaking with neighbours can be very disruptive. Please discuss appropriate theatre etiquette with your students.

La Boite reserves the right to remove any student/s from a performance if their behaviour is deliberately and consistently disruptive. A teacher will be required to supervise the student/s in the foyer until the performance has ended.

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<b>RISK MANAGEMENT PLAN FOR SCHOOL AND COMMUNITY EXCURSIONS</b>			
<b>Name of Organisation</b>	La Boite Theatre Ltd (LB)	<b>ABN</b>	53 773 048 867
<b>Physical Address</b>	6-8 Musk Avenue, Kelvin Grove Qld 4059	<b>Postal Address</b>	PO Box 232 Red Hill LPO Qld 4059
<b>Email</b>	info@laboite.com.au	<b>Phone</b>	(07) 3007 8600
<b>Website</b>	laboite.com.au	<b>Date of Next Review</b>	06/05/2025

<b>Identified hazard</b>	<b>Risk factor(s)</b>	<b>Current controls used to reduce risks</b>	<b>Responsible for controls</b>
<b>Content Advisories / Performance Effects</b>	<p>Inappropriate content viewed by minors.</p> <p>Theatrical effects including but not limited to: haze/smoke/fog, bright or flashing / strobing lighting, loud and/or sudden noises with potential to scare or induce a medical reaction.</p>	<ul style="list-style-type: none"> <li>o LB place show warnings for all our performances at the website laboite.com.au including warnings for violence, nudity, sexual references, obscene language, and drug use.</li> <li>o LB to issue details of all theatrical effects to be used in any shown to be attended by groups of young people and post appropriate notices.</li> <li>o LB to ensure all effects comply with standard HSE procedures.</li> <li>o Group organisers to advise LB of any student medical conditions that may be vulnerable to performance effects.</li> </ul>	<ul style="list-style-type: none"> <li>o School Group Organisers</li> <li>o LB Front of House</li> <li>o LB Ticketing Management</li> <li>o LB Venue Management</li> </ul>
<b>Audience Mix</b>	Students mixing with the public	<ul style="list-style-type: none"> <li>o The venue may be open to the public at the same time students are on site therefore students need to be aware of 'stranger danger'.</li> <li>o Students are to be advised to remain in a group. Students groups assemble in foyer prior to exiting the facility.</li> <li>o School to manage appropriate teacher to student supervision ratio.</li> </ul>	<ul style="list-style-type: none"> <li>o School Group Organisers</li> <li>o LB Front of House</li> </ul>
<b>Behaviour</b>	<p>Public nuisance</p> <p>Injuries caused by trips and falls, touching electrical</p>	<ul style="list-style-type: none"> <li>o Students should be briefed on the visit prior to arrival to manage expectations of appropriate behaviour.</li> <li>o Teachers should always maintain direct supervision of students.</li> <li>o Students should be reminded:               <ul style="list-style-type: none"> <li>o not to run</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>o School Group Organisers</li> <li>o LB Front of House</li> </ul>

Identified hazard	Risk factor(s)	Current controls used to reduce risks	Responsible for controls
	equipment, sharp or heavy objects.	<ul style="list-style-type: none"> <li>○ to keep near handrails and take care while using stairs, or ramps</li> <li>○ to remain behind barriers</li> <li>○ not to enter areas marked 'no access'</li> <li>○ not to touch objects or electrical equipment</li> <li>○ that photography or filming of performances is prohibited</li> </ul>	
<b>Weather</b>	Sunburn, dehydration, cold, wet when waiting for transport.	<ul style="list-style-type: none"> <li>○ Check weather forecast and ensure children are appropriately equipped:               <ul style="list-style-type: none"> <li>○ Hot weather: sunhat, water, and sunscreen.</li> <li>○ Cold/wet weather: warm waterproof clothing, umbrellas</li> </ul> </li> <li>○ In extreme conditions groups will be sheltered in LB foyers.</li> <li>○ Some limited, shelter may be available in the LB courtyards, foyers and adjacent grassed areas shaded by trees.</li> </ul>	<ul style="list-style-type: none"> <li>○ School Group Organisers</li> </ul>
<b>Traffic Hazards / Transport</b>	Precinct hazards:	<ul style="list-style-type: none"> <li>○ Group organisers to:               <ul style="list-style-type: none"> <li>○ Warn young people of hazards;</li> <li>○ Be aware of location of young people; and</li> <li>○ Implement specific risk treatments appropriate for the group (e.g. managed road crossing).</li> </ul> </li> <li>○ Buses may drop students off at the front of the site on 6 Musk Avenue.</li> <li>○ Teachers will be responsible for always accompanying students in and around the venue.</li> </ul>	<ul style="list-style-type: none"> <li>○ School Group Organisers</li> </ul>
<b>Delayed arrival</b>	Delayed arrival (e.g. transport failure) resulting in lock out from performance, failing to arrive by performance start	<ul style="list-style-type: none"> <li>○ School Group organisers to advise LB Administration and/or Box Office of potential delays in arrival.</li> <li>○ School contacts are to be provided to LB in advance. Shows may be held to accommodate late arrival, however this cannot be guaranteed.</li> </ul>	<ul style="list-style-type: none"> <li>○ School Group Organisers</li> <li>○ LB Front of House</li> <li>○ LB Ticketing Management</li> </ul>
<b>Personal Belongings / Lost Property</b>	Loss of personal property or assets	<ul style="list-style-type: none"> <li>○ Large bags cannot be taken into the Theatre. Cloaking facilities are not available, so it is recommended students don't bring their schoolbags or valuables.</li> <li>○ School groups must take full responsibility for all items brought onto site. The security of personal belongings cannot be guaranteed.</li> <li>○ Any items found in the theatre will be stored in La Boite Office for a limited time. Teachers will need to report any lost property to staff onsite or the school should</li> </ul>	<ul style="list-style-type: none"> <li>○ School Group Organisers</li> <li>○ LB Front of House</li> <li>○ LB Ticketing Management</li> <li>○ LB Venue Management</li> </ul>

Identified hazard	Risk factor(s)	Current controls used to reduce risks	Responsible for controls
		<p>contact La Boite Theatre Box Office in relation to personal property left on the premises.</p>	
<b>Lost child / Separation from group</b>	Lost or distressed child	<ul style="list-style-type: none"> <li>○ School Group organisers to nominate a meeting spot for all students in the event someone gets lost.</li> <li>○ Assistance can be obtained from Front of House managers in an emergency</li> <li>○ Students limit their need to leave their seats during a performance.</li> <li>○ If a student must use the restrooms, a teacher should accompany the student.</li> <li>○ Students must not leave the building at any time unsupervised.</li> <li>○ Teachers should always maintain direct supervision of students.</li> </ul>	<ul style="list-style-type: none"> <li>○ School Group Organisers</li> <li>○ LB Front of House</li> </ul>
<b>Fire / Evacuation</b>	Injuries caused by rush/panic in event of an evacuation	<ul style="list-style-type: none"> <li>○ Emergency Management Plan has been developed for emergencies requiring evacuation.</li> <li>○ Emergency Evacuation system includes visual and auditory warnings.</li> <li>○ All visitors to LB must follow the instructions given by Fire Wardens.</li> <li>○ School Group organisers to inform LB, prior to visit, of any issues that may hinder their group's safe and timely evacuation (e.g. mobility issues).</li> <li>○ Wardens are on site at all times and venue staff will provide evacuation instructions and supervision in the event of an evacuation.</li> <li>○ Queensland University of Technology (property owner) has a compliant fire detection and suppression system.</li> </ul>	<ul style="list-style-type: none"> <li>○ School Group Organisers</li> <li>○ LB Front of House</li> <li>○ LB Venue Management</li> <li>○ LB Chief fire warden</li> </ul>
<b>First Aid</b>	Delayed application of first aid.	<ul style="list-style-type: none"> <li>○ LB has first aid officers present at all LB events.</li> <li>○ School Group organisers to request assistance from LB staff if required.</li> <li>○ Automated external defibrillator (AED) locked in LB foyer.</li> <li>○ First Aid kit located behind Box Office in LB foyer.</li> </ul>	<ul style="list-style-type: none"> <li>○ School Group Organisers</li> <li>○ LB Front of House</li> <li>○ LB First Aid Officer</li> </ul>
<b>Food allergies</b>	Child or student consuming food that results in allergic reaction	<ul style="list-style-type: none"> <li>○ School Group organisers to advise LB of any potential risks</li> <li>○ All pre-packaged foods have appropriate food label warnings</li> <li>○ Group organisers to monitor students at risk</li> <li>○ LB first aid staff, equipment and procedures are in place.</li> <li>○ LB Boite undertakes regular inspections of facility to identify potential hazards and risks.</li> <li>○ Students with specific allergies or medications should always be supervised. The school should provide suitable mobile first aid equipment and approved medications as needed to respond in the event of an emergency.</li> </ul>	<ul style="list-style-type: none"> <li>○ School Group Organisers</li> <li>○ LB Front of House</li> </ul>

Identified hazard	Risk factor(s)	Current controls used to reduce risks	Responsible for controls
<b>Potential access to performance equipment or other staff-only areas</b>	Injury, Serious Injury or death	<ul style="list-style-type: none"> <li>○ All equipment is inspected and tagged in accordance with normal electrical procedures.</li> <li>○ Local, state and federal electrical safety requirements are observed by La Boite.</li> <li>○ Staff only areas are clearly marked, doors closed and locked where appropriate.</li> <li>○ All hazardous chemicals stored in secure facilities with no public access.</li> <li>○ Common household (cleaning) chemicals maintained in locked cabinets in supervised areas (such as behind the counter).</li> <li>○ Safety Data Sheets (SDS) held onsite for all chemicals.</li> </ul>	<ul style="list-style-type: none"> <li>○ School Group Organisers</li> <li>○ LB Production Management</li> <li>○ LB Venue Management</li> </ul>
<b>Accessibility</b>	Student mobility / accessibility	<ul style="list-style-type: none"> <li>○ Level-entry access is available for the La Boite Foyer, Drop-Off Area (Gona Parade), and entry into the theatre.</li> <li>○ An elevator services Ground Floor (Foyer, Box Office, Bar, Door 1 entry to theatre) and 2<sup>nd</sup> Floor (Door 2 entry to theatre).</li> <li>○ If wheelchair, level-entry seating or other special seating is required, the school should advise Box office at time of booking.</li> <li>○ Emergency Evacuation system includes visual and auditory warnings.</li> <li>○ Please review La Boite's Accessibility page on our website (laboite.com.au) or discuss your individual needs with our ticketing department.</li> </ul>	<ul style="list-style-type: none"> <li>○ School Group Organisers</li> <li>○ LB Front of House</li> <li>○ LB Ticketing Management</li> <li>○ LB Venue Management</li> </ul>

<b>Equipment</b>	Theatre: smoke machines, electrical cords, lighting, rigging, screens, props, dance floor surface etc. Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? <b>Yes</b>
<b>Access</b>	Is access to, and exits from, the premises safe and without risk to health? <b>Yes</b> Is the venue wheelchair accessible? <b>Yes – please refer to our <a href="#">website</a> for more info or discuss your needs with our ticketing team.</b> Are accessible toilets available? <b>Yes – please refer to our <a href="#">website</a> for more info or discuss your needs with our ticketing team.</b>
<b>Emergencies</b>	Are emergency procedures in place at the venue? <b>Yes</b> Are staff trained to deal with emergencies? <b>Yes</b>
<b>Maintenance</b>	Are licensed personnel used for all construction, maintenance, and repair work? <b>Yes</b>
<b>First Aid</b>	Are first aid kits available for each activity? <b>Yes</b> Is there a trained first aid officer at the venue? <b>Yes</b> Is a first aid room available? <b>No</b>

## Certificate of Currency

**POLICY NO:** 201911-1010 R4 BIA

**INSURANCE TYPE:** Public and Products Liability

**POLICY WORDING:** BIA GL 2021

**THE INSURED:** La Boite Theatre Ltd

**ABN:** 53773048867

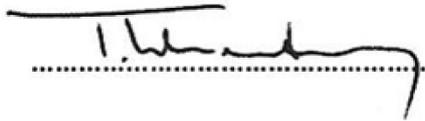
**PRINCIPAL ADDRESS:**  
Level 1 & 5 6-8 Musk Avenue  
Kelvin Grove QLD 4059 AUSTRALIA

**BUSINESS:** Owners/Operators of a live theatre; hirer of live venue, operate bar and café in venue; touring/performing in venues outside our home venue (in Brisbane, across Queensland and throughout Australia); operate a set construction workshop, run classes and workshops, digital education package production.

**POLICY PERIOD:** From: 3/11/2023 4pm To: 3/11/2024 4pm  
Both days inclusive (Local Standard Time)

**LIMIT OF INDEMNITY:**  
Public Liability \$20,000,000 any one Occurrence  
Products Liability \$20,000,000 any one Occurrence and in the aggregate any one Period of Insurance

**TERRITORIAL LIMITS:** As per wording



Signed for and on behalf of Berkley Insurance Australia.  
Date of issue 6/11/2023

This policy is current at date of issue.  
For full details of cover please refer to the policy wording.  
This certificate is only valid at the date of issue.