



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

www.newcastle.edu.au

SCHOOL OF DRAMA, FINE ART AND MUSIC (INCORPORATING THE CONSERVATORIUM)

ONSITE RISK ASSESSMENT INFORMATION FOR:

Harold Lobb Concert Hall and adjoining floors

Laman and Auckland Sts, Newcastle

The Conservatorium (older building), hereafter referred to as The Conservatorium

Auckland and Gibson Sts, Newcastle

University House

Auckland and King Sts, Newcastle

Northumberland House

Auckland and King Sts, Newcastle

This document will aid groups and individuals planning a visit to The Conservatorium and several other buildings forming part of the University of Newcastle City Precinct. The information is designed to assist visitors in the preparation of a Risk Assessment and Risk Management Plan for their visit to these sites. Those undertaking the compilation of a Risk Assessment and Management Plan should be aware that the University of Newcastle, School of Drama, Fine Art and Music (Incorporating the Conservatorium) cannot undertake the assessment for them.

More information may be obtained from

www.newcastle.edu.au/service/ohs/



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GENERAL INFORMATION

Emergency Procedures

Emergency Services staff manage all emergency situations.
(See number below)

Emergency Phone Numbers

Emergency Services Patrol (24hrs x 7 days a week)

4921 5888

University of Newcastle Switchboard (9.00am to 5.00pm)

4921 5000

External Emergency Services: Fire, Police, Ambulance Dial
(0) 000

City Precinct (3.00 – 11.00 pm, Monday to Friday)

0400 243 022

Evacuation

The evacuation assembly point for Harold Lobb Concert Hall and The Conservatorium is Civic Park, cnr Auckland and King St, Newcastle.

The evacuation assembly point for University House and Northumberland House is Civic Park, cnr Auckland and King St, Newcastle.

Fire Alarms and Smoke Detectors

The fire detection and protection system within University House is linked to the NSW Fire Brigade.

The fire alarm system in The Conservatorium is a manual alarm system with no automatic detection of heat or smoke.

Smoke detection within the Harold Lobb Concert Hall and adjoining floors is limited to the air-conditioned areas of the building.

There is currently no smoke detection system within Northumberland House. There are no external fire escapes or elevators available from the upper floors of Northumberland House.

The University has an Evacuation Warden system where Wardens can assist with providing information and support during an evacuation event

There are no fire alarms located throughout the Harold Lobb Concert Hall, the foyer area or the adjoining floors.

Elevators should not be used in the case of fire. The elevator within The Conservatorium relies on manual activation to fire mode by an evacuation warden.



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Fire Extinguishers

Hand held fire extinguishers are strategically located throughout The Conservatorium, University House, Northumberland House, Harold Lobb Concert Hall and the adjoining floors.

There is presently no fixed sprinkler system of any kind located throughout The Conservatorium, Northumberland House, the Harold Lobb Concert Hall or adjoining floors.

First aid

Local First Aid Officer: Mr Nathan Scott

4921 8922

Other staff holding senior first aid certificates:

Mr Michael Kelly, School of Drama, Fine Art and Music

4921 8902

A first aid room is located on the 3rd floor of The Conservatorium, adjacent to the stairwell.

Extra first aid equipment is located:

The Conservatorium

Office - ground floor

Computer lab – 2nd floor

Harold Lobb Concert Hall and adjoining floors

Peter Martin Studio – 1st floor

Brass School – 1st floor

Bar area – 1st floor

Northumberland House

Office – ground floor

University House

Library – 1st floor; kits also located on all other floors

Toilets

Toilets are located:

Harold Lobb Concert Hall

Ground Floor: adjacent to foyer area

The Conservatorium

Ground Floor: unisex

1st floor: 2 x male, 1 x female

2nd floor: male and female

3rd floor: female

4th floor: male

University House

Ground Floor: male and female

1st floor: 2 x male, 1 x female



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2nd floor: male and female

3rd floor: male and female

4th floor male and female

Northumberland House

Ground Floor: male and female

1st floor: male and female

Accessible toilets

Harold Lobb Concert Hall: toilets adjacent to foyer area

University House: Ground Floor

Northumberland House: Ground Floor

The Conservatorium: no accessible toilets

Lighting

Low key and dim lighting are features of the lighting in the Harold Lobb Concert Hall.

ACCESS

A bus or coach parking bay is available in Auckland St, adjacent to The Conservatorium. Please note that there are no pedestrian crossings to enable access to the entrance to the Conservatorium. Restricted traffic flows in the immediate vicinity of the Conservatorium should be noted.

The closest public transport is Civic Railway Station, Hunter Street, Newcastle, approximately 10 minutes walk from the City Campus precinct. Civic Station is wheelchair accessible. Newcastle Buses stop in Hunter Street, close to the intersection with Auckland St.

The Transport Infoline for Bus, Train and Ferries is **131500**.

University House has disabled access via ramp and elevator.

Disabled access to The Conservatorium, Harold Lobb Concert Hall and adjoining floors is via the street level doors on the corner of Auckland and Laman Streets.

Disabled access to Northumberland House is via the right hand side of the building on Auckland Street. There is no elevator or disabled access to the first floor of Northumberland House.

The elevator within The Conservatorium services only the first four floors.



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HOSPITALS

The nearest public hospitals are John Hunter Hospital, Croudace St, New Lambton and the Calvary Mater Hospital, corner Edith & Platt Streets, Waratah.

CRITICAL INCIDENT RESPONSE PLAN

EARTHQUAKE

KEEP AWAY FROM windows, mirrors, and overhead fittings

TAKE COVER under an internal door-frame, table or bench

KEEP WELL CLEAR of buildings, walls, power lines, trees, etc

DO NOT stand under awnings or parapets as they may collapse

MOVE to open ground when safe

DO NOT use machines, lights, open flame appliances, lighters, matches or electrical equipment when gas or fuel leaks are suspected

DO NOT use the telephone unless there is a **SERIOUS INJURY OR RISK**

AVOID driving (keep roadways clear for emergency vehicles)

FLOOD

Follow any instructions of State Emergency Services (SES), Police or Security Services

Do not attempt to drive through water of unknown depth

Listen for flood advice from SES or Campus Administration

Local radio stations will give advice if access to the campus is likely to be affected

FIRE

DO NOT USE LIFTS

NO SMOKING must be observed during any evacuation procedure

EXIT THE BUILDING AND FOLLOW THE INSTRUCTIONS OF

EVACUATION WARDENS

In the event of a **GAS EMERGENCY, CHEMICAL or RADIATION SPILL**, remain upwind of the incident scene and if possible without risk of injury or illness, identify the substance involved, and report to Emergency Services upon their arrival.

BOMB THREAT

Evacuate the building in a calm and orderly manner

Follow the directions of security services, evacuation wardens and emergency services