



GUIDELINES FOR HIRERS AND CONTRACTORS

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SECTION 1

Introduction

This document is provided to aid hirers and their contractors in producing a successful and safe event. The document also covers a list of conditions, rules and procedures that apply when conducting work on Luna Park Sydney (LPS) premises.

As stipulated in the Venue Use clauses of the Luna Park Venue Hire Contract, compliance with the procedures set out in this document is mandatory. It is the obligation of the Hirer to ensure all staff, contractors and subcontractors comply with these guidelines. Failure to adhere to these procedures may result in the cancellation of your event.

Welcome

Welcome to the Big Top at Luna Park Sydney. The Big Top is a multipurpose venue completed in 2004 and situated at the site of the since departed Big Dipper at Luna Park. It is designed to seat over 2000 patrons in concert or circus mode and up to 2950 patrons in standing mode.

Luna Park Sydney is a sensitive site as it holds significant cultural and heritage values to the people of Sydney and Australia. It is also located within a residential area and operates under strict guidelines and regulations set by the NSW State Government and North Sydney Council. All hirers and their contractors are to conduct their work accordingly in consideration of these points.

Delivery, production and event plans and schedules must be forwarded to the Venue Manager for review and approval at least 14 days prior to the event. Failure to do so may result in key aspects of the event being unable to proceed.

Security and Access

ACES (Australian Concert & Entertainment Security) are the providers of security for LPS. Security personnel are onsite 24/7.

Operating Hours – Amusement Park

(Non School Holidays)

1100 – 1800 Monday to Thursday
1100 – 2200 Friday
1000 – 2300 Saturday
1000 – 1800 Sunday

(Summer School Holidays)

1000 – 2200 Sunday to Thursday
1000 – 2400 Friday & Saturday

(Term School Holidays)

1000 – 1800 Sunday to Thursday
1000 – 2300 Friday & Saturday

Before commencing work, all contract workers must report to security control located behind Guest Relations adjacent to the Lighthouse, sign in and obtain authorisation for work to commence.

Access to the venue for bump in and bump out is generally restricted to times outside the Amusement Park operating times. Only vehicles nominated by the hirer and approved by the Venue Manager will be allowed access. All vehicles must be removed from the public areas at least one hour prior to the Amusement Park opening times.

On arrival please ring security control on 9033 7595. To gain access vehicles enter the park via the gates next to the “Face” and proceed down the “Midway” to the loading dock of the venue indicated by the painting of a ringmaster and circus. The maximum vehicle height permitted through the midway is 4.3 metres. All vehicles require a security escort.

During park operating times vehicles may make deliveries via the Luna Park car park in Paul St. Entry will only be provided if the Venue Manager and Security Control have given prior approval. There is a roller door at the entrance of the Park loading dock located before the first level of parking. Maximum vehicle height permitted is 1.9 metres.

LPS SITE CONTACT NUMBERS	
LPS RECEPTION (9AM – 5PM)	9922 6644
GUEST RELATIONS (PARK OPERATING TIMES)	9922 6644
SECURITY CONTROL ROOM (24 HOURS)	9033 7595
PARK DUTY MANAGER	0407 439 552
VENUE MANAGER	9033 7525 OR 9033 7528

Parking On Site

No parking is permitted on site. After delivery all vehicles must leave the site as soon as practical. Vehicles that have entered the loading dock via the car park and are immediately leaving the site may be able to have their parking ticket validated at Security Control. Drivers of vehicles that are required to remain on site may, at their own or venue hirers cost, utilise the Luna Park Public Car Park operated by Secure Parking.

Emergency Control Organisation

LPS has developed a site wide Emergency Control Organisation (ECO), which activates in the event of an emergency and remains in effect until the appropriate emergency service, takes control. Instructions issued by Wardens as part of the ECO will override those of normal management structures. This ECO is in accordance with Australian Standards 3745 – 1995 Emergency Control Organisation and Procedures for Buildings. Wardens can be identified by the following method:

Chief Warden – White Helmet **Area Warden** – Lime Vest **Wardens** – Red Vest

Emergency Procedures

If you see a fire or emergency situation:

Raise the alarm by activating a red or white break glass,

Notify the Communications Officer on a red WIP phone or

Call Security Control on 9033 7595

Assess the need for an evacuation, if in doubt evacuate immediately.

On the alarm being raised, be aware that there is an emergency situation. (Alert tone: Beep, Beep, Beep).

Prepare to evacuate the building.

Commence Evacuation when advised to do so.

Follow the Instructions given by the Wardens and evacuate the building (Evacuation Tone: Whoop, Whoop. This will be followed by an announcement over the Public Address System.).

Assist mobility impaired persons where possible.

Move well clear of the building, do not re-enter unless advised to do so by the Warden or Fire Brigade.

Proceed immediately to the designated assembly point to be accounted for.

First Aid

LPS has designated First Aid trained staff. A Registered Nurse and Paramedics are also in attendance at various times. Luna Park has a designated first aid room located adjacent to Guest Relations. In the event of an incident requiring First Aid the first point of contact is the Security Control Room on Ph 9033 7595. Where the attendance of the NSW Ambulance Service is required all calls should be made through the Security Control Room to ensure that paramedics are directed to the correct location via the most practical route.

Incidents and Injuries

All incidents and injuries must be reported to LPS Management for recording and/or further action. All reports will be forwarded to the OH&S Manager.

FOR ALL EMERGENCIES CONTACT 9033-7595 24HRS

Luna Park Occupational Health & Safety Policy

Luna Park Sydney recognises that it has a primary responsibility to avoid or minimise the risk of injury to any person from the conduct of its business. It will comply with the provisions of the Occupational Health and Safety Act and associated statutory requirements.

LPS has an ongoing commitment to provide safe systems of work to ensure that a safe working environment is maintained for employees, contractors, clients and guests.

Management is Committed to:

- Securing the support of all its employees, contractors and hirers and encouraging their active participation in the development of the Occupational Health and Safety Management System.
- Providing the resources, skills and training necessary to assist our employees and contractors maintain a safe and healthy work place including the environment, plant, equipment and system of work.

Our Employees, Contractors and Hirers are:

- Expected to meet their obligations to protect the health and safety of themselves and others at work.
- To perform their assigned duties in accordance with accepted safe working practices.
- To provide to LPS management all information necessary to protect the health and safety of all stakeholders.
- Required to cooperate with LPS in pursuing health and safety initiatives.

This policy is an integral part of Risk Management philosophy.

LPS places the highest priority on the promotion of a healthy and safe work environment and on the prevention of injury.

LPS places a strong emphasis on adhering to the health and safety standards imposed by the relevant Legislations and Codes of Practice.

Managers, Supervisors, all Employees and sub contractors of LPS(and hirers of venues together with their Managers, Supervisors, all Employees and sub contractors) will act in a positive manner to implement this policy at all times.

Safety Officers

Where deemed necessary by the Venue Manager and/or the LPS OH&S Committee, LPS may require the hirer to employ a qualified Safety Officer to be onsite from the beginning of the Bump In until the conclusion of the Bump Out. If required, LPS can organise the services of trained staff through Assure Event Safety Services.

Before any works commence the hirers employees and their contractors will be required to undertake a workplace induction and sign documentation stating that they have received and understood the induction. The induction will be conducted by the Safety Officer or LPS representative.

Prior to the start of any event a detailed safety inspection will be conducted by an LPS representative to ensure that the venue is safe for public access. Any hazards identified as created by the production will be immediately brought to the attention of the hirer or their representative. All hazards will need to be appropriately eliminated or controlled before public access is allowed.

To ensure that the integrity of the safety inspection is maintained it is essential that all works are completed at least 1 hour prior to public access into the venue.

Hazard Identification And Risk Assessment

Occupational Health and Safety Legislation requires anyone in control of a workplace to identify potential hazards, assess the risks involved and develop controls to eliminate, or minimise the risk.

Hazard Identification

To help identify all potential hazards the job must be broken down into activities that follow the sequence in which the job is to be performed. These activities must be documented in a **Work Method Statement (WMS)** which is a list of job procedures, and other work-related practices that must be provided to the LPS Venue Manager (who will review and approve the WMS) before work is carried out. The WMS details how the Scope of Work will be carried out. For each of the work activities and associated job steps identified the potential hazards must also be identified.

Assess Risks

For each potential workplace hazard identified a Risk Class will be determined by referring to the categories below.

Class 1: (High Risk): Does the hazard have the potential to kill or permanently disable you?

Class 2: (Medium Risk): Does the hazard have the potential to cause a serious injury or illness which will temporarily disable you?

Class 3: (Low Risk): Does the hazard have the potential to cause a minor injury which would not disable you?

Selection and Use

Where identified, all class 1 and 2 risks will be recorded on a detailed Safe Work Method Statement (SWMS) (also referred to as a Job Safety Analysis or JSA). Class 3 risks will be minimised as far as possible but will not be recorded on a SWMS.

A Risk Class will be used to determine the level of Controls required to eliminate or minimise a potential hazard. The higher the Risk Class the more extensive the controls to be provided.

Safe Work Method Statement (SWMS)

Also referred to as a Job Safety Analysis (JSA)

Procedure:

A SWMS or JSA is the process of identifying potential hazards, assessing their risk and recording how to eliminate, or minimise the risk to worker safety. Where potential hazards are identified as Class 1 or Class 2 risks a SWMS or JSA must be completed and submitted to the Venue Manager for review.

Prior to commencement of work on the Big Top site the SWMS or JSA will be reviewed. Where job steps or site conditions have changed from those outlined in the SWMS or JSA will be updated to reflect the way the job will actually be done on site and how safety will be controlled.

The SWMS or JSA provides a record to demonstrate compliance to Occupational Health and Safety Legislation. The person responsible for implementing a particular action to eliminate, or minimise, the risk of the potential hazard on site is nominated on the SWMS or JSA. This will ensure responsibility for risk control is allocated and can be followed up.

Evaluation of the SWMS / JSA:

A Work Method Statement or Job Safety Analysis will be evaluated on how well Class 1 and Class 2 hazards have been identified for the work activity to be undertaken and whether the suggested controls, wherever possible, eliminate the potential hazard or minimise the risk of injury.

Controls should be as high as practical in the “Best to Worst” guide shown below.

1. Remove the hazard completely:

e.g. remove risk of electrocution by using compressed air driven tools.

2. Separate people from the hazard:

e.g. guards on power tools,

e.g. use effective barriers and edge protection,

e.g. enclose noisy machinery.

3. Use an engineered control:

e.g. use Earth leakage device (safety switch) on electrical power source.

e.g. use a machine to lift heavy objects.

e.g. use scaffolding rather than ladders to reduce risk of falls.

4. Change work practices:

e.g. training in lifting techniques.

e.g. tagging procedures.

5. Provide personal protection (PPE):

e.g. hearing protection, eye protection etc.

SECTION 2

Maintenance Agreement

LPS has a contractual agreement with Multiplex Facilities Management (MFM) to undertake any maintenance works required on LPS premises. Any works requiring maintenance and/or modifications to any Big Top structure, fixtures and/or fittings can only be done by MFM staff and/or their nominated contractor and only after first being approved by the Venue Manager.

Fire Protection

Hot Work

Hot work includes grinding, welding, thermal or oxygen cutting or heating and other related heat-producing or spark-producing operations ('Hot Work')
In accordance with Australian Standards AS1674.1, the following procedure must be adhered to when performing hot work.

A Hot Work Permit must be obtained from Security Control prior to work commencing. Failure to obtain this permit prior to commencement of work is a breach of contract and may result in termination of the contract.

Before Hot Work commences, the site should be thoroughly inspected and made safe, or alternative methods of carrying out the work should be adopted.
Where there is the possibility of Hot Work causing an explosion or fire and no practical means of moving the work to a safe location exists, the following procedure must be adopted:

Identify, control or remove any fire hazard (including flammable or combustible liquids, gases, vapours, dusts, fibres or substances) within 15 metres from the Hot Work. Consideration should also be given to the relevant hazards outside this area.

The Work Area must be properly ventilated; this may require the use of portable extraction units.

A suitable fire extinguisher must be readily available within 10 metres of where Hot Work is being performed.

The Hot Work area must be isolated ie: a suitable barrier must be erected to prevent entry by unauthorised personnel. **(NB: safe entry and exit must be provided).**

A Responsible Officer **must** be appointed to be responsible for the safe execution of any Hot Work. This person shall have the authority to enforce the requirements outlined in this notice in accordance with AS 1674.1.

A designated person must be assigned as a "Fire Watch" for the duration of the Hot Work and must ensure that there is no continued hazard or chance of fire on completion of the work.

Be alert for any fire outbreak or hazard.

Take immediate action to combat any fire outbreak that may occur.

Notify Security Control immediately in the event of a fire on 9033-7595.

DO NOT allow Hot Work to proceed outside of the area specified.

Pyrotechnics

Only suitably qualified persons are able to provide, operate and control any pyrotechnics and other related displays. Prior to commencement a detailed risk assessment must be submitted. Only after the Venue Manager has approved the above will the display be permitted to proceed.

Drapes, Sets and Theming

All drapes, sets and materials brought into the Big Top for use in any production must comply with the relevant clauses stipulated in the Building Code of Australia. All materials are to be fire retarded in compliance with the relevant Australian Standards. Where required all materials are to be tagged and copies of relevant certificates forwarded to LPS prior to the event.

VESDA Isolation

A Very Early Smoke Detection and Alarm (VESDA) system is installed in the Big Top. Before the commencement of any pyrotechnic or related displays, hot work or use of theatrical smoke, dry ice or any other activity that may cause a false alarm, the VESDA must be isolated. Only the Luna Park Venue Manager or their representative can isolate the system. Security Control must also be notified whenever the VESDA is isolated and deisolated. At all times that the VESDA is isolated a suitably qualified warden must be on fire watch duties. Unless previously agreed with the Venue Manager this warden will be from security personnel.

Electrical

All electrical work in the Big Top must only be carried out by a qualified person in accordance with Australian Standards and Codes of Practice. Any work requiring direct intervention, modification or isolation of existing power distribution points can only be done by MFM or their approved contractor.

Electrical Lead And Tool Tagging

All electrical leads, portable power tools, junction boxes and earth leakage devices must be tested, inspected by a suitably qualified person and labelled with a tag of current date before being brought onto site.

Electrical Leads – Damage / Trip Hazards

All exposed electrical leads shall be covered to prevent them from becoming damaged and exposing any person to electrocution or becoming a trip hazard. Electrical leads shall be covered by the use of cable trays or other means approved by the LPS Venue Manager. Contractors/event companies are responsible for providing suitable equipment to cover their respective electrical leads.

Selection And Use:

- Whilst on site any electrical equipment to be found without a tag of current date issued by a suitable qualified person will not be used.
- Where practical all electrical leads will be laid in the cable trenches installed throughout the venue.
- Electrical equipment will not be placed on , or near, wet areas unless the equipment is designed for the specific purpose, e.g pump.

Hazardous Substances

Prior to hazardous substances being used on the Big Top site the Hirer and/or their contractor must submit a Material Safety Data Sheet to the Venue Manager for approval. No substances shall be brought on site without approval of the current MSDS by the Venue Manager. All Substances to be brought on site must be listed in a Hazardous Substances Register.

Storage:

All storage and use of hazardous substances will be in accordance with the MSDS.

All hazardous substances will be stored in their original containers with the label intact at all times.

Hazardous substances of any quantity will not be stored in plant rooms, sprinkler rooms, sheds or offices.

Appropriate spill response procedures and equipment shall be in place in the event of any spillage.

Use:

Prior to using the hazardous substance all workers involved in its use must be provided with adequate information and training to allow safe completion of the required task.

Rigging, Work Platforms, Fall Arrest And Working at Height

All work at height should be the subject of a detailed risk assessment.

The risk assessment must comply with the regulations and identify the hazards to which a person may be exposed, the risk of injury or harm from the hazards, and consideration must be given to reducing the risks associated with the work by the use of:

edge protection, being, guard and/or railing that complies AS 1657-1985;

scaffolding erected by a competent person;

an elevated work platform operated by a person with suitable qualifications;

an industrial fall arrest system and device and an anchorage which complies with AS1891.3, AS2626 and AS4626;

suitable training and supervision.

Use of Safety Harnesses – Working at Height

Where crews are required wear an approved safety harness while working at height, the harness should have a shock absorbing lanyard. A harness must be provided for each member of the crew. The safety harness must be worn at all times whilst working at height. Typically working from height may include working from:

- scaffolding, roofs, hoists, buckets, cherrypickers, other working platforms etc;
- masts, towers, lighting grid areas;
- crows nests.

Use of Ropes (incl. slings, chains etc.)

- all ropes (and fittings) will be constructed of sound material with adequate strength for the particular application and use;
- all ropes will be inspected prior to use;
- ropes that are excessively worn or adversely affected by weather will be removed from service;
- fibre ropes will not be exposed to temperatures exceeding 65 degrees Centigrade;
- no rope will be used to lift a load greater than its safe working load;
- ropes which have been repaired and/or altered will be subjected to a load equal to their safe working load before being re-used;
- ropes will be kept clear of acids and other chemicals;
- ropes should be kept clean and stored in a clean dry place when not in use;
- suitable packing should be provided to ensure ropes do not come into contact with edges and/or surfaces which could damage the rope.

Elevated Work Platforms (EWP)

EWP's must only be operated by a person who holds an appropriate certificate of competency, which has been issued by a recognised issuing authority. Some suppliers may provide training and/or certificates for EWP's with a boom length of up to 11 metres. EWP's with a boom length greater than 11 metres must be operated by a person who hold a certificate of competency issued by a recognised issuing authority eg WorkCover.

The following guidelines apply to the use of EWPs on LPS Premises:

- choose the appropriate EWP for the job;
- ensure the EWP is set up on stable ground;
- do not overload an EWP;
- wear safety harness at all times while working from an EWP.

Plant and Equipment

Equipment including static (stationary) and mobile plant can be hazardous to workplace safety. In order to comply with Occupational Health and Safety Legislation the Hirer and/or their contractor will carry out regular inspections of plant and equipment. The inspection and maintenance history of each item must be documented and be available on request by a LPS representative. Where a relevant Australian Standard is appropriate the inspection, use and maintenance of the plant will comply as a minimum with the Standard. Where no Australian Standard is provided, the inspection, use and maintenance of the plant will comply as a minimum with the Manufacturers Recommendations. The affect of plant and equipment on the workplace must also be considered.

The Hirer and/or their contractors shall carry out an assessment of the most appropriate type of plant and equipment for the required job. The assessment will include the identification of potential hazards, the level of risk and the provision of appropriate controls to eliminate, or minimise the risk to health and safety of workers. This process will include the plant and/or equipment itself and its impact on the surrounding workplace.

When identifying potential hazards consideration will be given to all aspects of the plant and equipment including design, work environment, operational conditions, abnormal conditions, ergonomic principles, transportation, storage, installation and erection, access and egress for maintenance, adjustments, repairs, cleaning, use, operator competencies, dismantling and disposal.

Personal Protective Equipment (PPE)

Personal Protective Equipment comprises of clothing and equipment which a worker wears to minimise contact and exposure with occupational hazards. It is the responsibility of all contractors to ensure their employees have the correct PPE to carry out their tasks in a safe manner, the use of this equipment where necessary is mandatory. Should the required PPE not be worn, contractors will be required to cease all work until the correct equipment is obtained.

SECTION 3

Venue Fee

Hire is for a specific venue within Luna Park and does not give any exclusivity to the Hirer for any other areas of the Park. Other venues/rides will be hired out at LPS's discretion. If any outside areas are required for drinks, etc an additional charge will apply. The venue fee is for the times noted in the contract. The Hirer acknowledges that LPS may suffer damages as result of the event going overtime and so may be required to pay an additional fee, the minimum being \$550 per hour or part thereof. The venue fee does not include unless specified, catering, rides, games, special effect lighting, sound systems, etc

Bump in/out

The Hirer and its contractors, agents, etc may only bump in at the time(s) agreed to by LPS. Bump out must be completed within two hours of the completion of the event. Should bump out take longer than the time agreed there will be a minimum charge of \$550 per hour or part thereof.

Catering & Liquor Service

All catering is to be organised through the Park's exclusive caterers. Minimum numbers for catering are required 14 days prior to the event. LPS and the Caterer support the Responsible Service of Alcohol policy and LPS reserves the right to refuse the service of alcohol to anyone displaying behaviour which may pose a risk to themselves and/or others. Any extension of time required by the Hirer for provision of the catering services during a function or event that is agreed to by both the Venue Manager and the Caterer will incur a late fee at a rate stipulated by prior agreement.

Rides

Smoking or drinking is **NOT** permitted on rides. Patrons must always obey the instructions of the ride operator. There are height restrictions on some rides. Visitors wearing open-toed shoes cannot go on the Wonky Walks or Turkey Trot.

Noise

Luna Park is situated within a residential area. **Any amplified noise must not exceed 60dba at the nearest residence.** All doors of the Big Top have been specifically designed to prevent noise emission. Under no circumstance are these doors to be opened or left open during any performance or excessively noisy work. The Venue Manager has sole discretion on acceptable noise levels. Hirers and their staff and contractors will follow any direction given by LPS management and/or security. Failure to do so will result in early termination of the event and/or the removal of dissenting person/s.

It is the responsibility of the hirer to ensure that their staff and contractors keep noise to a minimum when loading and unloading vehicles into the Big Top.

Hearing Impaired

The Big Top has an infra red hearing enhancement device installed within the venue. All hirers must make provisions for the audio output of the performance or event to be patched into the hearing impaired system.

Housekeeping and Waste

The Big Top must be kept clean and tidy and free and clear of hazards at all times. This is of utmost importance in public access areas and all thoroughfares. Exits and egresses must also be kept clear at all times with a minimum 1.5 metre clearance area. All equipment brought into the Big Top is to be placed, used and stored safely. All leads must be laid in the cable troughs located throughout the venue. Where this is impractical leads must be appropriately secured. It is the responsibility of the hirer to provide approved cable trays where leads cross public thoroughfares.

The hirer is responsible for protecting all surfaces, fixtures and fittings within the Big Top during the course of their works. Any damages resulting from the hirers use will be rectified by MFM at the hirers cost. The hirer or their representative will be required to complete a pre and post event maintenance inspection with the Venue Manager or their representative.

The Big Top is to be maintained in a tidy and presentable manner with all rubbish and debris removed prior to leaving the site. Additional charges will apply for the removal of any such rubbish or debris. Neither LPS nor the Caterer is responsible for any items, equipment, etc left at the conclusion of an event.

Any special effect devices that include confetti, streamers, glitter, stickers, paint etc. are strictly prohibited unless prior agreement has been made with both the LPS Venue and Cleaning Manager. Nails, adhesive tapes, fastenings, etc are also not to be used.

At no time shall any waste, chemical, cement or sediment be allowed to enter storm water drains around the site.

Smoke Free Policy

Smoking cigars, cigarettes, pipes and other substances is not permitted within any building on the Luna Park site. In the interest of promoting public health and Luna Park's reputation as a family environment, LPS request that hirers and their employees and contractors only smoke outside in the designated back of house areas. Ashtrays are provided, please ensure that these ashtrays are used and that butts are not spread around the site.

Consumption of Alcohol

The consumption of alcohol whilst performing work or operating equipment on the Big Top site is strictly prohibited. All workers are prohibited from reporting to work when under the influence of alcohol or other illicit substances.

Traffic Safety On Site

A 5km per hour speed limit is in force across the site. This speed limit must be adhered to at all times; non-compliance may result in removal from site.

Security

Security (being ACES) is mandatory and is charged at \$38.50/hr per guard. Unless otherwise approved in writing by LPS the hirer will supply no less than 1 security person for each 100 patrons attending the event. Unless otherwise agreed to in writing by LPS security will be engaged to commence no less than 30 minutes prior to doors opening to the event.

If deemed necessary by LPS the hirer will supply an approved crash barrier to be erected in front of the stage.

SECTION 4

Big Top Facilities

Dimensions

Total floor space is approximately 1900 square metres over 2 levels.

Ground level: 49.2m x 30.4m
Floor Load capacity: 10KPa distributed, 1 tonne concentrated

Mezzanine: 13.4m x 30.4m
Floor level: 3.7m above ground level
Floor Load capacity: 5KPa distributed

Internal Height: 9m at eaves, 14m at centre

Power

Total Power available for event use is 800 amps.

Distribution:

There are 4 x EDB's within the arena located on the ground level. 2 are located on southern wall with 1 each on NW wall & NE wall just under mezzanine. Each EDB is capable of drawing up to 400 amps and is fitted with 1 x 250amp powerlock and 2 x 40amp 3 phase Wilco outlets. The EDB's under the mezzanine also feed an additional 40 amp 3 phase outlet located at the front of each side of the mezzanine level. There are also 8 x 10 amp GPO's around the walls of the ground level. These GPO's all run off the same 20 amp circuit. There are also a number of portable distribution boards available each with a variety of power outlets.

Rigging

There are 7 trusses in the auditorium area available for rigging each with multiple load points. There are 3 types of load points.

Portal Frame (Truss)

Multiple load points per each single truss can be used providing the total load for each truss does not exceed a SWL of 8000kg

Load Point Type 1 (LP1)

LP1's can carry up to a maximum 2000kg SWL "vertically". Adjacent to LP1 is an available redundant or safety hanging point located approximately 300mm away that also carries a maximum 2000kg SWL "vertically". This is designed for safety rigging for the first point. Either one of these points can be loaded with the maximum of 2000kg SWL "vertically" or alternatively the load can be spread over the 2 points to a maximum of 2000kg combined load. LP1's are located approximately 3 metres apart along each truss. Bridling between LP1 points on different trusses can be achieved carrying a 1000kg SWL to a maximum of 45 degrees. Bridling between LP1 points on the same truss can be achieved carrying a 500kg SWL to a maximum of 45 degrees.

Load Point Type 2 (LP2)

LP2's can carry up to a maximum 500kg SWL "vertically". Adjacent to LP2 is an available redundant or safety hanging point located approximately 300mm away that also carries a maximum 500kg SWL "vertically". This is designed for safety rigging for the first point. Either one of these points can be loaded with the maximum of 500kg SWL "vertically" or alternatively the load can be spread over the 2 points to a maximum of 500kg combined load. LP2's can be found around the perimeter of the Big Top where the concrete wall finishes and the truss begins. No bridling is allowed between LP1 and LP2 hanging points. Spreader beam configurations can be used but will require sign off by a building engineer.

Load Point Type 3 (LP3)

LP3's can carry up to a maximum vertical load of 100kg SWL "vertically". These hanging points are available due to duct work being positioned over existing LP1's and are located around the duct work toward the suspended plant room. Bridling between these points is forbidden.

Spreader Beams

At the southern end of the building a series of spreader beams have been installed to assist in rigging of lighting grids etc. Each beam is fitted with a dolly that can travel along the length of the beam. There are two types of dolly's. Type A are installed on the second and third bays of spreader beams and Type B are installed on the beams in the bay closest to the southern wall. Type A can carry up to a maximum vertical load of 1000kg "vertically". Type B can carry up to a maximum vertical load of 500kg "vertically". Bridling between these dolly's is forbidden.

Water Supply and Drainage

For productions requiring water supply the Big Top has 3 locations where water can be sourced. 2 domestic supplies are located in pits adjacent to the centre cable trough at each end of the main arena. A higher pressure supply is located on the western wall below the front of the mezzanine level.

Drainage connected to the stormwater is located at various junctions in the cable trough system. Extra charges will apply for any blockages caused as a result of the hirers use or for any waste left in the troughs. As previously mentioned under no circumstance shall any waste, chemical, cement or sediment be allowed to enter storm water drains around the site.

Staging

The Big Top has a portable "SICO Fold n' Set Stage" available for use by hirers. The stage has reversible decks (Black Tuff-Deck surface or grey carpeted surface) and is 145 sq metres (49 sections 8'x4') for use in various configurations. The stage can be varied in height from 1.2 to 1.93 metres. It also comes with a nine rise step with wheels and guard rails and 27 metres (8' sections) of guard rails. Skirting can also be provided. The stage has a load capacity of 125lbs/sq foot or 16000lbs sway load. LPS staff will erect and dismantle the stage to the hirers specifications.

Carpet Tiles

For events requiring floor coverings, LPS has available at a charge not included in the venue hire, rubber backed 1 metre square carpet tiles. For access and use prior arrangement must be made with the event coordinator.

House Lights

Each light fitting or Highbay in the Big Top arena consists of 4 x 100W halogens surrounding a 150W metal halide lamp. The light fittings under the mezzanine area consist of 26W compact fluorescent lamps. The halogen and fluorescent lamps can be controlled by the panel at the rear of the building. The halogen lamps can also be controlled by the event lighting console using the 5 pin DMX outlet located on the western wall on the mezzanine level.

Communications

The facility can provide access to LPS' 10 megabit internet connection - fast enough for accessing remote systems or video conferencing. Other services that can be provided include: telephones as required
EFTPOS, modem or fax lines
local area network connection within or between venues

Broadband users should have their PCs set for DHCP (obtain IP address from the server)
Broadband connections use an RJ45 cables, if cables are required please advise
If access to outbound email gateways are required, please advise
There are many locations where we can connect, please speak to the Function Coordinator or Venue Manager.

Telephones are available through our PABX

EFTPOS, modem and fax lines are available with a direct connection (no "0" required)

Backstage Facilities

Dressing room area comprises of:
2 large rooms (currently named female & male change rooms). Each of these rooms has a four person vanity unit, 2 showers and 2 toilets. They also have individual remote controlled reverse cycle air conditioning. Furnishings include tables, chairs, sofas, refrigerator and portable full length mirror.

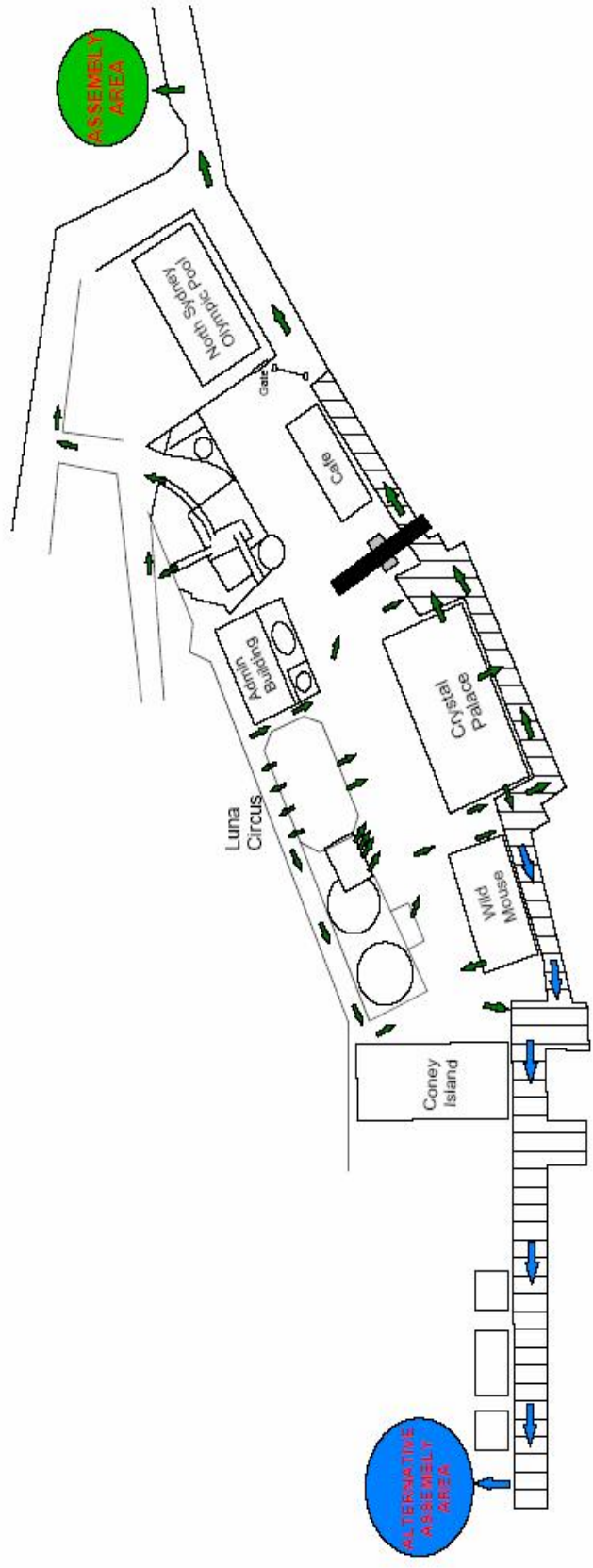
There are 3 individual rooms each with its own bathroom and furnished with a refrigerator, table chair and mirrors. There is a reception/office area running off these rooms which also has phone and internet facilities.

The Green room area consists of two rooms, and contains a kitchenette, 2 showers and 2 toilets and furnished with tables, chairs, and sofas.

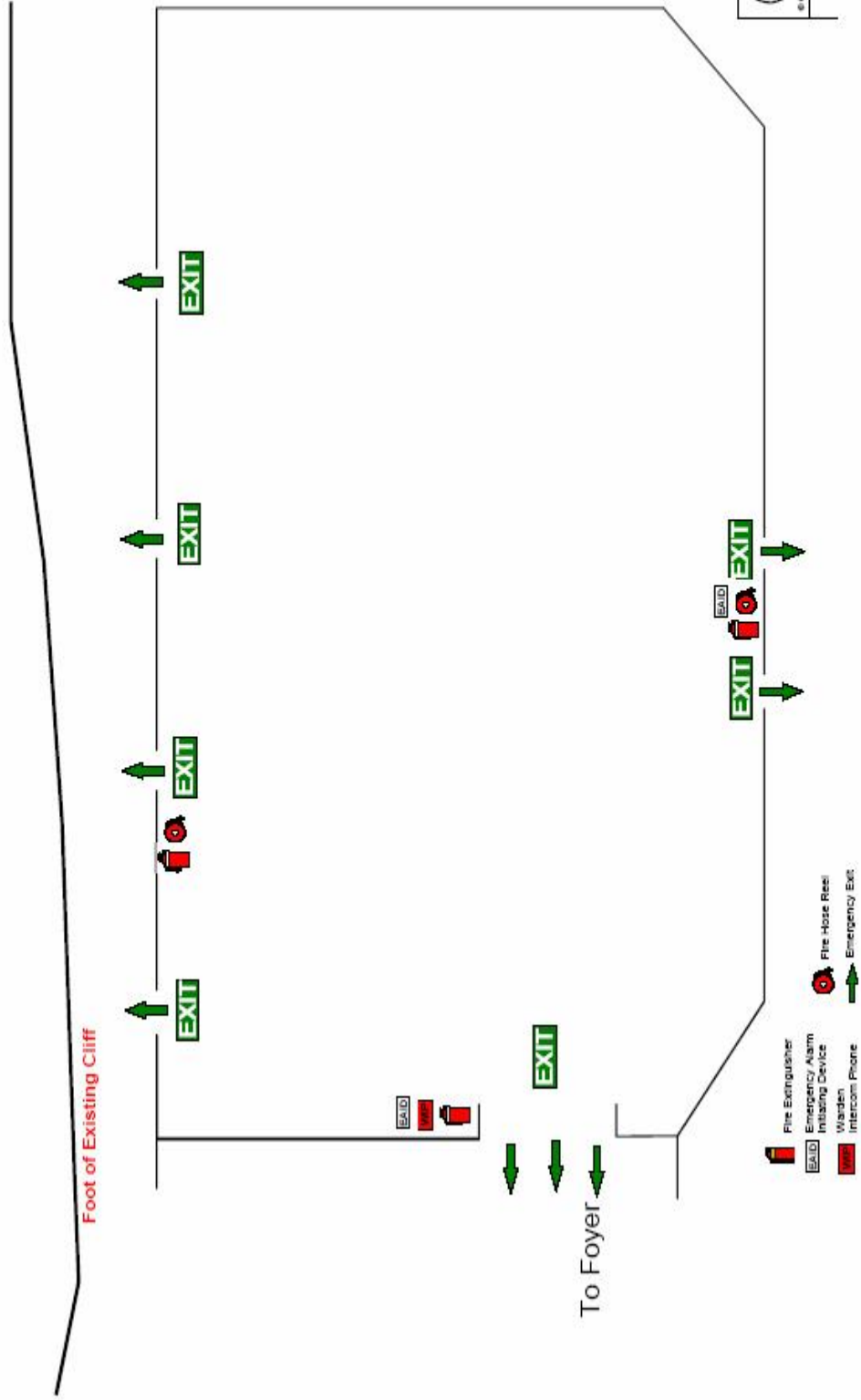
Storage

There is very limited storage for hirers equipment cases etc. Hirers must make their own provisions for the storage of unused equipment, cases and materials.

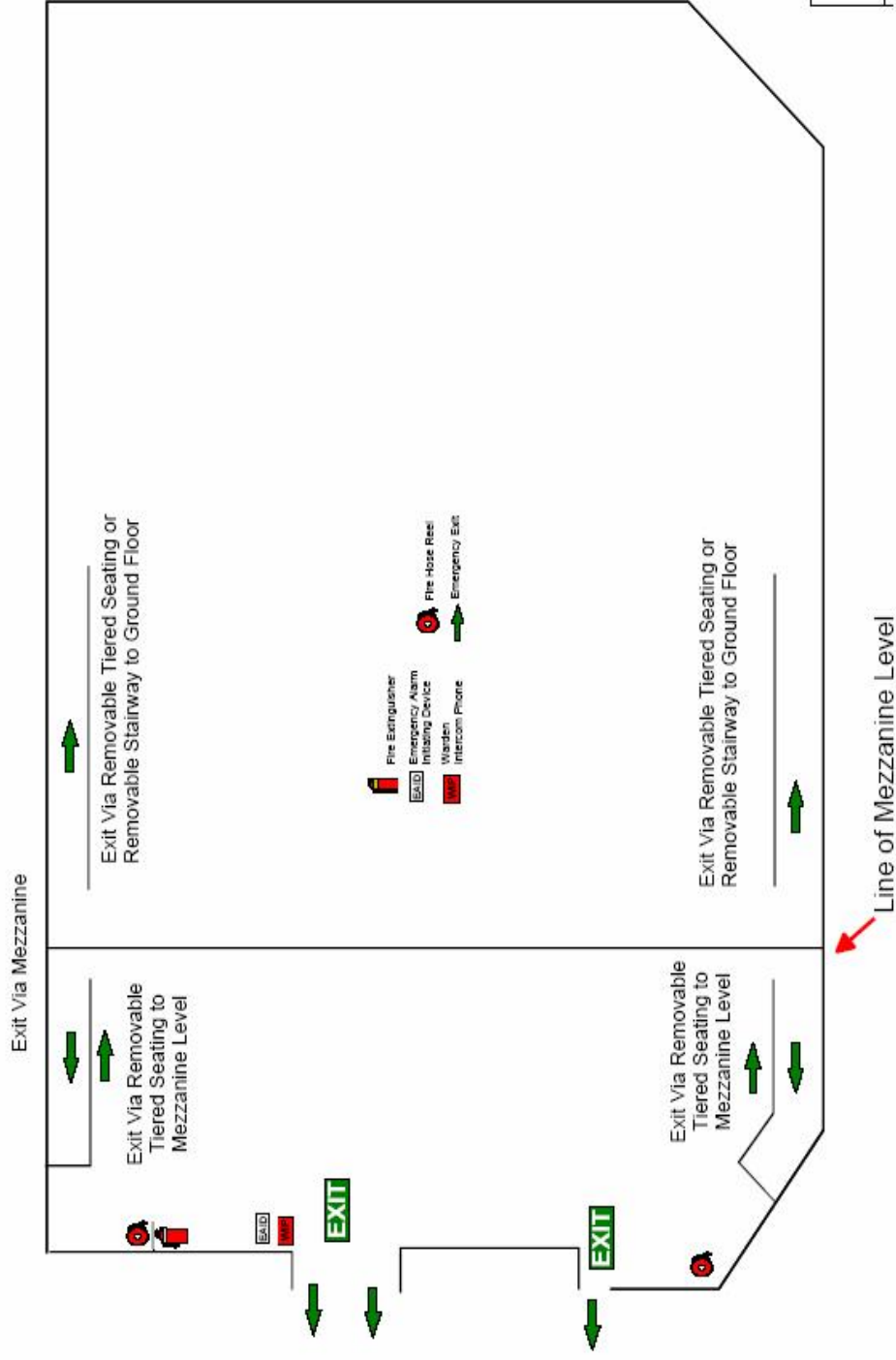
LUNA PARK EVACUATION ASSEMBLY AREA



BIG TOP - GROUND LEVEL



BIG TOP - LEVEL 1



Work Method Statement		Office Use Only
Company:	Supervisors Name:	Contact:
Project:	SWMS Prepared by:	Date:
Description of Work:		Accepted: YES/NO

Sequence of Jobs	Possible Hazards	Risk Score	Safety Controls

Class 1: Death or Permanent Injury Class 2: Serious Injury Class 3: Minor Injury



BIG TOP OH&S REGISTRATION AND INDUCTION

Name :

Company:

Event Name:

SAFETY PROCEDURES FOR VISITORS, CONTRACTORS AND STAFF

Luna Park has safety policies and procedures based on current OH&S regulations. These policies are for your protection and to alert you of unnecessary risks. It is your responsibility to ensure that you understand and follow these safety procedures, specific company safety regulations, signs and legal requirements that may apply to your job. For all events the following safe work practices will be implemented:

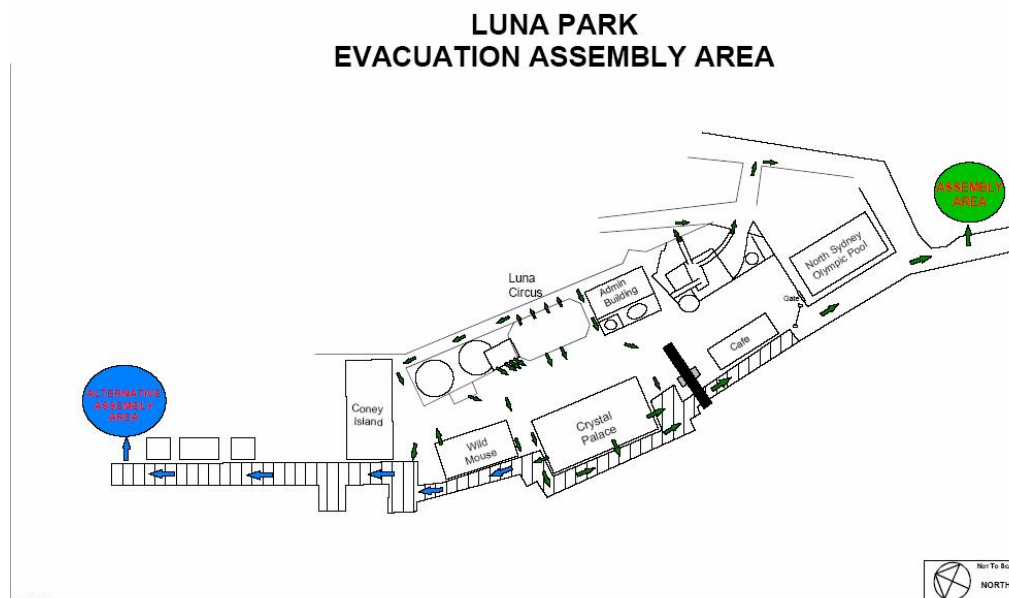
1. Do not commence any work until you have read and understood these safety procedures and know the safety requirements for your specific job. Ensure you have read and understood the SWMS provided by your employer.
2. The speed limit on site is 5km/hr and you must strictly observe this limit
3. You must be alert on and for forklifts, EWP's and any other moving vehicle.
4. You must NOT touch any equipment unless you are authorized to work on or with that equipment and you have followed correct safety procedures.
5. Emergency evacuation procedures: on hearing or being aware of a fire, non theatrical smoke, fire alarm or other emergency warning system, you MUST vacate to the nearest EXIT if safe to do so. Wardens and security personnel will direct you to an assembly point where you will remain until you are given further instructions.
6. You must report any unattended baggage or suspicious items immediately to Security. DO NOT interfere with or inspect any such item.
7. You must protect yourself if there is any risk of personal harm by wearing the correct PPE for your job. (ie safety helmets, footwear, eye and hearing protection and gloves)
8. You must report all injuries to the Safety Officer and/or Venue Manager.
9. You must report that your work area is safe at all times.
10. Practical jokes and horseplay are not permitted.
11. Access to Emergency Exits must not be obstructed in any way by materials or equipment. You must not interfere with any fire fighting equipment, safety systems or fire detection systems.
12. Full body harnesses are required for all climbing personnel working above 1.8 metres.
13. All non fixed electrical equipment must comply with Australian Standards and be tagged with the appropriately dated or coloured tag for that particular appliance.
14. Hand tools, ladders, "soft goods" and drapes must be all in safe and good condition and tagged where necessary.
15. Persons will NOT be permitted to commence or continue work on site if under the influence of drugs and alcohol. Smoking is strictly prohibited within any building at Luna Park.

In making the Big Top a safer working environment for all personnel it is the responsibility of the event production company/contractor/event organizer to meet the above obligations. Luna Park Sydney accepts no responsibility for the provision of equipment for these work practices.

THIS IS A TWO (2) PAGE DOCUMENT – PLEASE TURN THE PAGE

Emergency Procedures

- 1.If you see a fire or emergency situation:
 - Raise the alarm by activating a red or white break glass,
 - Notify the Communications Officer on a red WIP phone or
 - Call Security Control on 9033 7595
 - 2.Assess the need for an evacuation, if in doubt evacuate immediately.
 - 3.On the alarm being raised, be aware that there is an emergency situation. (Alert tone: Beep, Beep, Beep).
 - 4.Prepare to evacuate the building.
 - 5.Commence Evacuation when advised to do so.
 - 6.Follow the Instructions given by the Wardens and evacuate the building (Evacuation Tone: Whoop, Whoop. This will be followed by an announcement over the Public Address System.).
 - 7.Assist mobility impaired persons where possible.
 - 8.Move well clear of the building, do not re-enter unless advised to do so by the Warden or Fire Brigade.
 - 9.Proceed immediately to the designated assembly point to be accounted for.
-



SIGN OFF ACKNOWLEDGEMENT

I have read and understood the Safety Policies and Procedures
I hold the relevant licenses and am qualified to perform the work I have been contracted to do. I will carry relevant licenses at all times whilst on site.
I agree to comply with these policies and procedures at all times whilst on site.

Signature:

Date:



EVENT:

DATE:

DAMAGES ASSESSMENT:
PRE EVENT CHECKLIST:

<u>Item</u>	<u>Description</u>	<u>Location</u>
Walls		
Ceiling		
Floors		
Doors		
Fittings & Fixtures		
Other		

I/we confirm that the above is a true and accurate assessment

Name: _____

Name: _____

Signature: _____
 On behalf of the hirer

Signature: _____
 On behalf of the venue



EVENT:

DATE:

DAMAGES ASSESSMENT:
POST EVENT CHECKLIST:

<u>Item</u>	<u>Description</u>	<u>Location</u>
Walls		
Ceiling		
Floors		
Doors		
Fittings & Fixtures		
Other		

I/we confirm that the above is a true and accurate assessment

Name: _____

Name: _____

Signature: _____
 On behalf of the hirer

Signature: _____
 On behalf of the venue