

## Risk Assessment Guidelines for Schools

### **Southbank Theatre**

140 Southbank Boulevard, Southbank VIC 3006  
Box Office: 03 8688 0800

### **MTC HQ**

252 Sturt St, Southbank VIC 3006  
Reception: 03 8688 0900  
Education Enquiries: 03 8688 0974

The following information is designed to assist teachers in developing a risk management plan for the purpose of attending a Melbourne Theatre Company (MTC) schools performance or workshop at Southbank Theatre or MTC HQ.

Melbourne Theatre Company is a department of the University of Melbourne and has public liability insurance cover of \$20 million.

Due to safety requirements, Southbank Theatre do not permit large school bags to be taken into the auditorium; therefore they must be left in the foyer to be looked after by venue staff. There is limited storage for bags and it is recommended that students leave their bags at school. MTC does not assume responsibility for cloaked items.

For performances at the Arts Centre Melbourne, please refer to their website for more details:  
[artscentremelbourne.com.au](http://artscentremelbourne.com.au)

## **GETTING HERE**

### **Southbank Theatre**

The theatre is located at 140 Southbank Boulevard, next to Melbourne Recital Centre, and is a short walk from Arts Centre Melbourne, the NGV and Federation Square. Access is via Southbank Boulevard or Dodds Street. See map at back.

Teachers and students should exercise due care at the street entrances of the theatre on Southbank Boulevard and Dodds Street.

Train: The theatre is a 10-minute walk from Flinders Street Station.

Tram: For routes travelling up and down St Kilda Road (numbers 1, 2, 5, 6, 16, 64, 67, 72) you can get off at the Arts Centre stop and walk to all theatres. Route 1 to South Melbourne Beach goes down Southbank Boulevard, right past Southbank Theatre. On the Route 1 tram, Stop 17 (Sturt St & Southbank Blvd) is wheelchair accessible.

Bus drop off points: The safest place to pick up and drop off passengers is on Dodds Street, at the rear of Southbank Theatre. Please be mindful that, at present, this street is a cul-de-sac.\*

Signed disabled public parking spaces are located as close as possible to the entrance of Southbank Theatre on Dodds Street.\* Disabled Access parking and parking for motorcycles are available at all major car parks in the vicinity, including Arts Centre Melbourne Car Park and The Australian Ballet Centre Car Park.

**\*Due to roadworks on Southbank Blvd in 2019, access to roads around our venues may change. For up to date information, please contact the MTC Box Office on 03 8688 0800.**

### **MTC HQ**

MTC HQ is located at 252 Sturt Street, near the corner of Kings Way. Access is via Sturt Street. See map at back. Teachers and students should exercise due care at the street entrance on Sturt Street.

Train: MTC HQ is a 20-minute walk from Flinders Street Station.

Tram: Route 1 to South Melbourne Beach goes down Sturt Street and stops opposite MTC HQ at Stop 20 (Kings Way & Sturt St). The nearest wheelchair accessible stop is Stop 17 (Sturt St & Southbank Blvd). Students and teachers should exercise caution when crossing Sturt St (the nearest pedestrian crossing is at the intersection of Kings Way and Sturt Street).

Bus drop off points: The safest place to pick up and drop off passengers is on Sturt Street outside MTC HQ.

Limited on-street pay parking is available in the area.

## **FACILITIES**

### **Southbank Theatre**

The Southbank Theatre is a working, professional theatrical venue that houses an auditorium and public foyer/function spaces, office spaces and backstage areas. Students and teachers visiting Southbank Theatre should at all times mind their step and follow the directions of MTC staff.

The building houses a number of bars during performance times and a bistro operated by Script Pty Ltd. All Front of House and Script staff are trained in Safe Food Handling and Responsible Service of Alcohol. MTC enforce the checking of proof of age identification in accordance with the Liquor Control Reform Act 1998 (Vic). Food and drink can be purchased in the main foyer and the Tonks Bar. Water is also available free of charge near Door 3. Additionally, the Script Bar and Bistro is located on the main foyer level and operates Monday to Friday, 7.30am to late, and Saturday and Sunday, 2 hours prior to the first performance until late.

There are toilet facilities (including accessible toilets) located in Front of House on the ground floor and level 1. An all-gender toilet is located on the ground floor.

### **MTC HQ**

MTC HQ houses administrative offices, rehearsal studios and production workshops. Students and teachers should at all times mind their step and follow the directions of MTC staff.

There are toilet facilities located on the ground floor and level 1 (accessible toilets are located on the ground floor). An all-gender toilet is located on the ground floor.

The MTC Café at MTC HQ sells refreshments. Café staff are trained in Safe Food Handling.

## **VENUES AND ACCESS**

### **Southbank Theatre**

There are two performance spaces at Southbank Theatre, The Sumner and The Lawler. Facilities for wheelchair access and seating are available in all theatres, for all performances. Both theatres have lifts to all levels and foyer areas offer bar service, tables and chairs at wheelchair height.

Wheelchair and mobility aid access at Southbank Theatre is via the front entrance on Southbank Boulevard. Please inform MTC at the time of booking if you have any wheelchairs or special access requirements.

### **MTC HQ**

A lift allows wheelchair access to all levels of MTC HQ. HQ Tours are accessible, as are all rehearsal studios.

## **EMERGENCY PROCEDURES AND EVACUATION**

### **Southbank Theatre**

Trained Emergency Response staff are designated for both standard operating hours (9am – 5pm, Monday - Friday) and for the venue when in performance mode.

Emergency Evacuation Procedures and maps are located on the every floor of the building (usually adjacent to the exit points). The venue is fitted with a compliant fire detection and suppression system, including an Emergency Warning Intercommunication System (EWIS).

At the Theatre the ALERT alarm can be identified by a “BEEP BEEP” tone which all wardens will respond to and no action required by others within the venue.

The EVACUATION alarm can be identified by a “WHOOOP WHOOOP” type siren and/or red or orange flashing EWIS strobe light. All persons within the area of the evacuation are required to proceed to the assembly area on the corner of Dodds Street North and Grant Street and follow the directions of MTC staff.

### **MTC HQ**

Trained Emergency Response staff are designated for standard operating hours (9am – 5pm, Monday - Friday).

Emergency Evacuation Procedures and maps are located on the every floor of the building. The venue is fitted with a compliant fire detection and suppression system, including an Emergency Warning Intercommunication System (EWIS).

In the event of an emergency evacuation, teachers and students are required to follow the instructions of MTC staff to evacuate the building. The EVACUATION alarm can be identified by a “WHOOOP WHOOOP” type siren and/or red or orange flashing EWIS strobe light. The evacuation assembly points are on the corner of Kings Way and Sturt Street, or around the corner at the small park on the corner of Moore and Miles streets, opposite the VCA Secondary School.

## **FIRST AID**

### **Southbank Theatre**

The majority of Theatre site-based staff are trained at a Level 2 first aid qualification. The venue is fitted with extra first aid equipment including a defibrillator. Please see an MTC staff member if you require First Aid assistance.

### **MTC HQ**

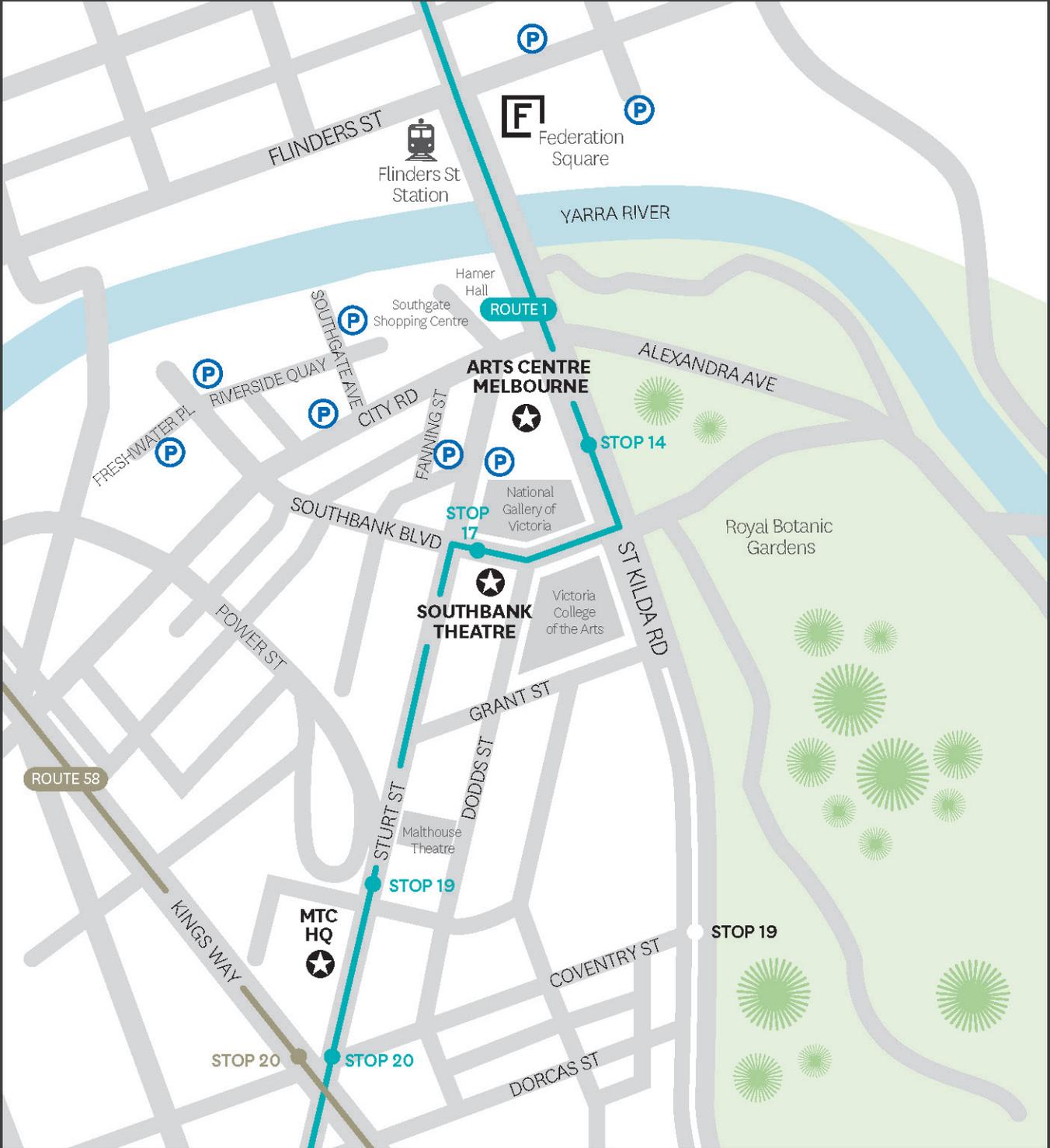
Many MTC staff at MTC HQ have Level 2 first aid qualifications. The venue is fitted with several first aid kits (outside each rehearsal studio) and a defibrillator (on the ground floor outside the café). Please see an MTC staff member if you require First Aid assistance.

### **All MTC Venues**

- Nearest pharmacy: Chemist Warehouse at 153-159 Sturt Street, Southbank.
- Nearest hospital: The Alfred Hospital on Commercial Road, Prahran.
- Nearest medical centre: Southgate Medical Centre at Suite 22, 89-91 City Road, Southbank.

Melbourne Theatre Company acknowledges the Yalukit Willam Peoples of the Boon Wurrung, the First Peoples of Country on which Southbank Theatre and MTC HQ stand. We pay our respects to all of Melbourne's First Peoples, to their ancestors and Elders, and to our shared future.

# MTC TRANSPORT MAP



**ROUTE 1**

**ROUTE 58**

**ROUTE 3, 5, 6, 16, 64, 67, 72**

The number 1 tram stops right outside the theatre, the first stop after turning the corner from St Kilda Rd onto Southbank Blvd, and continues down Sturt St to MTC HQ. The number 58 tram also stops near MTC HQ at the corner of Sturt St and Kings Way.

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