

# MELBOURNE THEATRE COMPANY

## RISK ASSESSMENT GUIDELINES FOR SCHOOLS

### Southbank Theatre

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

### MTC HQ

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

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 cloak room or school bag area in the foyer. 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](https://artscentremelbourne.com.au)

## COVID SAFETY

We are continually updating our health and safety measures in line with Victorian Government advice. Please check our latest guidelines at [mtc.com.au/your-visit](https://mtc.com.au/your-visit), and help us to ensure everyone has a safe and enjoyable experience at Southbank Theatre.

MTC has a COVIDsafe workplace plan and will be following all Government directives and guideline. Schools will be required to monitor their staff and students and are not to attend MTC if they are unwell with Covid symptoms, waiting on the results of a Covid test or are the close contact of someone who is, have travelled or been in contact with someone who has travelled overseas in the 14 days prior to attending MTC, or have been advised to isolate. Full COVIDsafe policy available at [mtc.com.au/company-documents](https://mtc.com.au/company-documents).

## 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.

#### SOUTHBANK THEATRE

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T +61 3 8688 0800

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INFO@MTC.COM.AU MTC.COM.AU



MTC is a  
department  
of the University  
of Melbourne



Australia  
Council  
for the Arts

CREATIVE VICTORIA

# MELBOURNE THEATRE COMPANY

**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 Precinct stop and walk to all theatres. Stop 14 (Arts Precinct/St Kilda Rd) is an accessible stop. Route 1 to South Melbourne Beach goes down Southbank Boulevard, right past Southbank Theatre.

**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 this street is no through road.

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.

## **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). Students and teachers should exercise caution when crossing Sturt Street.

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

## **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 the Miss Pearl restaurant operated by The Fresh Collective. All Front of House and Miss Pearl 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). Water is available free of charge near Door 3.

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.

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# MELBOURNE THEATRE COMPANY

## 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. Many performances have access services available. Read more at [mtc.com.au/access](http://mtc.com.au/access).

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. You can familiarise yourself with Southbank Theatre in a virtual tour at [mtc.com.au/virtual-tours](http://mtc.com.au/virtual-tours).

### MTC HQ

A lift allows wheelchair access to all levels of MTC HQ.

## EMERGENCY PROCEDURES AND EVACUATION

### Southbank Theatre

Trained Emergency Response staff are designated for both box office operating hours (12pm – 6pm, 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.

# MELBOURNE THEATRE COMPANY

## FIRST AID

### Southbank Theatre

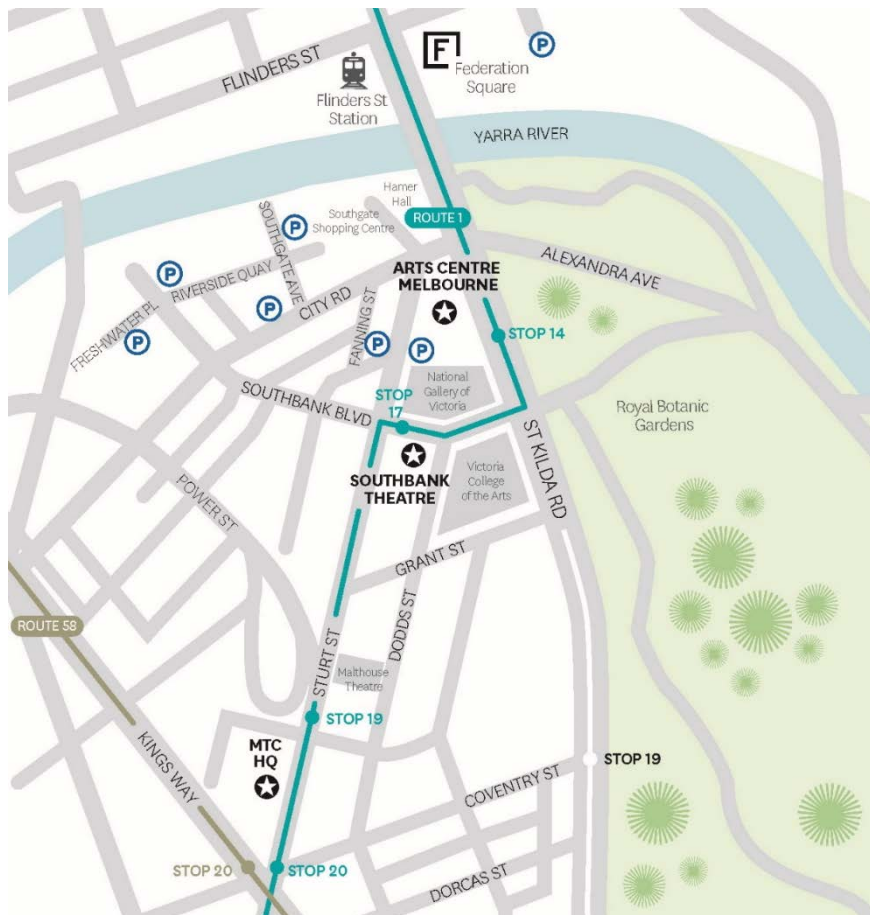
The majority of Theatre site-based staff are trained at a Level 2 first aid qualification. The venue is fitted with extra first aid equipment including a defibrillator (in the Front of House office). Please see an MTC staff member if you require First Aid assistance.

### MTC HQ

Many 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 250 Sturt St, Southbank.
- Nearest hospital: The Alfred Hospital on Commercial Rd, Prahran.
- Nearest medical centres: Southgate Medical Centre at Suite 22, 89-91 City Rd, Southbank AND Southbank Medical Clinic at 151 Sturt St, Southbank



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