

Risk Assessment Guidelines for Schools

Melbourne Theatre Company, Southbank Theatre

140 Southbank Boulevard, Southbank, VIC, 3006

Southbank Theatre Box Office 03 8688 0800

MTC Head Office 03 8688 0900

MTC Education queries 03 8688 0963
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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.

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](https://www.artscentre.com.au), please refer to their website for more details.

Getting to Southbank Theatre

The theatre is located 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.

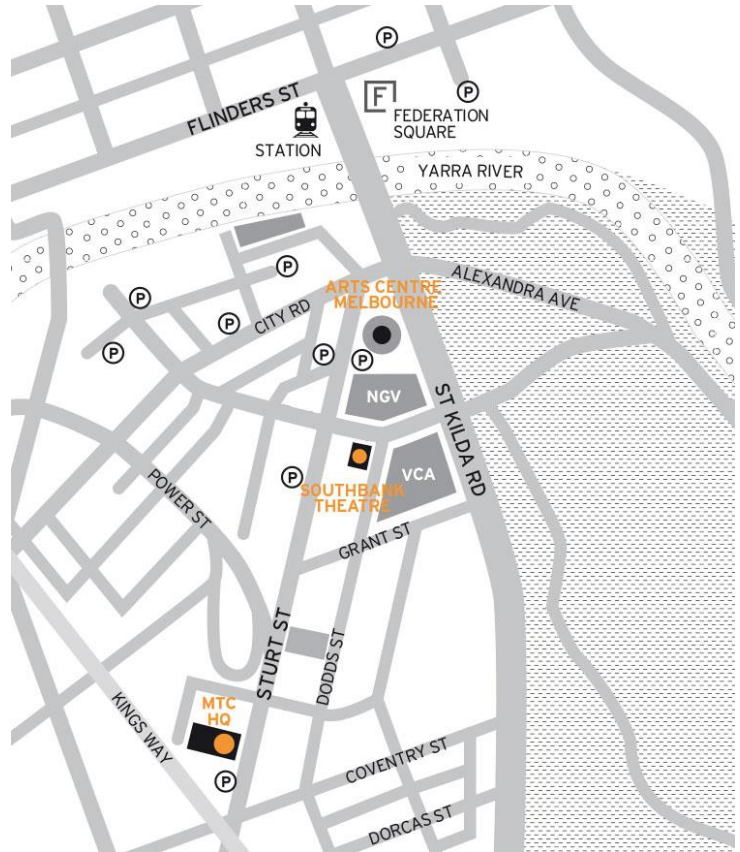
Teachers and students should exercise due care at the street entrances of the theatre on Southbank Boulevard and Dodds Street.

Rail: The theatre is a ten 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.

Bus drop off points: The safest place to pick up and drop off passengers is on Sturt Street adjacent to Melbourne Recital Centre away from the Sturt Street / Southbank Boulevard intersection.

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.



Southbank Theatre
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MTC is a department of the University of Melbourne



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Facilities

The Southbank Theatre is a working, professional theatrical venue that houses an auditorium and public foyer/function spaces, office spaces and back-stage 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 and disabled access facilities located in Front of House on the ground floor and level 1.

Venues and access

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.

Emergency procedure and evacuation

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 WHOOP” 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.

First Aid

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 oxy-viva and a defibrillators set. Please see an MTC staff member if you require First Aid assistance.

The nearest pharmacy, Chemist Warehouse is located at 153-159 Sturt Street, Southbank.

The nearest hospital is **The Alfred Hospital** on Commercial Road, Prahran.

The nearest medical centre is **Southgate Medical Centre** – Suite 22, 89-91 City Road, Southbank.