

MALTHOUSE EDUCATION

ACCESS AND RISK ASSESSMENT GUIDANCE FOR SCHOOLS

The following information is designed to assist teachers in travelling to Malthouse Theatre and attending a performance, workshop or other activity – including developing a risk management plan when necessary.

Contact Details

Email education@malthousetheatre.com.au

Malthouse Theatre <u>Education</u>	03 9685 5164
Malthouse Theatre <u>Box Office</u>	03 9685 5111
Malthouse Theatre <u>Administration</u>	03 9685 5100

Travelling to the Malthouse: Public Transport and On-Foot

Malthouse Theatre is located at **113 Sturt St, Southbank**. Access is also available from Dodds Street.

Teachers and students walking from Flinders Street Station may walk along St Kilda Road, Grant Street and Sturt Street, each of which can be described as busy, main roads. St Kilda Road and Sturt Street have trams running in both directions. An alternative walking route is along Southbank Boulevard, which also has trams running in both directions.

Teachers and students catching a tram from Flinders Street Station can catch any tram down St Kilda Road and alight at Grant Street (Stop 17).

The most direct route is the No.1 South Melbourne bound tram from outside Flinders Street Station/Federation Square which can be caught to Stop 19 on Sturt Street right next to the Malthouse Theatre.



Travelling to the Malthouse: Coach, Minibus and Car

Coaches can drop students off outside the theatre on either Sturt Street or Dodds Street, and then return to pick them at the end of the performance or activity. Sturt Street can be described as a busy, main road. Dodds Street is a quieter main road.

Please note that coaches may not enter the driveway of Malthouse Theatre to drop off students. Coach parking is available nearby at **Australian National Car Parks** at 102-108 Sturt Street, a 1-minute drive from the Malthouse Theatre. Coaches and minibuses of all sizes are accepted. Rates are from \$18 for a full day, and must be booked in advance. Contact (03) 9682 4012.

Other parking options for cars are on the streets surrounding the Malthouse (Grant Street, Sturt Street, Miles Street and Dodds Street). These are metred public car parks, and the pricing depends on the time in which you need to use the park, so please carefully check all signage.

The **Arts Centre Car Park** located on Southbank Boulevard is a 5-minute walk from the Malthouse. You can walk up either Sturt Street or Dodds Street.

For people holding a disability parking pass, public parking spaces are located as close as possible to the entrance of the Malthouse, both on Sturt Street and Dodds Street.

Entering the Malthouse

Students and teachers attending a school performance should enter the Malthouse through the public access doors at street level, and gather in the foyer area in front of the bar.

The Malthouse is a working professional theatre in an old heritage-listed building. Students and teachers should be aware that on occasion additional building or technical work may be taking place on the site. Students and teachers visiting Malthouse Theatre should at all times mind their step and follow the directions of Malthouse Theatre staff.

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

Public Facilities

The main Malthouse toilets are newly located on the mezzanine level of the foyer. Additionally an accessible toilet and shared all-gender toilets are available on the ground floor level. The general public can access any of these facilities during the day (which includes days on which there is a school performance or workshop) by entering the foyer from the street.

Food and drink

The Malthouse café, located on the ground floor in the foyer, is open during the times when students may be attending a performance or workshop. This café is also accessible by the general public.

An IGA supermarket is located at 151 Sturt St. Students and teachers would need to leave the Malthouse Theatre premises to access this supermarket.

No food or drink (except water) may be consumed in the theatres. Water is available free of charge in the foyer from the Bar.

Entering the Theatres

There are three operating theatres inside the Malthouse. Access notes are detailed below.

Students attending a performance in the **Merlyn Theatre** may enter from either the ground floor (no stairs) or upper levels (between two and three flights of stairs); the public stairs used to access the Merlyn have tactile mats at the top and foot of each set of stairs, and also on each step. Students may need to walk up stairs to access their seats once inside the theatre.

Students attending a performance in the **Beckett Theatre** will enter from the ground floor but may need to walk up stairs to access their seats once inside the theatre.

Students attending a performance in the **Tower Theatre** will need to walk up two flights of stairs to enter the theatre, and may need to walk up or down stairs once inside the theatre to reach their seat.

Students and teachers unable to use stairs or with special assistance requirements will also be able to access each theatre, either using a lift (Tower Theatre) or from the ground floor (Merlyn Theatre and Beckett Theatre) to access their accessible seats. Please advise the Box Office if one of your students requires wheelchair or special assistance access.

Students and teachers are advised that students are not to run at any time during their visit to the Malthouse. Teachers need to ensure that students do not run up stairs when accessing a theatre. Teachers and students are advised not to climb over seating banks in the theatre.

During a Performance

Before a show, during interval and after a show the lighting in the theatre is 'house lighting', dimmed lighting that allows for full visibility. During the show the theatre auditorium would be dimly lit, with stage lighting focused on the stage and low aisle lighting for the stairs. Students leaving the theatre during a performance are moving along rows and climbing stairs in a dimly lit space.

During a Workshop

Students may attend a workshop or lecture in one of the theatres at the Malthouse, or in one of the function or rehearsal spaces.

Some workshops may involve students leaving their seats in the theatre and moving around the theatre space. Students and teachers should at all times mind their step and follow the directions of Malthouse Theatre staff. Students may be invited on to the stage or to the stage area as a part of a workshop or lecture at Malthouse Theatre. Students and teachers are advised to be aware of theatre lights (in particular footlights and those at head-height), stage properties and set features when on the stage in any of the Malthouse theatres.

During a Backstage Tour

Students may be permitted to tour the backstage area of Malthouse Theatre. The backstage area of a working theatre should always be regarded as a place of work by visiting students. Students need to be aware of potential trip hazards which may be present in a working theatre. Students may be in proximity to technical equipment, stage properties and other related workplace materials. Students must not touch any such equipment and properties whilst on a backstage tour at Malthouse Theatre.

Public Liability

Malthouse Theatre has public liability insurance cover to \$20 million. For a copy of our certificate of currency, please contact education@malthousetheatre.com.au.

Emergencies and Evacuation

The Front of House Manager on duty is on-site before, during and after each school performance.

Malthouse Theatre has a fully compliant fire detection and protection system, and an Emergency Warning and Intercommunication System. These systems are managed by the onsite Fire Warden and monitored 24/7 by a fire monitoring system.

A current evacuation plan exists for the Malthouse Theatre. Evacuations of the site are co-ordinated by Malthouse Theatre's Front of House Manager on duty.

The evacuation assembly point for Malthouse Theatre is on the corner of Dodds Street and Grant Street, gathering next to the large yellow sculpture. This intersection is located approx. 150 metres from Malthouse Theatre, and is accessed either through the covered car park next to Chunky Move, or by exiting right out of the theatre building and walking left along Dodds St to the intersection of Grant St.

If that area is not available, the alternate assembly point is the IGA car park on Dodds St. This area is accessed by exiting right out of the theatre building and right onto Dodds St.

There are multiple exits from Malthouse Theatre and all exits are clearly marked by illuminated signage.

First Aid and Medical

Please see the **Front of House Manager** on duty if you require First Aid assistance.

First Aid kits at Malthouse Theatre can be found in:

- Café Kitchen
- Ushers' change room (foyer level)
- Green room (level 3 administration)
- Workshop

There are also smaller kits located on the Head Mechanists trolley, Tower Theatre Dressing Room, Beckett Theatre Control Position, Merlyn Theatre Control Position, New Workshop, and the Front of House Office.

The nearest pharmacy, **Chemist Warehouse Southbank**, is located at 250 Sturt Street, approximately a 4 minute walk from Malthouse Theatre.

The nearest Emergency Department is the **Alfred Hospital** on Commercial Road, Prahran.

The nearest medical centre is located on Clarendon Street in Southbank:

Spiral Medical

157 Clarendon Street, Southbank VIC 3006
(03) 9699 912