Upper Studio: Dartmouth Avenue

**ROOM CAPACITY: 20 PEOPLE MAXIMUM**

Before using the space for a session you must have submitted your risk assessment for your activity and agreed to the terms and conditions to confirm your compliance with these procedures.

# Activity Procedure:

* **Do not exceed room capacity**.
* Do not attend any sessions in this room if **anyone in your household has any symptoms** (high temperature, new continuous dry cough, loss or change to sense of taste or smell), in which case you should self-isolate according to government guidelines.
* Ensure doors and walkways are clear at all times.
* Do not obscure any source of ventilation.
* After your activity has finished, please leave the space promptly whilst remaining socially distant from other who are not part of your household bubble.
* Contact Security if there is a first aid accident or medical emergency.

# Equipment:

* You must clean any equipment, furniture or instruments in the room **before and after** use with cleaning products provided.
* You must use your own equipment if you can

For general assistance please contact Security on 01225 383666

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| **(MEDICAL) EMERGENCY** | Contact Security on 01225 383666 |
| **FIRE ALARM** | Leave via the nearest exit  Assembly point: On the pavement by the site entrance |
| **FIRST AID** | If there is a medical emergency, please contact Security on 01225 383666 |
| **INVACUATION**  (e.g. due to environmental hazards or security incidents) | The invacuation warning is an external siren which sounds for 30 second bursts at a time which indicates you should stay in the building.  A member of staff will come to the room to check the vents are closed and keep all room users updated. |