



## *Guidelines for Glisson Road & Other Sites*

It is incredibly important that we treat the additional spaces we hire with respect and adhere to the rules laid down by the managers. As the teacher, you are ultimately responsible for the space and the student's behaviour whilst they are at other sites and we would ask you to assist in ensuring that all spaces are left clean and tidy.

### *Glisson Road*

Any person discovering a fire is to sound the warning fire alarm at which point the receptionist will call the fire brigade. Do not stop to collect personal belongings. All persons are to assemble along Glisson Road to the right of the building.

### *YMCA*

1. Whilst in the studio, please ensure the fire door is unlocked and no exits are blocked and stairs and hallways must be kept clear.
2. There must be NO food or drink taken into the studio, except bottled water, and no chewing gum.
3. Students and staff must not block corridors and must change in appropriate areas.
4. Only dance shoes are to be worn in the studio – no tap shoes
5. Please accept any instructions given to you by the YMCA staff

### *Health and Safety at the YMCA*

If you have any urgent problems whilst at the YMCA, please speak to the duty manager or Julie Martin in the Fitness Office. If the matter is not urgent, please let us know and we will deal with it as soon as possible.

Fire procedure at the YMCA – If the fire alarm sounds, please evacuate the building immediately and proceed to the assembly point which is Parkers Piece (the green on the other side of the road)

Bodywork Company Dance Studios, 25-29 Glisson Road, Cambridge CB1 2HA

Telephone: 01223 314461 • Email: [admin@bodyworkds.co.uk](mailto:admin@bodyworkds.co.uk) • Web: [www.bodyworkcompany.co.uk](http://www.bodyworkcompany.co.uk)





### St Paul's

1. You will need to collect a key for the stereo from Melanie Medlock before you go to St Paul's.
2. Please make sure the students get changed and leave all belongings in the changing rooms (Upper Hall only)
3. There must be NO food or drink taken into the studio, except bottled water, and no chewing gum.
4. Only dance shoes are to be worn in the Upper Hall and Main Hall – no tap shoes.
5. Please accept any instructions given to you by the St Paul's staff.

### Health and Safety at St Paul's

If you have any urgent problems whilst at St Paul's, please speak to the Duty Manager or Jenny Cavallo in the office. If the matter is not urgent, please let us know and we will deal with it as soon as possible.

Fire procedure at St Paul's – When the alarm sounds, please evacuate the building immediately and proceed to the assembly point which is in the garden near the pavement and await further instructions.

Please ensure all rooms are left clean and tidy.



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