



# RISK ASSESSMENT GUIDANCE NOTES

## THIS DOCUMENT IS NOT VALID AS A RISK ASSESSMENT

**This document is for guidance only. It is recommended that all groups carry out their own risk assessment prior to any visit.**

G Live has been developed as a contemporary, state-of-the-art entertainment and concert hall. The space is designed to provide excellent access to facilities, with wide foyers and a range of access routes for customers with disabilities. We have identified areas that could cause concern but we know that young people may surprise us with those we have not thought of.

- Floors and Stairs

Many of the floors are tiled. These can be slippery, especially when wet, and teachers should reinforce our request that visitors should not run in the building, this is especially important on the stairs.

There is a lift in the main foyer servicing all levels of the building. If you are joining us as a participant and need to access backstage there are also lifts on either side of the backstage corridor – please speak to your event organiser for more information.

- Fire exits

In the event of a fire the Duty Manager and Ushers from the building will direct you to the nearest exit, and lead you to the meeting point which is situated in the Council Car Park next door to G Live). Children should not leave the building unattended and young children should be supervised at all times by a responsible adult. Please note that teachers must be responsible for their own students.

If you have students in wheelchairs there are Refuge Points in key areas throughout the building. An usher will be allocated to supporting customers with access requirements and will direct you to the appropriate location.

- Doors

When you visit us to see a show doors to the auditorium will be supervised by an usher. Once we are ready to let audience in to a performance the usher will open the doors to let you through. Please ensure that children do not enter the auditorium until the usher has told them it is safe to do so – there may be last minute technical activities taking place.

- Toilets

G Live has many choices of toilets on different levels – please ask an usher if you are not sure where to go. All children should be accompanied to the toilets by a member of staff. Please note that our toilet door locks can be stiff – we would recommend that young children are well supervised using the facilities.

- First Aid

G Live will always have a trained first aider on site. In a First Aid emergency please inform a member of staff who will call for the Duty Manager to attend you. **Please note that any emergency service calls must be made by a member of staff at G Live** – this is to ensure that our Stage Door team are able to accurately direct an ambulance to the patient, and ensure they can get as close to the building as possible.

- Outside

If you intend to sit outside with your group please note that there are small stone walls surrounding the green park area to the rear of the venue. These are a trip hazard for children playing in the space. Please ask children not to run near the walls or on the stairs to avoid accidents.

For further information or help planning a visit to G Live please contact:

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