

Workshop Information for Accompanying Adults

Emergency Procedures:

If an **alarm sounds** it will be a **real event** as alarm tests take place before school starts.

Please assemble your group and **exit via the main lab entrance** - if this is blocked use one of the other two doors and then exit from the neighbouring lab.

Exit the building via the exit **nearest Faringdon Lodge reception** - if this is blocked proceed to the main entrance to the Yang Science Centre.

Assemble and register your group in front of the wooden pavilion between the tennis courts and the rugby field. Wait there for further instructions.

The **ASP staff** leading your workshop will ensure the lab is clear and then **stay with you** at the assembly point to inform the Fire Marshal.

Toilets

A map of **toilet locations** can be found overleaf.

Pupil toilets for boys are on the ground floor and girls on the first floor.

Adults should use the separate toilets located behind the photocopier room on the ground floor and **should not enter the pupil toilets** unless absolutely necessary.

An accessible toilet is located next to the boys toilets and should be used by pupils requiring adult supervision. Please ask the ASP staff for the **Radar key** to open this.

First Aid and eyewash facilities are available in all labs. **You MUST inform us** of any accidents or incidents so that they can be recorded on our accident reporting system.

Breaks and Snacks/Packed Lunches:

There are usually **no scheduled breaks** during our workshops.

If your group needs to eat their snacks or packed lunches before or after a workshop, they are welcome to do so **in the breakout space** outside the ASP lab.

Please let us know if this is the case so we can advise on extra time needed and ensure that tables and seating are clear.

In warmer weather there are **outdoor benches** that your group can use if required but **please do not** allow anyone to climb the trees or play on the rugby field or all weather pitches.

There is a drinking water fountain outside the ASP lab but **no food or drink** must be consumed **in the lab** itself.



To assembly point

-  Water fountains
-  Girls toilets
-  Boys toilets
-  Staff toilets
-  Accessible toilet

