**PLANNING A RISK ASSESSMENT PRIOR TO VISITING CHELTENHAM FESTIVALS’ GAMELAN AT GLOUCESTER ACADEMY OF MUSIC**

**ON ARRIVAL**

* School groups should be dropped off at the coach drop-off point 45 metres past Barbican House (where Gloucester Academy of Music is located) on the same side of the road.
* Pupils should be supervised as they disembark from the coach/minibus.
* The workshop leader will greet your group in the main entrance, and accompany you to the room where the Gamelan is located.

**ACCESS**

* There are 3 steps up to the main entrance. Wheelchair access can be arranged with prior notice.
* There is a disabled toilet on site.

**DURING YOUR WORKSHOP**

* The Gamelan is a collection of large tuned percussion instruments, some of which are very heavy. The workshop leader will explain how to move around the instruments safely.
* Comfortable clothing is recommended; children will be sitting on the floor to play the instruments.
* Shoes must be removed before playing the Gamelan.
* Children will be guided by the workshop leader, but accompanying teachers are expected to supervise their pupils throughout the workshop.
* Staff/accompanying adults may take photographs as long as this does not distract the pupils.
* Official Cheltenham Festivals’ photographers may be present at workshops. They are employed to capture engagement at our events. They will always ask permission and will not name individuals, although schools may be named. We use this material for marketing both during and after events and to demonstrate impact in reports/website.

**EVACUATION**

* Should it become necessary to evacuate the building, the workshop leader or GAM staff will direct you and your pupils.

**DEPARTURE**

* Arrangements for your departure should be made with your coach driver, who should collect you from the designated pick-up point
* On departure, children should be supervised as they board the coach/minibus at the pick-up point.