

## **Welcome to thestudio Leeds...**

We are located on levels 7 and 8 of Riverside West, Whitehall Road. Our building is between the CitiPark outdoor car park and the River Aire, on the main road (adjacent to the Whitehall Waterfront apartments). The entrance to The Studio is to the side of the building adjacent to the riverside path.

### **Pick up and drop off points**

There are time restrictions on stopping on Whitehall Road. You cannot wait or park on the double yellow lines between 08:00-09:15 and 16:30-18:30 during weekdays, and between 08:00-09:15 and 12:00 – 13:00 on Saturdays. During these times, if needing to drop off and/or pick up, it is recommended that you use the entrance to the Citipark, a one minute walk down the road.

There are limited accessible car parking spaces available in the private car park on site. This must be booked in advance and is on a first come first served basis.

### **Stairs and lifts**

There are stairs to all floors of the building. All staircases and landings have handrails. Stairs are located through the door on the ground floor and to the left hand side of the lifts.

There are:

- 21 steps between each floor, separated by one landing.

Lifts are available to access all floors of the building that visitors may need to reach. All lifts have spoken destination information and braille.

### **Access throughout levels 7 and 8**

To access the venue on levels 7 and 8, you will need to turn right when coming out of the lifts, and then right again at the corner. Entrances are straight ahead through the double doors. If approaching from the staircase; when you reach your required level, you will need to go through the door on the left and then take an immediate left again. This leads you to the double door entrance on both floors.

The reception desk is based on level 8. You will find it at the entrance to the venue, through the double doors and on your left hand side.

Distance between rooms and floors is minimal and can be accessed by lifts or stairs, however there are areas where delegates can stop and rest if required in our shared areas Refuel (level 8) and Recharge and Renew (level 7).

### **Wheelchairs**

The building is fully accessible to people using wheelchairs.

### **Toilets**

There are accessible toilets on both floors of the Studio.

### **Assistance dogs**

Assistance dogs are permitted within the studio floors. Water bowls can be obtained from any member of staff.

### **Hearing loops**

Hearing loops are not installed in Studio. Delegates and guests to the studio should contact their event organiser to discuss their requirements.



## **Sensory issues**

### Lighting

Within Studio Glasgow there is a mix of natural light and light from fluorescent tube and office style lighting. There are lots of large windows throughout the venue. Light levels vary, but there are some very bright lights on the floors.

### Sounds

The Studio floors can be busy and noisy, especially if there is a large event or lots of meetings on. Noise levels will depend on what exhibitions or events are being held.

If there's an emergency when you're at Studio such as a fire alert, you will hear an alarm which is a very rapid, high pitched beeping sound. You may also hear other sounds during your visit. These include:

- hand-driers in the toilets
- trolleys (which may be carrying glasses or crockery)
- background music in the shared spaces
- noise from coffee machines

### Smells

You might smell food and drink in various locations around the studio.

## **Emergency evacuation**

In the event of an emergency situation the building will be evacuated. If there is a fire alert, you will hear an alarm which is a very rapid, pitched beeping sound.

Visitors are asked to follow the evacuation signs and the instructions of Studio staff. Visitors with mobility difficulties should wait in designated refuge areas until assistance has arrived. Studio staff will assist visitors in leaving the building during an emergency.