

# ACCESS GUIDE COVID-19 PROCEDURES



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## COVID-19 PROCEDURES

Welcome to Northern Ballet's access guide. We hope that you find this information helpful and would welcome any feedback; including suggestions for any other information you think could be usefully included.

For a full virtual tour of our building including 360 degree view of our studios [please visit our website](#).

For more details about access and our facilities please call 0113 220 8000. Please note that due to the pandemic we are making use of the job retentions scheme and staff will be working reduced hours. If you are not able to speak to a member of staff on the phone, please email us at [info@northernballet.com](mailto:info@northernballet.com).

This Access Guide has been prepared to reflect our Covid Safe approach and was created on April 14 2021. Please note that as Government Guidance changes, our Covid Safe approach may change. We will update this document as we receive new guidance. If you are in contact with a member of Northern Ballet staff who provides you with different Covid Safe information, please follow those guidelines as the information in this document may be out of date.

# INTRODUCTION

Northern Ballet is located on Quarry Hill in central Leeds in the thriving cultural quarter. Local amenities such as the train station, bus station and shopping area of Briggate are accessible by foot or bus.

Due to Covid-19 Northern Ballet has put some control measures in place for your safety. Further Covid-19 guidelines will be listed below in the On Arrival (Covid-19 Guidelines section).

When you arrive, our welcoming reception staff will be able to direct you around the building. There is a transparent screen in front of the Reception desk to help protect our staff and visitors. Our Reception staff will be wearing face coverings. The lift should only be used by one person at a time as per social distancing guidelines, please do let us know in advance if you will require support while using the lift.

## CONTENTS

Getting here	Page 4 - 5
On Arrival	Page 6 - 8
Reception	Page 9
Main Foyer	Page 9
Accessible Dance	Page 10
Northern Ballet Café Bar	Page 10
Toilets	Page 10 - 11
Studios & Conference Spaces	Page 11
Additional Information	Page 12

# GETTING HERE

## Getting Here by Car

Please note that there are ongoing building works in Quarry Hill, this may mean that access to Northern Ballet by car is limited at certain times. Please check this website before planning your travel: [one.network/custom/leeds/](https://one.network/custom/leeds/)

Northern Ballet is easily reached from the major road networks via the M621, **the postcode for your satnav is LS2 7PA**. Please note, the route to Northern Ballet via St Peter's Square is now a one way system.

## Parking

Northern Ballet does not have a public car park, we have two disabled bays available for Blue Badge holders however we cannot reserve these spots and are therefore offered on a first come first served basis.

Additional parking can be found in Leeds Playhouse's car park, close to Northern Ballet. You can find more information about the parking they have available [on their website](#).

Additional car parking is available nearby: [NCP The Markets Car Park](#) (open 6.00 am – 11.00pm), Templar Street & Edward Street Car Park (open 24hrs) and [Victoria Leeds Multi Storey Car Park](#) (John Lewis Car Park, open 24hrs)

## NCP Car Park

There is a secure NCP multi-storey car park on York Street next to the bus station (LS2 7EA) which is open Monday – Sunday from 06:00 – 23:00 with 646 spaces and 20 disabled parking bays. You can find more information about [NCP's disabled parking bays here](#).

The max height allowance is 2.08m, and the car park has lighting and lifts.

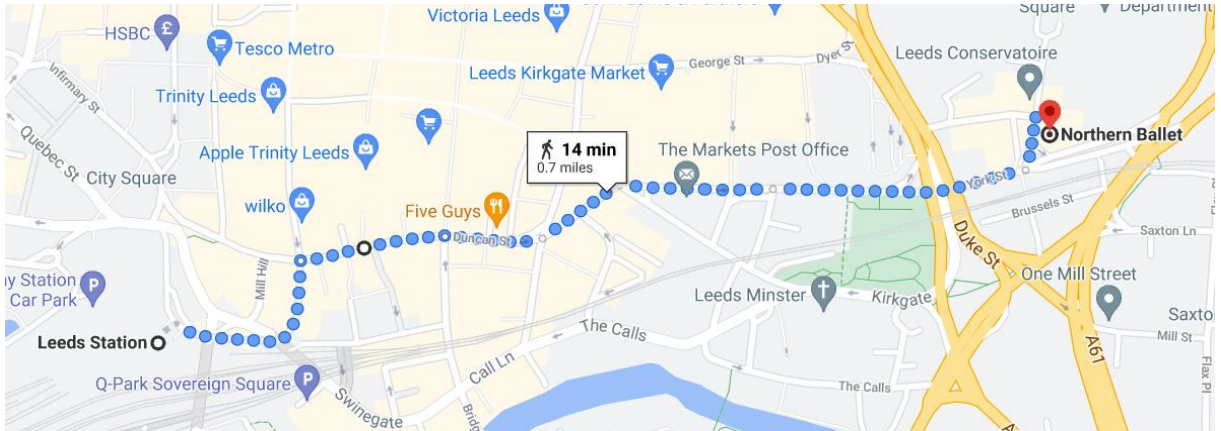
Northern Ballet has a discounted daily parking rate at this car park (up to 24 hours) of £8.50. To qualify for the discount, park as normal and then collect a discount card from the Northern Ballet reception. When you're ready to pay for your parking insert your original ticket in the NCP machine, when the machine prompts you for payment, insert the discount card and this will bring the amount down to £8.50, and then make your payment.

You can download the NCP ParkPass app for your phone (available on Android or IOS) from their website. [www.ncp.co.uk/parking-solutions/ncpparkpass/](https://www.ncp.co.uk/parking-solutions/ncpparkpass/)  
(prices correct as of October 2020)

# GETTING HERE (continued)

## Getting Here by Train

Leeds Station is located in the city centre and is 0.7 miles away from Northern Ballet. The map below shows the quickest pedestrian route which is fairly even with a slight decline and is well lit with streetlights and should take about 15 minutes, or 5 minutes to drive. There are numerous roads to cross, both with and without pelican crossings. If you are reading this on a computer, you can see a [more detailed version of this map here](#).



## Getting Here by Bus

The Central Bus and Coach station is opposite the Leeds Playhouse and is 0.1 miles from Northern Ballet. The route from the bus station to Northern Ballet is level and firm, with three pelican-controlled roads to cross. It is lit with streetlights.

There is a bus interchange outside the New Station Street entrance. The Citybus stops here en-route to the bus station (which is close to Northern Ballet), you can find more information about the [routes and timetable of the Citybus here](#). All Leeds First buses have a dedicated area for wheelchair users; other passengers are required to volunteer the space for wheelchair users. There are also regular buses from Boar Lane near the train station to York Street near Northern Ballet.

You can find more information about the bus services in Leeds on the [West Yorkshire Metro website](#).

If you are reading this on a computer, you can see a [detailed version of the route on a map](#).

If you are traveling on public transport, please ensure you follow all relevant Covid 19 guidelines.

# ON ARRIVAL

## **On Arrival (Covid-19 Guidelines)**

During the Covid-19 pandemic we are following all appropriate Government guidance to ensure the Northern Ballet building is Covid Safe for staff and visitors.

Before your visit you will be sent some Health Screening questions to ensure you do not enter the building if you have any Covid-19 symptoms.



Front of Northern Ballet's building

On arrival, you will be asked to wait outside the front of the building until your allotted time to enter the building. Please ensure you are wearing a face covering (unless you are exempt) when you enter the building. You will be greeted at the door by a member of Northern Ballet staff who will confirm that you have completed the Health Screening questions.

At the door, your temperature will be taken by the staff member. If your temperature is 37.8° Celsius or above you will be asked to wait in a designated space near the entrance. You will be given 15 minutes to cool off before having your temperature taken again. Should you register a temperature of 37.8° Celsius or above again, you will be asked to leave the building and re-arrange your visit for another day.

# ON ARRIVAL (continued)



This is where you will be stopped to have your temperature taken



This is the device we will take your temperature with

If your temperature is under 37.8° Celsius you will be asked to proceed into the Ground Floor toilets to wash your hands, following guidance to wash them for 20 seconds (the amount of time it takes to sing Happy Birthday twice). Once you have washed your hands a member of staff will direct you where to go.

There is a one-way system in place for moving around the building, please follow the signs for this. When moving around the building a face covering must be worn by all those except those who are exempt. Interior doors will be held open to reduce the number of touch points in the building.

# ON ARRIVAL (continued)

Please adhere to social distancing when in Northern Ballet's building. Antibacterial hand gel dispensers are provided throughout the building, please use them before proceeding further into the building.

Please follow any further guidelines you are given by the member of staff who has booked your visit to the building as this will be specific to the activity you are taking part in.

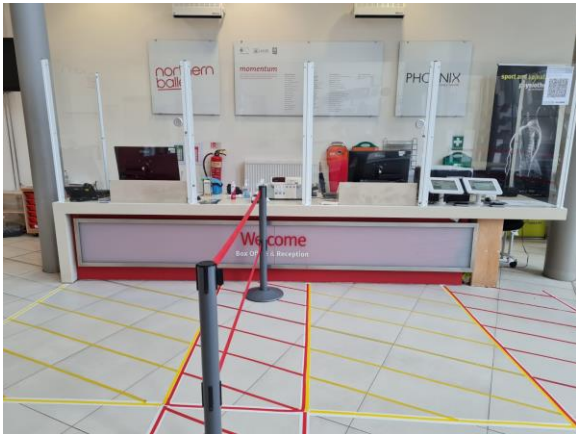


This is the corridor which leads to Northern Ballet's Training Room, a one-way system is marked out on the floor with arrows



# RECEPTION

The reception desk is on the right as you enter the building with the café and toilets on the left. There are flat tiles throughout the foyer which is well lit with natural light from the front of the building. At the reception desk, there is a low counter with no barrier between the staff and customers. The counter is 750mm / 29.5 inches high. There will be a transparent screen in front of the Reception desk to help protect our staff and visitors.



Our Reception desk, with a transparent screen and markings on the floor to protect staff and show you where you can stand.

Our Reception staff will be wearing face coverings. Here you can ask for help and directions, and pick up headsets for the hearing loop or ear defenders. There are visual and braille signs around the building and within the lift. Signage in these spaces is clear to read with a white background and coloured font.

# MAIN FOYER



The main foyer is the heart of the building and contains the lift and stair access to all other floors, the reception desk and box office. Guide dogs are welcome, but due to Covid-19 safety procedures, we cannot offer you a bowl of water so please bring these for your dog.

As part of our Covid-19 safety procedures we are not allowing staff or visitors to use the foyer space as a waiting area, unfortunately the sofas and seats cannot be used.

On some days, the foyer space may be busy with Northern Ballet Company dancers. Your arrival into the building will be managed to ensure you visit at the quietest time possible.

# ACCESSIBLE DANCE

Northern Ballet holds a range of courses including In Motion, a unique programme for self-propelling wheelchair users aged 8+ years to adult, and the Ability dance course which is specifically designed for adults with mild to moderate learning disabilities. For more information visit [northernballet.com/accessible-performances](http://northernballet.com/accessible-performances).

There is also a range of open dance classes for everyone to enjoy. For more information visit the [Academy of Northern Ballet's](http://Academy of Northern Ballet's) website.

While visiting Northern Ballet at Quarry Hill, you can also ask for information about our ballets which tour throughout the UK and often include audio described performances.

Due to the ongoing Covid-19 pandemic, we are not currently able to run all of our dance classes and courses, please look on our website for up-to-date information.  
the lift. Signage in these spaces is clear to read with a white background and coloured font.

# NORTHERN BALLET CAFÉ BAR

Our café is currently closed due to Covid-19 and as such is covered by a temporary wall. The café bar is in the main foyer on the ground floor. The area is bright, airy and well-lit with fluorescent lighting.

# TOILETS

On the ground floor, there is an accessible toilet which has baby changing facilities. It is unisex and doesn't require a code or radar key to use. There are toilets and accessible toilets on every floor of the building.

It has level entry through a 930mm / 36.5-inch-wide door, a clear 1m space for a wheelchair on the right and the seat is 460mm / 18 inches high. There are 2 fixed vertical handrails either side of the wash basin, 1 fixed vertical handrail to the right of the toilet and 1 movable horizontal handrail to the right of the toilet. If assistance is required there is a red pull cord on the left-hand side of the WC which activates an alarm and a flashing light outside the WC. It is very well lit with fluorescent ceiling light, floored in non-slip lino with extended lever taps on the sink.

All the accessible facilities have level entry, non-slip lino, wide doors, low seats and red emergency cords next to the toilet.

1st Floor: WC and shower. Clearance to the left of the WC with 2 fixed vertical rails on right hand side of WC, one fixed and one movable horizontal rail at left side of WC and a fixed vertical rail either side of the wash basin. Shower is behind the WC in a separate compartment with an 810mm / 32 inches wide entrance. There is a pull-down seat in the shower with pull down rail at the left and a fixed vertical rail on the right. The shower head is at a right angle to the seat on the right and has ordinary twist taps and a fixed vertical rail on either side. The shower head is low and can be removed from the wall.

# TOILETS (continued)

2nd, 3rd & 5th Floors: WC only. Clearance is to the left of the WC with 2 fixed vertical handrails either side of the wash basin, 1 fixed vertical handrail to the left of the WC and 1 movable horizontal handrail to the left of the WC.

4th Floor: WC and Shower. Clearance to the left of the WC with 2 fixed vertical rails on right hand side of toilet, one fixed and one movable horizontal rail at left side of WC and a fixed vertical rail either side of the wash basin. Shower is in the left-hand corner and is separated from the WC by 2 shower curtains. There is a pull-down seat in the shower with a pull-down rail at the right side and a fixed vertical rail on the left. The shower head is at a right angle to the seat on the left and has ordinary twist taps and a fixed vertical rail on either side. The shower head is low and can be removed from the wall. There is approximately 1.5m clearance between the shower seat and the WC.

All toilets are fully stocked with anti-bacterial soap and are checked frequently for stock levels throughout the day.

# STUDIOS & CONFERENCE SPACES

There are seven dance studios and various conference spaces and meeting rooms available for hire throughout the building. All can be accessed via lift or stairs. Our flexible event rooms can be tailored to your needs so please just ask our team when you book your event and they will be happy to help with any requests.

The studios are all harlequin dance floor sealed from wall to wall. Many studios have permanent bench seating along one wall and moveable wooden stools. During conferences and non-dance events, the floors are tiled over with short-pile carpet.



An example of a studio at Northern Ballet

# ADDITIONAL INFORMATION

Assistance and guide dogs are very welcome in Northern Ballet's building. Please bring water and a bowl for your guide dog as we cannot provide these during the Covid-19 pandemic. In the case of an emergency evacuation, all Front of House staff have been trained to deal with and assist customers in leaving the building.

There is a large print sheet with information on the building's facilities available on request. If you have specific needs that you would like to discuss, please contact the Reception team on 0113 220 8000 or email [info@northernballet.com](mailto:info@northernballet.com).

Members of our Reception, Front of House and Facilities staff have received basic Makaton communication training and Disability Awareness and Equality training.

All the information in the guide is correct as of May 2021

Photos by Google Maps, Karl Andre, Philippa Ranger and Martin Smith