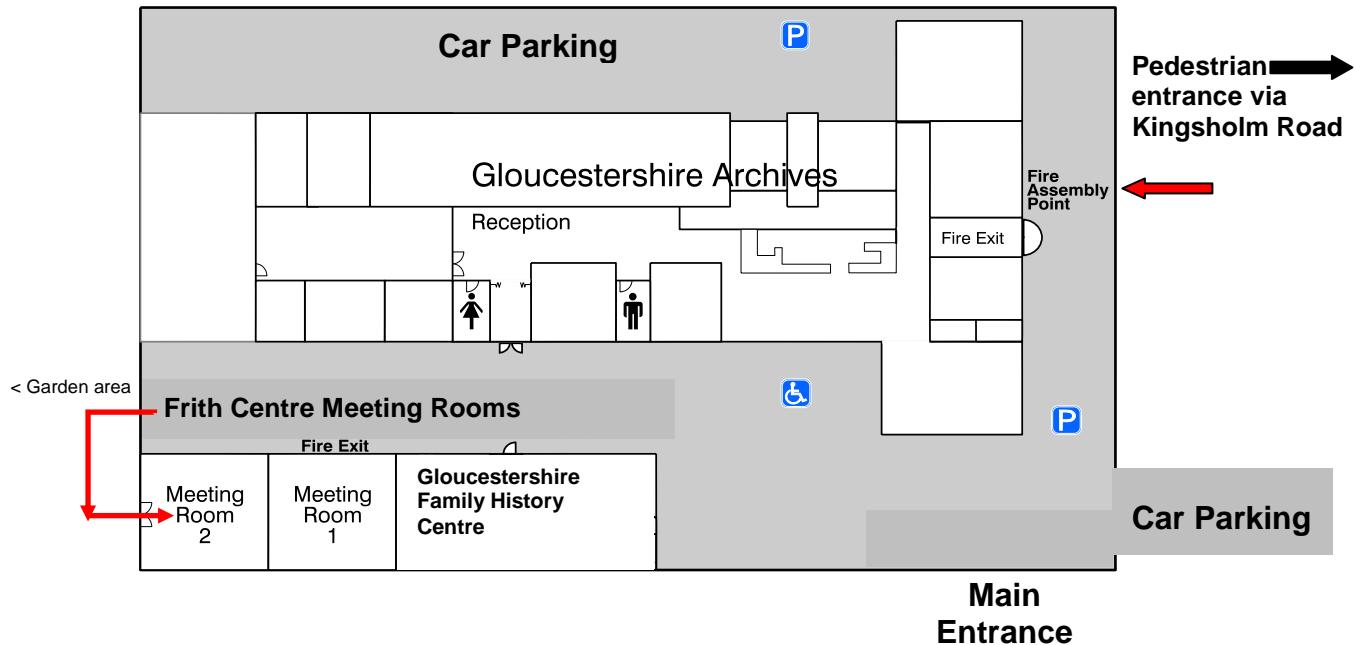




Frith Centre

Information for delegates attending training events

1. The Frith Centre is on the site of [Gloucestershire Archives](#), Clarence Row, Alvin Street, Gloucester GL1 3DW. This site diagram shows its exact location and entrance.



2. On-site car parking is available on a first come first served basis; there are more spaces on Mondays when the Archives' public research room is closed. Your trainer will raise the car park barrier for you to exit at the end of your course.
3. Please go straight to the Frith Centre when you arrive. There is no need to sign in at the Archives or the Family History receptions.

4. Facilities and refreshments:

- a. The Centre is fully accessible to wheelchair users and has an accessible toilet.
- b. The kitchen area has a sink, water boiler and a cold water dispenser with cups.
- c. You can choose from a small selection of beverages or bring your own refreshments and crockery.
- d. You can buy hot and cold snacks from neighbouring food outlets.

5. Use of mobile devices:

- a. The Archives will be installing a Wi-fi connection soon – please bear with them.
- b. The Frith Centre and Archives building are single story structures. Please stay clear of open windows if you wish to make private telephone calls, otherwise your conversation might be overheard by people inside.



6. Smoking:

- a. Please use the far end of the garden if you wish to smoke; there is a cigarette disposal unit at the end of the main Archives building, opposite the Frith Centre.
- b. Please do not smoke near the Archives' buildings or picnic tables.

7. Health & Safety:

- a. A 'FIRE' notice is displayed in the entrance to the Frith Centre. In the event of an emergency, please follow your trainer's instructions.
- b. The Archives holds unannounced Fire Drills from time to time.
- c. Please report any accident or incident to the Archives immediately.

8. Site security:

The Archives' premises are fitted with security cameras which are monitored periodically.

9. Housekeeping:

Please help your course leader(s) or trainer(s) to keep the Frith Centre clean and tidy by:

- a. Clearing away uneaten food
- b. Emptying drink containers before disposal
- c. Placing rubbish in the bins provided
- d. Wiping up any spillages with the cloth provided

10. Pre-course organisation:

- a. Your course provider will be able to answer enquiries about your booking and course arrangements – please contact them directly.
- b. Please ensure that you bring all necessary materials with you.

11. On-site communications:

The Archives is unable to pass on routine messages to and from delegates but will try to pass on urgent messages in a timely manner.

12. Visiting the Archives' public research room:

If time allows, you can use the Archives to undertake your own research whilst you are on site. You can find details of its services and opening hours, and find out how to register as a user, at www.goucestershire.gov.uk/archives.