



RISK ASSESSMENT GUIDE FOR GROUP VISITS

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This document is for guidance – teachers should carry out and use their own risk assessment

- Each group must have an appointed group leader (teacher or responsible adult) who is responsible for the behaviour, discipline and welfare of their group **at all times**
- For large self-directed visits, staff and children should be divided into small groups to explore the Galleries
- All staff and group leaders should carry a list of the children in their group
- If children are allowed to explore in smaller teams, group leaders should set up regular meeting times and places to check attendance of their children
- If an accident occurs and assistance is required, please contact Box Office.

Please share these important rules with your group:

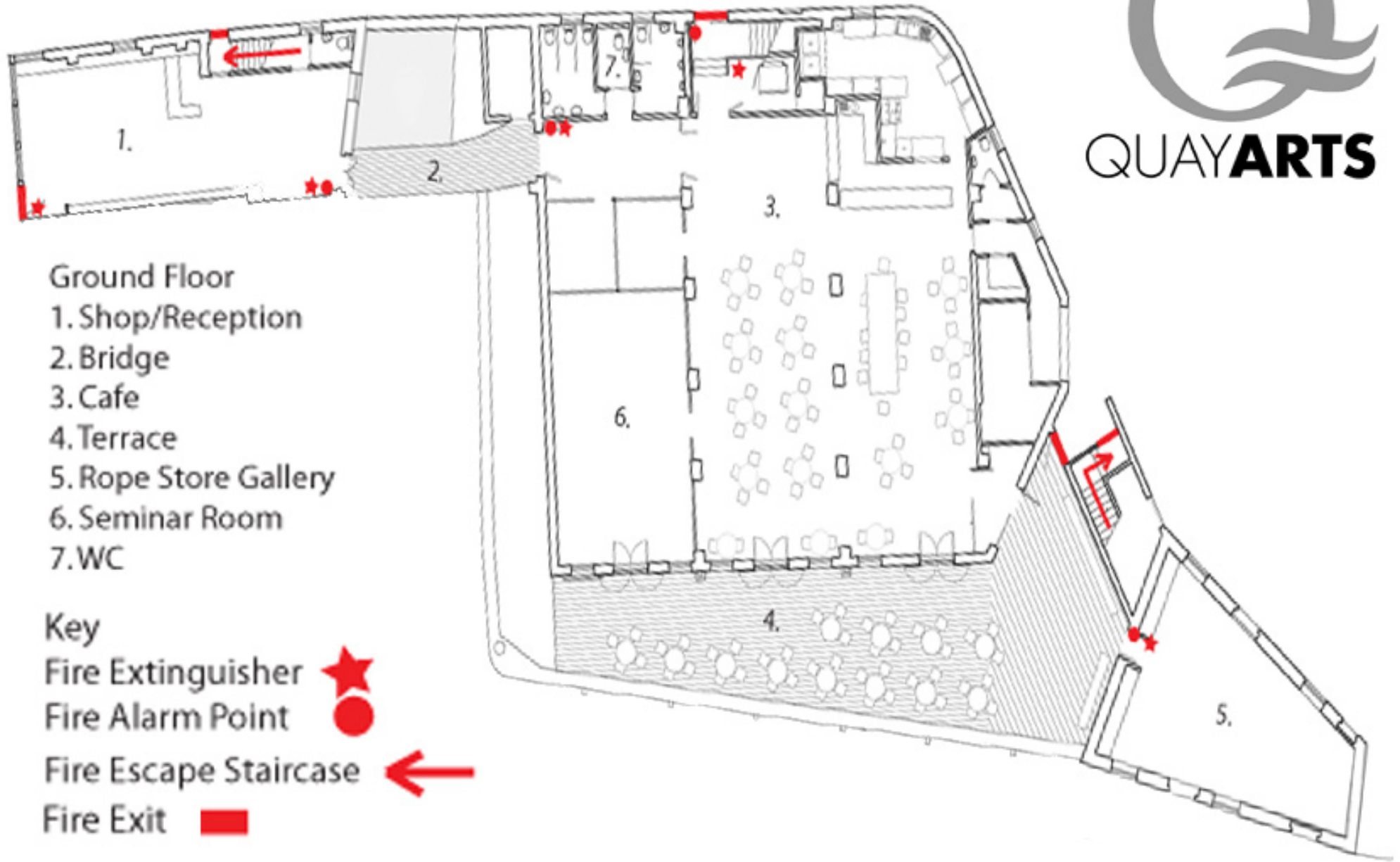
- Walk calmly around the building and galleries at all times.
- Be respectful of other building users; it's hard to appreciate art if people around you are noisy
- Please do not touch any of the artworks. If you are allowed to do so it will be clearly marked.
- Do not leave the Quay Arts building without your group; find a member of staff if you become lost.

Quay Arts Centre - Risk Assessment Guide

HAZARD	ASSOCIATED RISKS	WHO IS AT RISK?	RISK CONTROLS	RESPONSIBILITY
<ul style="list-style-type: none"> Moving traffic outside Quay Arts building whilst dismounting from vehicles 	<ul style="list-style-type: none"> Injury or fatality to group members through collision with vehicles 	<ul style="list-style-type: none"> All group 	<ul style="list-style-type: none"> Supervision Line group up along wall when dismounting vehicles 	<ul style="list-style-type: none"> Group leaders
<ul style="list-style-type: none"> Water outside the Quay building, under the bridge and next to the terrace area 	<ul style="list-style-type: none"> Risk of drowning 	<ul style="list-style-type: none"> Children 	<ul style="list-style-type: none"> Group under close supervision of accompanying adults whilst in these areas to ensure appropriate behaviour 	<ul style="list-style-type: none"> Group leaders
<ul style="list-style-type: none"> Fire 	<ul style="list-style-type: none"> Injury through smoke inhalation or direct contact with fire 	<ul style="list-style-type: none"> All group 	<ul style="list-style-type: none"> Fire escape routes and refuge points marked on floor plan Regular head counts On hearing fire alarm, Group Leaders responsible for evacuation and head count 	<ul style="list-style-type: none"> Group leaders
<ul style="list-style-type: none"> Public Spaces 	<ul style="list-style-type: none"> Child welfare risk 	<ul style="list-style-type: none"> Children 	<ul style="list-style-type: none"> Group leaders to decide as per schools policy 	<ul style="list-style-type: none"> Group leaders
<ul style="list-style-type: none"> Groups causing obstruction in public areas/walkways to eat lunches/complete assignments 	<ul style="list-style-type: none"> Risk of slips, trips and falls due to food/waste 	<ul style="list-style-type: none"> All group & members of public 	<ul style="list-style-type: none"> Quay Arts will try to accommodate groups with a separate area to eat/complete assignments. Contact Quay Arts before visit to discuss requirements 	<ul style="list-style-type: none"> Group leaders

This guide is for general group visits, a separate risk assessment may be required depending on the exhibitions we have showing, please discuss this when arranging your visit.

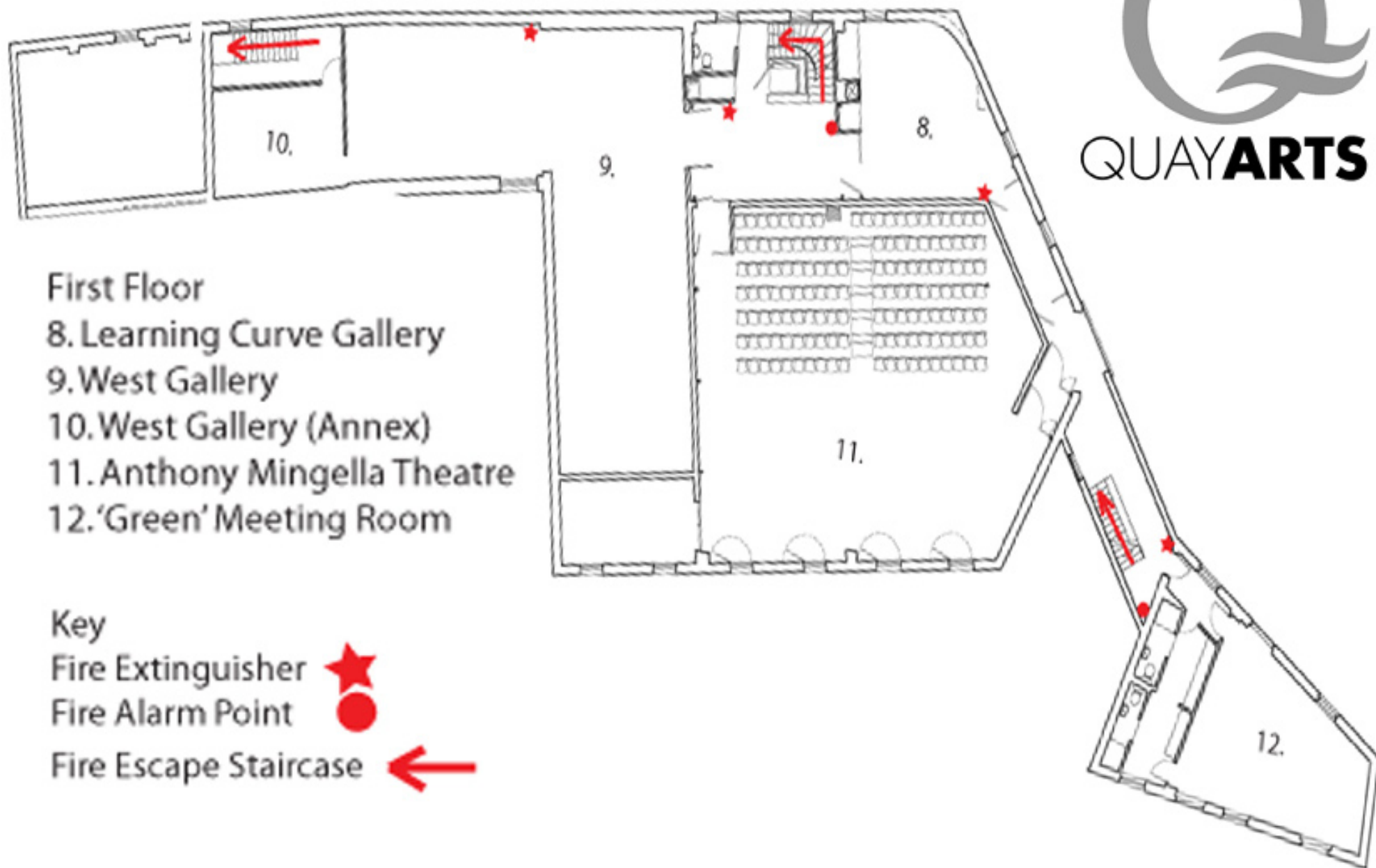
QAC Ground Floor Plan



- Ground Floor
- 1. Shop/Reception
 - 2. Bridge
 - 3. Cafe
 - 4. Terrace
 - 5. Rope Store Gallery
 - 6. Seminar Room
 - 7. WC

- Key
- Fire Extinguisher 
 - Fire Alarm Point 
 - Fire Escape Staircase 
 - Fire Exit 

QAC First Floor Plan



First Floor

- 8. Learning Curve Gallery
- 9. West Gallery
- 10. West Gallery (Annex)
- 11. Anthony Mingella Theatre
- 12. 'Green' Meeting Room

Key

- Fire Extinguisher 
- Fire Alarm Point 
- Fire Escape Staircase 