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.
- All staff and group leaders should carry a list of the children in their group.
- 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.
<table>
<thead>
<tr>
<th>HAZARD</th>
<th>ASSOCIATED RISKS</th>
<th>WHO IS AT RISK?</th>
<th>RISK CONTROLS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moving traffic outside Quay Arts building whilst dismounting from vehicles</td>
<td>Injury or fatality to group members through collision with vehicles</td>
<td>All group</td>
<td>Supervision Line group up along wall when dismounting vehicles</td>
<td>Group leaders</td>
</tr>
<tr>
<td>Water outside the Quay building, under the bridge and next to the terrace area</td>
<td>Risk of drowning</td>
<td>Children</td>
<td>Group under close supervision of accompanying adults whilst in these areas to ensure appropriate behaviour</td>
<td>Group leaders</td>
</tr>
<tr>
<td>Fire</td>
<td>Injury through smoke inhalation or direct contact with fire</td>
<td>All group</td>
<td>Fire escape routes and refuge points marked on floor plan</td>
<td>Group leaders</td>
</tr>
<tr>
<td>Public Spaces</td>
<td>Child welfare risk</td>
<td>Children</td>
<td>Group leaders to decide as per schools policy</td>
<td>Group leaders</td>
</tr>
<tr>
<td>Groups causing obstruction in public areas/walkways to eat lunches/complete assignments</td>
<td>Risk of slips, trips and falls due to food/waste</td>
<td>All group &amp; members of public</td>
<td>Quay Arts will try to accommodate groups with a separate area to eat/complete assignments. Contact Quay Arts before visit to discuss requirements</td>
<td>Group leaders</td>
</tr>
</tbody>
</table>

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.
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