



RISK ASSESSMENT GUIDE FOR GROUP VISITS

Contact info for Group Visits:

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This document is for guidance only – 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 01983 822490.

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 RISK ASSESSMENT GUIDE

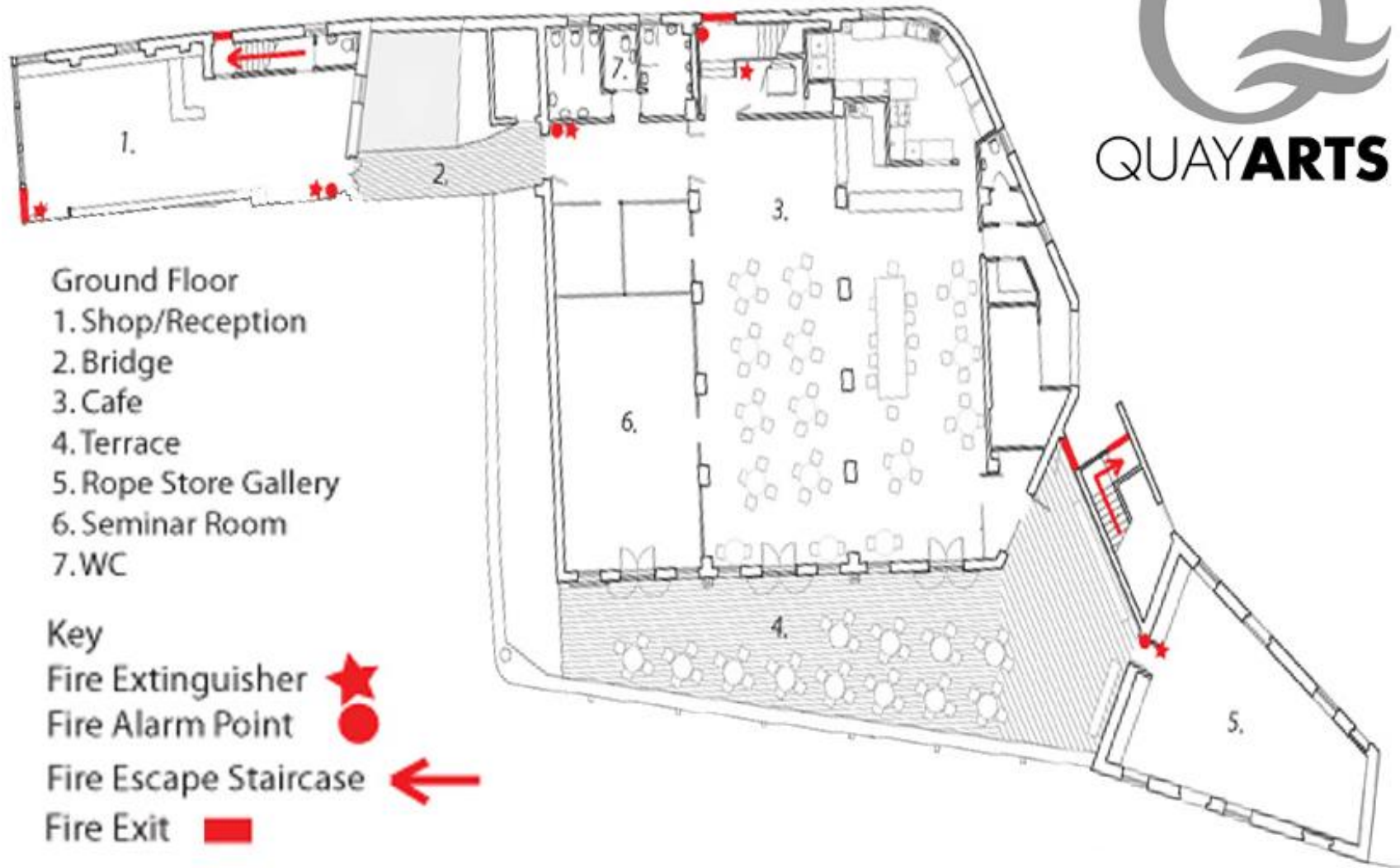
HAZARD	ASSOCIATED RISKS	WHO IS AT RISK	RISK CONTROLS	RESPONSIBILITY
Moving traffic outside Quay Arts building whilst dismounting from vehicles	Injury or fatality to group members through collision with vehicles	All group	<ul style="list-style-type: none"> Supervision and high-vis jackets Line group up along wall when dismounting vehicles 	Group Leaders
Water outside the Quay building, under the bridge and next to the terrace area	Risk of drowning	Children	<ul style="list-style-type: none"> Group under close supervision of accompanying adults whilst in these areas to ensure appropriate behaviour 	Group Leaders
Fire	Injury through smoke inhalation or direct contact with fire	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 	Group Leaders
Public Spaces	Child welfare risk	Children	<ul style="list-style-type: none"> Group Leaders to decide as per school policy 	Group Leaders
Groups causing obstruction in public areas/walkways to eat lunches/complete assignments	Risk of slips, trips and falls due to food/ waste / bags / coats	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 	Group Leaders

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

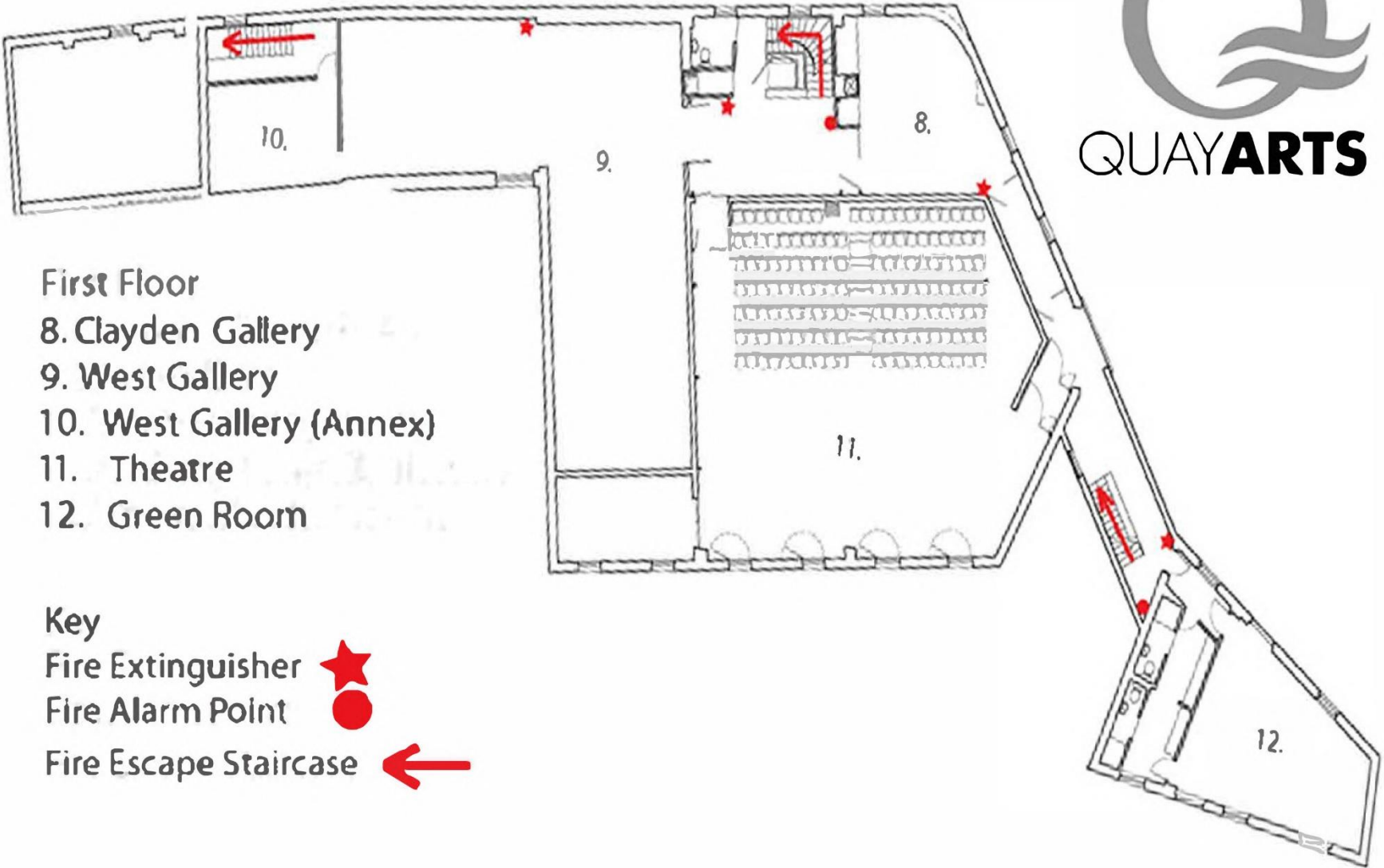
The recommended adult/pupil ratio is:

- For years 1 to 3, a minimum of 1 adult to every 5 children
- For years 4 to 9, a minimum of 1 adult to 10 children
- For years 10 onwards, a minimum of 1 adult to 15 students

QAC Ground Floor Plan



QAC First Floor Plan



- First Floor
- 8. Clayden Gallery
- 9. West Gallery
- 10. West Gallery (Annex)
- 11. Theatre
- 12. Green Room

- Key
- Fire Extinguisher ★
 - Fire Alarm Point ●
 - Fire Escape Staircase ←