



Group Visits - General Information

Coach parking/Drop off;

Unfortunately coach parking spaces cannot be guaranteed at **mac**, as the Queens Ride car park is owned by Birmingham City Council, we therefore suggest that groups arrange a coach drop off and collection.

Behaviour on site;

Young children are to be accompanied by a responsible adult at all times whilst on site, and we ask that children are reminded that **mac** is a public space and they are expected to respect other users of the building at all times.

Cinema screenings/Theatre productions;

Mobile phones are to be turned off during cinema screenings and theatre productions.

No video recording is allowed within these areas.

There is a no food or drink policy in our cinema.

Accessibility;

There is a passenger lift and an accessible platform lift on site, which provide access to all levels.

A number of accessible toilets are available at **mac**, on each level of the building.

First Aid;

There are adequate numbers of **mac** staff trained in First Aid.

In case of an accident or a member of your group requiring First Aid, contact a member of staff or the Sales & Info desk in the main foyer.

General;

The main toilets are on the lower ground floor of building, with additional toilets available on all floors.

Cycles, scooters and roller skates are prohibited within the building.

Only food and drink purchased at **mac** to be consumed on the premises, this includes the terrace area.

If any of your group have special requirements or you require any further information, please do not hesitate to contact the Sales & Information team on 0121 4463232

The following document provides a general outline of the risks and controls identified throughout mac.

HEALTH & SAFETY RISK ASSESSMENT

Risk Assessment of : School / Large group visits to mac		Date of Assessment : 10/08/11
Who Might be Affected? Students, accompanying adults, members of public		Name of Assessor : J. Cawson Last Reviewed : 24/02/14 by J. Cawson
What are the Hazards?	How could people be Harmed?	Control Measures
General Building use	Various	<ul style="list-style-type: none"> • Teachers, lecturers or accompanying adults are responsible for the care of students and their behaviour at all times. • All adults with group should have prior knowledge of students and a register.
Use of public spaces	Contact with Members of Public	<ul style="list-style-type: none"> • Students to be kept in groups. • At least one accompanying adult to be with each group at all times. • Groups to be made aware that they are in a public place and that members of the public will be using mac also.
Car Park	Slips, trips and falls Struck by vehicle	<ul style="list-style-type: none"> • The Queens Ride Car Park is owned and maintained by Birmingham City Council. • Group leaders to monitor movement of students in car park and warn of dangers. • Please be aware that pedestrian pathways through the car park are limited.
Emergency Fire Evacuation	Exposure to Fire Slips, trips and falls	<ul style="list-style-type: none"> • Emergency Evacuation information can be provided to group leaders by mac staff on entry to building. • Fire action/emergency exit signage is available throughout building. • All fire exits to be kept clear at all times. • Evacuation assembly point clearly signed.
Lost Persons	Welfare compromised Emotional upset	<ul style="list-style-type: none"> • Accompanying adults should remain with groups at all times. • Clear directional signage is in place around building. • Suggested meeting point is Sales & Info desk in the main foyer.

		<ul style="list-style-type: none"> • mac staff are available on Sales & Info desk at all times. • Radio communication between mac staff around site.
Stairways	Slips, trips and falls	<ul style="list-style-type: none"> • Stairs to be kept clear at all times. • Any spillages to be reported to mac staff to be cleaned up immediately. • Sturdy handrails provided on all stairs and kept in a safe and usable condition. • Adequate lighting on all stairways.
Use of Lifts	Slips, trips and falls Fall from height Trapping	<ul style="list-style-type: none"> • All lifts at mac are regularly serviced to maintain safety and functionality. • Visitors should be aware of maximum loads in lifts, signage is clearly displayed. • Emergency call buttons tested regularly.
Inside Buildings	Slips, trips and falls	<ul style="list-style-type: none"> • Group leaders to encourage students to be careful and vigilant in buildings, using areas sensibly and for their intended purpose.
Uneven surfacing externally	Slips, trips and falls	<ul style="list-style-type: none"> • Signage displayed in any areas of uneven flooring. • All other external public areas to be kept clear of trip hazards.
Fainting, Illness and Injury		<ul style="list-style-type: none"> • Trained first aiders on site, contact Sales & Info desk if required. • First aid room available and well stocked First aid boxes at key locations around site. • Staff member or nominated person to remain with sick or injured student. • Alert mac staff if you have any concerns about medical conditions of members of your party e.g. diabetes.
Inclement Weather	Slips, trips and falls Illness	<ul style="list-style-type: none"> • Group leaders should inform students in advance of the trip to bring suitable clothing and footwear if using external areas.
Water (River/lakes)	Drowning	<ul style="list-style-type: none"> • No direct access to river from mac grounds. • Lakes are the responsibility of the city council. • Teachers, lecturers or accompanying adults to warn students about dangers of water.
Use of Arena	Slips, trips and falls Contact with electricity Fall from Height	<ul style="list-style-type: none"> • 'Trip Hazard' signage in place • Railings kept in good order on stairs and around potential hazards • Group leaders to warn students not to go into 'back stage' areas and supervise accordingly. • No electrical equipment left out without a mac technician on hand

		<ul style="list-style-type: none"> Inclement weather – alternative indoor space should be considered
Use of Theatres, Gallery and Cinema	Slips, trips and falls Emotional upset Damage to property	<ul style="list-style-type: none"> Steps and walkways to be kept clear Make sure all cinema screenings, exhibitions and theatre productions are suitable for the age range of the group before attending Students to be accompanied at all times No food or drink policy in operation Separate risk assessments to be completed for unusual/interactive productions, exhibitions, etc.
Use of Studios & Workshops	Slips, trips and falls Contact with moving machinery Exposure to harmful substances Cuts, etc.	<ul style="list-style-type: none"> Students should be given a health and safety introduction to the area and any equipment to be used before activities commence. Groups of students should not be left without adult supervision in workshop/studio spaces If using potentially harmful substances; students to be warned of dangers and closely supervised. All tools and equipment are kept in a safe and useable state
Use of Studio spaces	Slips, trips and falls	<ul style="list-style-type: none"> Groups of students should not be left without adult supervision in studio spaces Performance/rehearsal spaces to be kept clear of bags etc.
Wet floors	Slips, trips and falls	<ul style="list-style-type: none"> Any spillages to be reported immediately to mac staff to allow them to be cleared up asap 'Wet Floor' signage to be used by mac staff
Overcrowding	Crushing Heat related illness, i.e. fainting Emergency evacuation difficulties	<ul style="list-style-type: none"> All mac venues have maximum capacity which is strictly controlled by mac staff
Vehicles	Struck by vehicle	<ul style="list-style-type: none"> Vehicle access to terrace is for emergency or maintenance issues only and a banksman will be used at all times.
Unauthorised access to plant rooms, staff only areas, etc.	Contact with electricity Slips, trips and falls Contact with harmful substances	<ul style="list-style-type: none"> All staff only areas including plant rooms, cleaning cupboards etc. will be kept locked at all times. Only appropriate mac staff hold keys and access passes.