



The following information is to help you prepare a risk assessment for your school's visit to Pallant House Gallery

Planning visits

We strongly recommend that you make a planning visit before you bring your group so that you can assess potential hazards for yourself, both in our buildings and on your journey to us.

If you would like to make a free planning visit to a charged exhibition or have any enquiries please contact one of our Learning Coordinators.

For primary school visits please contact Alex Bogard (a.bogard@pallant.org.uk), +44 (0)1243 770812.

For secondary school visits and beyond please contact Holly Riddle (h.riddle@pallant.org.uk), +44 (0)1243 770826.

Please note that the Gallery Reference Library is only open by appointment – please email Jane Holt (j.holt@pallant.org.uk) to arrange a Library visit.

Facilities

All the Gallery's public areas are maintained to ensure that they are safe for schools and other visitors. These spaces are checked on a daily basis to remove or minimise hazards.

If you would like to use our green storage bins on the ground floor for the stowing of coats and bags please inform the member of staff responsible for your booking, and they can reserve these for you.

If students want to take bags and coats with them around the Gallery, we recommend they travel as lightly as possible, as some of the rooms in the old townhouse are quite small. We also kindly ask that backpacks are carried at student's sides to minimise the risk of bumping into things.

School Workshops

All our learning programme activities are designed and managed to remove or minimise hazards and we carry out a risk assessment for every activity. For example, any materials, equipment or objects used are checked to make sure they are safe and any trip/slip hazards are removed.

Risk assessments are reviewed and updated on a regular basis to ensure that they reflect any changes to the activities or spaces in which they take place. If a session involves a specific hazard that we feel teachers should know about, we will send this information to the school in advance of the visit and remind the group leader at the beginning of the activity.

Our People

All our public programmes staff members and artist facilitators have undergone an enhanced disclosure (police check). Everyone is familiar with and complies with our '*Pallant House Gallery Safeguarding Children and Vulnerable Adults Policy*'.

Fire and Evacuation

We have fully tested evacuation procedures in place in case of fire or other emergencies. In the case of an evacuation, school groups will be directed to a muster point by fire marshals in yellow high visibility jackets. Please do not use the lift during an evacuation. Refuge points are available for those who are unable to exit using the stairs. Our buildings are fitted with alarm systems, and all emergency exits and refuge points are clearly marked.

First Aid

We have members of staff who are trained in providing first aid. Please inform our gallery staff (with blue badges) or volunteers (yellow badges) immediately if anyone in your group requires assistance due to illness or injury.

Health and Safety

We have a written health and safety policy and all staff receive health and safety training.

Lost Students

Please inform Gallery staff at the *Tickets and Information Desk* if any students become separated from the group and you are unable to find them. If students become separated from their group, we also recommend that they are advised to go to the *Tickets and Information Desk*. We have established procedures in place to deal with these situations efficiently from this location.

Supervision

Please note that teachers and accompanying adults are responsible for the health and safety of their group and should remain with pupils at all times while in our buildings and during any emergency evacuations.

None of the artworks are tactile and so, we ask all students not to touch any of the artworks and move around the Gallery spaces in a mindful way.

Non-flash photography for personal, non-commercial use is allowed in our collection displays, but not in temporary exhibitions, unless otherwise indicated by a camera symbol.

Further Advice

If you need more information to help you prepare your risk assessment, or would like to meet a member of the public programmes team when you make a planning visit please do not hesitate to get in touch.

We hope you have a safe and enjoyable visit to Pallant House Gallery.