

# **THE GALLERY UPSTAIRS**

## **HEALTH AND SAFETY GUIDANCE FOR EXHIBITORS**

If in doubt about any of these guidelines, please discuss with your PEDAS contact or the tea rooms manager.

### **General Care**

All Exhibitors, Stewards and Borough of Poole employees need to be aware and alert for their own safety and that of others who visit the Gallery.

- Keep the gallery space clean and tidy. Ensure nothing is left out that would endanger others (NB children will be using this space)
- Take items away especially at end of exhibition
- Use any electric equipment safely and ensure they comply with safety standards. Do not use faulty tools
- Store items safely or remove from gallery
- Report faults e.g. sockets/lifts to the manager in the Tea rooms, and inform PEDAS if light bulbs need replacing.
- Use common sense...if something is hazardous or could endanger yourself or others...DON'T DO IT

### **Display of Work**

- Take care while hanging work. Do not place tools or other items on the balcony rail.
- Exhibitors need to ensure their exhibits are securely placed in the Gallery to avoid injury to others. Fixings must be sufficient to hold the work.
- All framed works must be fixed to the walls by means of mirror plates and screws. On grounds of safety, clip frames must not be used.
- Any freestanding work or installations must be stable & not likely to cause injury.
- PEDAS will carry out a risk assessment on any large or heavy items and reserve the right to refuse them.

### **Paints/Chemicals**

- Do not use toxic paints/chemicals on the premises (remember there is the Tea rooms downstairs where food is served to the public).

## **Fire**

- Ensure that you are familiar with the fire safety instructions displayed in the gallery and with the positions of extinguishers / alarm buttons / evacuation chair / emergency exits. Discuss with Tea room manager if unsure.
- Keep emergency exits and access to evacuation chair / extinguishers / fire alarm CLEAR
- NO SMOKING on premises.
- Remove inflammables from premises (preferably DO NOT USE)

In the event of a fire:

- Sound the alarm if necessary & inform staff of location of fire
- DO NOT use the lift
- Evacuate mobile visitors via the appropriate fire exit
- The evacuation chair can only be used by trained staff.

## **Electrical Items**

- These must be PAT tested before use in the gallery. Please discuss this with your PEDAS contact if necessary.

## **Accidents/First aid**

- Use common sense.
- Contact Manager/Warden/inform PEDAS re: accidents/potential hazards
- Call ambulance if serious
- Keep record of accidents/incidents /near misses in the accident book provided, inform PEDAS contact person.

## **Moving and handling**

- Unless absolutely necessary “do not do it”. Be sensible
- Use trolley if available (ask manager/Tea room) and/or lift
- When moving and handling exhibits look after your back – guidelines available from HSE. (Health and safety Executive/website)

## **Slips, trips, falls**

- Keep the floor clear at all times
- Tools/leads etc to placed/used safely at all times
- Ensure there are NO chairs in front of banisters – to prevent children climbing over

- Keep stairways clear
- Report to Tea room manager/PEDAS contact, if lights are not working

### **Access to water**

- Negotiate with the Tea room manager/PEDAS contact if this is needed at any time during your exhibition

### **Violent Threats (from public)**

- It is recommended that two stewards are present at all times.
- Walk away if you can to tea rooms downstairs
- Contact Manager/Warden or call Police, as appropriate

### **Handling money and security of personal effects**

- Be discreet and keep money & cheques secure.
- Keep personal items (phones, cameras etc) on your person or locked away.
- Do not leave money unguarded in the gallery.

### **Public Liability Cover**

- The Gallery has public liability insurance which will cover exhibiting groups if they do not have their own insurance. Exhibitors are advised to read carefully and follow these health and safety guidelines to comply with the terms of the insurance.

