

Health and Safety for Gallery Visits

Group leaders are strongly recommended to visit The Point before bringing a group, in order to conduct your own risk assessment

Supervision and behaviour

The responsibility for the children and young people on visits remains with group leaders at all times.

Group leaders and accompanying adults should remain with their group at all times for their safety and to accompany them in the event of building evacuation.

Groups must have the correct adult-to-child ratio. The Point reserves the right to refuse admission to groups who are not considered to have sufficient supervision.

If the behaviour of any groups or individuals affects the safety or enjoyment of other visitors to The Point, they will be asked to leave.

Group leaders should ensure that their pupils understand how they are expected to behave and have contingency measures in place in case anyone is asked to leave.

Lost visitors should make their way to the reception area. Please ensure all group members and accompanying adults are aware of this.

Fire and evacuation

An alarm is used to alert staff and visitors of an evacuation. Group leaders should familiarise themselves with the locations of all fire exits in the areas of the building that they will be visiting.

Assembly points are on South Parade if you exit via the front of the building, or at the very back of our car park if you exit via the back of the building. Group leaders should be particularly vigilant of their pupils when near the road.

Address

The Point, 16 South Parade,
Doncaster, DN1 2DR

Telephone

01302 341662

Email

hello@thepoint.org.uk

At the Assembly Point, group leaders should take a register and report any missing persons to a member of The Point team. Group leaders should brief their group members and accompanying adults about the evacuation procedure.

In the event of a fire evacuation, lifts should not be used. If booking a workshop alongside your visit, please let us know at the time of booking if any member of your group is in a wheelchair or cannot use the stairs so that we can ensure we allocate a suitable room.

First aid

The Point has trained members of staff able to provide basic First Aid treatment, although ultimately First Aid provision is the responsibility of group leaders.

Please ask a member of staff if you require any treatment or access to a quiet space whilst at The Point.

Please report any accidents to a member of staff for recording in the Accident Book.

The Point staff

All workshop staff have experience of working with children and young people and have enhanced DBS checks through darts (Doncaster Community Arts).

Security

The inside of The Point is covered by a network of CCTV cameras. Images are monitored and recorded to help ensure the safety of visitors and exhibits.

Unattended bags should be reported to a member of staff. Please do not touch them.

Please let us know at the time of booking your visit if you will require a secure space to store any belongings.

Risk identification

The following risks should be considered when you produce your risk assessment for a group visit:

- Slipping, tripping or falling on stairs within the building
- Slipping, tripping or falling on resources
- Trapping fingers in doors
- Sustaining light injury, e.g. cuts, on equipment such as tables, chairs or craft items including scissors
- Sustaining light injury, e.g. banging into exhibits
- Use of sun protection if visit is during the Summer months