

Health and safety guidelines for Schools and education parties

We hope that all our guests have an exciting, enjoyable and worthwhile trip to The Public. We have taken measures to identify the main hazards that could affect your visit and we ask you to cooperate fully with the gallery and its team to ensure the smooth running of your trip.

General safety measures

- School staff will be responsible for the supervision, welfare and behaviour of children at all times. Adult leaders should be aware of specific medical needs or behavioural conditions effecting group members.
- It is the lead teachers responsibility to ensure that children and gallery staff are fully briefed
- In learning activities the staff and children are divided into small groups for better quality support.
- If children over 12 years old are allowed to explore The Public site then it will be the adult leader's responsibility to set up regular rendezvous points to coordinate children.
- The Adult leaders should at all time carry a list/ register of children in their group and a comprehensive list of all children and staff attending the gallery site.
- All gallery and on site staff will be trained in emergency procedures and in dealing with vulnerable individuals
- Highly trained visitor assistants with site wide radio communication.
- School groups will be met and given an introduction to The Public which includes a health and safety briefing and provide adequate storage and base room resource.

THE PUBLIC
NEW STREET
WEST BROMWICH
B70 7PG

TELEPHONE: 0121 533 7161

WWW.THEPUBLIC.COM



Location	Description of hazard	likelihood	Seriousness	Control measures in place
Site wide	Personal injury through slips, trips and falls	med	low	<ul style="list-style-type: none"> • Daily inspection of surfaces pathway and individual exhibit areas • Verbal warning measures in place • Ensuring all cabling and electrical access to technology is secure (long term provision through installation) • Clear code of conduct issued to pupils on safety and behaviour • Clear signage throughout the building
Permanent Gallery exhibits	Possibility over crowding	Low	Low	<ul style="list-style-type: none"> • Efficient management of exhibits with permanent visitor assistants in each operational area. • Verbal warning measures in place
Temporary Gallery exhibits	Possibility of limited visibility when entering temporary exhibitions due to projections and controlled lighting	Low	Low	<ul style="list-style-type: none"> • Regular inspections of temporary exhibition surfaces and pathways. • Efficient management of exhibits with permanent visitor assistants in each operational area. • Verbal warning measures in place
Site wide	Possibility of abduction or assault by a member of the public	Low	Low	<ul style="list-style-type: none"> • On site emergency and vulnerable persons procedures • Clear code of conduct issued to pupils on safety and behaviour

THE PUBLIC
NEW STREET
WEST BROMWICH
B70 7PG

TELEPHONE: 0121 533 7161

WWW.THEPUBLIC.COM

THE PUBLIC

Workshop activities / Learning space	Allergic reaction to materials used in workshops	Low	med	<ul style="list-style-type: none"> No solvents included in any of the products used Access to protective garments such as gloves(non latex based) and aprons Verbal warning measures in place
Coach Stop	Traffic and both disembarking and boarding transport	Low	Low	<ul style="list-style-type: none"> Teachers are expected to supervise pupils during this time
Site wide	Toilets are open to the public, possible injury with slips, falls and trips, Possibility of abduction or assault by a member of the public	Low	Low	<ul style="list-style-type: none"> Hot water signage and warnings on taps Toilet areas checked regularly by staff Teachers are advised to accompany pupils and supervise
Site Wide	Lack of knowledge / understanding of emergency systems, fire alarms and action to take during an emergency	Low	Low	<ul style="list-style-type: none"> Visitors are briefed on health and safety / fire alarms and emergency procedures at arrival Information pack provided that covers all procedures Clear signage building wide Staff on hand to guide and direct in the case of emergency

THE PUBLIC
NEW STREET
WEST BROMWICH
B70 7PG

TELEPHONE: 0121 533 7161

WWW.THEPUBLIC.COM



THE PUBLIC

Site wide	Misuse or lack of necessary medication for visiting pupils	Low	Low	<ul style="list-style-type: none"> Teachers are asked to keep pupil medication with them and remain responsible for the medical health of their pupils A staff member either on hand or accessible trained in first aid procedures
Site wide	Image capture e.g. a photo from exhibits, workshop documentation, or members of the public of minors or those on the at risk register	Low	Low	<ul style="list-style-type: none"> Consent is checked before all workshop photography Exhibits do not retain images and the system is purged of all info after use Monitoring of situations by staff at the public and teachers
Works of Art	Offensive material and behaviour both in written and visual forms made using artworks or installations in the building	Low	Low	<ul style="list-style-type: none"> Artworks invigilated by members of staff Teachers are asked to supervise pupils behaviour Regular checks and if necessary the removal of material

THE PUBLIC
NEW STREET
WEST BROMWICH
B70 7PG

TELEPHONE: 0121 533 7161

WWW.THEPUBLIC.COM



Health & Safety Introduction for Events

Fire

We are not expecting a fire alarm test during this event. If the alarm sounds you should proceed to the nearest fire exit, all of which are indicated by an illuminated running man symbol. On the ground floor any perimeter door will enable escape.

In the event space there are four emergency exits, one to the right of the auditorium leading out to a façade door, two to the left leading via a corridor to the service yard, also the main entrance where any perimeter door may be used.

On any floor above ground level, the exits are located in the stair cores, these stairs lead down and out of the building. All stair core entrances contain a disabled refuge where anyone with difficulty using the stairs may summon assistance.

Once clear of the building, come around to the road side of the building and proceed to the disabled parking area on the opposite side of the bus lane by Bache's solicitor's office.

First Aid

If you require any medical attention please speak to any member of staff and they will be able to either assist you themselves or summon a trained first aider.

If you have any further queries or specific requirements please call our learning team on 0121 533 7155

Kind regards

The Public learning team

THE PUBLIC
NEW STREET
WEST BROMWICH
B70 7PG

TELEPHONE: 0121 533 7161

WWW.THEPUBLIC.COM

