


# HEALTH AND SAFETY INFORMATIVE FOR EDUCATION GROUPS

MARCH 2009

THE  
NATIONAL  
GALLERY

Open daily 10am - 6pm  
Fridays until 9pm

Charing Cross / Leicester Square   
[www.nationalgallery.org.uk](http://www.nationalgallery.org.uk)

# THE NATIONAL GALLERY

## HEALTH AND SAFETY INFORMATIVE FOR EDUCATION GROUPS – MARCH 2009

### HEALTH · SAFETY · WELFARE · POLICY STATEMENT

The Trustees of the National Gallery, acknowledge their responsibility for, and their commitment to, a management policy that ensures matters relating to health, safety and welfare for visitors, including educational parties of school children, will receive due priority for action at all times. The National Gallery accepts responsibility for the health and safety of visitors, especially educational parties, visiting our premises and we maintain the buildings in accordance with our statutory duties in order to provide a safe environment for all visitors to the Gallery.

### EDUCATIONAL PARTIES/SCHOOL VISITS

Responsibilities also rests with Organiser/Supervisors of Educational parties, especially those containing young school children to ensure, so far as is reasonably practicable, that they maintain control of their group and prevent unsafe actions or omissions that would affect the safety or health of children within their charge or to other Gallery visitors and staff.

### ACCIDENTS & FIRST AID

In the unlikely event of an accident occurring to any visitor, the Gallery has a number of trained staff volunteers appointed as First-Aiders. There is a fully stocked First-Aid room located at the mezzanine level within the Sainsbury Wing adjacent to the public toilets/Micro Gallery. These first aid arrangements and facilities cover the requirements for all visitors at the Gallery.

All accidents and incidents occurring, when on National Gallery premises, to any member of the visiting party, should be reported to the accompanying Gallery representative or to the Gallery Assistant. They will contact the National Gallery's on duty First Aider who will attend the injured person and determine the treatment required.

These arrangements do not absolve schools from their responsibility to provide their own first aid cover under the Health and Safety (First Aid) Regulations 1981 or, in the unlikely event that a reportable injury occurs, their responsibility to make the notification in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

## EMERGENCY ARRANGEMENTS

### MAIN BUILDING & SAINSBURY WING

For evacuation purposes the Main Building and the Sainsbury Wing are treated as separate buildings.

### EMERGENCY ALARMS

**There are two types of alarm, a male voice and a female voice**

- The **male voice** will inform you that there is a fire alert. Evacuate the building that you are occupying immediately by the nearest fire exit.
- The **female voice** will inform you that there is an alert in the other building.
- Do not enter that building.
- In the event of evacuation for any other reason: a **live broadcast** on the public address system will relay full instructions.
- Please note that special instructions for wheelchair users are broadcast with both alarms.

## ON HEARING A MESSAGE TO EVACUATE THE BUILDING

- Leave the building at once, quickly and calmly, by the nearest available routes.
- Escape routes are indicated by signs.
- Go to the **Assembly Point in Trafalgar Square** - upper pavement, North Terrace.
- Report your presence to the departmental **Fire Marshal**.

**Do not** stop to collect personal belongings

**Do not** use lifts

**Do not** re-enter the building unless instructed to do so

## THE NATIONAL GALLERY

### Orange Street Education Centre

The National Gallery has an Educational Centre for the use of pre-booked educational parties visiting the National Gallery. Access to the facility is from Orange Street, which is situated at the rear of The National Gallery.

### General Description of Accommodation: Welfare & Toilet Facilities

The Education Centre facilities are on three levels and consists of a spacious entrance area for the assembly of school parties (which is continuously manned by Warder staff), toilet and cloakroom facilities, a wide staircase leading to the Gallery entrance level, toilets, a smaller staircase leading to the first floor level which has four rooms providing facilities for lunches to be eaten.

The Cloakroom is well set out with coat hooks at an easily reachable level and is split into various colour coded areas for easy use by individual school parties.

Eating areas ~ First floor level.

These are spacious and provided with tables, chairs and bins for the disposal of used lunch boxes, drink containers etc. A water fountain dispensing drinking water is located within the corridor area.

Access to all levels is also provided by lifts.

## GENERAL INFORMATIVE STATEMENT

Schools are required to undertake a risk assessment for their visit to The National Gallery and this General Informative Statement is intended to provide information to assist with this.

The Department for Education and Employment's publications "Health and safety of pupils on educational visits" and "Guidance on first aid for schools" provides guidance to schools on risk assessment and first aid provisions, and also schools' responsibilities under RIDDOR.

The potential for health and safety risks to children and members of teaching staff in any of these areas is minimal. However, there are a number of features that should be considered when visiting due to the Gallery being a historic building containing some of the finest paintings in the world, and the requirement to protect the paintings and preserve the Gallery's appearance.

### Supervision

Supervision of the children is the responsibility of the visiting school whilst at the Gallery. For example Gallery staff will not be present in the rooms booked for eating lunches or within any of the toilet/hand washing areas.

Running is not allowed within The National Gallery.

### Lifts

Children must not be allowed to use the lifts under any circumstances unless they are accompanied by an adult.

### **Stairs / Access Routes / Floors**

As would be expected care must be taken on the stairs and all staff must ensure that they are used in a sensible and orderly fashion especially during the mornings when several school parties of varying ages may be using the area at the same time. There are also hard and highly polished timber / stone floors present. Appropriate non-slip footwear is recommended (Shoes with wheels in the sole – ‘heelies’ – are not permitted).

Barriers (mainly rope/metal) are used in the Galleries for security reasons i.e. for the protection of the paintings. They are not intended and not capable of supporting any weight, therefore visitors must not sit or swing on them.

### **Doors**

Finger Trapping - Finger guards have not been fitted to doors. This has been investigated and due to the extremely low incidence rate and the maintenance required of these guards they are not considered reasonably practicable. Please ensure children, particularly the younger, are accompanied or warned to beware of trapping fingers in closing doors (this applies to any door).

### **General Duty of Care**

Provided that at all times parties are fully supervised by their individual school staff members, all National Gallery areas, including the cloakroom and eating facilities, are considered as being safe for the use intended. If visiting school parties observe anything of concern please speak to the National Gallery contact allocated to you.