



## **LEARNING & ENGAGEMENT TEAM EDUCATIONAL VISITS · SAFETY AND WELL-BEING INFORMATION**

### **SAFETY AND WELL BEING · POLICY STATEMENT**

The Trustees of the National Portrait Gallery, acknowledge their responsibility for, and their commitment to, a Safety and Well-Being management policy, that ensures matters relating to the safety of visitors, including educational parties of school children, who will receive due priority for action at all times.

The National Portrait Gallery accepts responsibility for the Safety and Well-being of its visitors, especially Education Group parties visiting our premises and we maintain the buildings in accordance with our statutory responsibilities, to provide a safe environment for all visitors to the Gallery.

### **SAFETY AND WELL-BEING RESPONSIBILITIES**

Responsibility for the overall effectiveness of Safety and Well-being remains with the Trustees and the Director and the implementation of the Safety and Well-policy and its stated arrangements are delegated responsibilities to Heads of Department and Line Managers throughout the Gallery.

This includes responsibility for risk assessment, designed to eliminate or reduce potential hazards within the Galleries/public spaces, so as to ensure conformity with current Safety and Well-Being regulations and the Health and Safety Executive's (HSE) best practice guidelines and approved codes of practice.

### **EDUCATIONAL PARTIES / SCHOOL VISITS**

Responsibilities also rests with Organiser/Supervisors of Educational parties, especially those including 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 well-being of children within their charge or to other Gallery visitors and staff.

### **ACCIDENTS & FIRST AID**

The Gallery has a number of trained staff volunteers appointed as First-Aiders. These first aid arrangements and facilities cover the requirements for all visitors, staff and Contractors at the Gallery.

All accidents and incidents occurring, when on National Portrait Gallery premises, to any member of the visiting party, should be reported to the accompanying Gallery representative or to the Visitor Experience team (staff who are patrolling the Gallery spaces). They will contact the National Portrait Gallery's on duty First Aider, who will attend the injured person and determine the treatment required.

### **EMERGENCY ARRANGEMENTS**

#### **MAIN BUILDING & ADMINISTRATION BUILDING**

**For evacuation purposes the Main Building and the Administration Building are treated as separate buildings.**

#### **EMERGENCY ALARMS:**

- Sounder alarm. Visitor Experience and Security staff are trained to evacuate all visitors from the Gallery building.

## **ON HEARING A MESSAGE TO EVACUATE THE BUILDING**

- Leave the building at once, quickly and calmly, by the nearest available routes.
- Green signs indicate escape routes.
- Once outside we recommend evacuating to Trafalgar Square or elsewhere.

For false alarms, the Gallery will normally reopen within 10-20 minutes from the time of evacuation. Fire drills occur twice a year at unannounced times.

**Do not** stop to collect personal belongings

**Do not** use lifts

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

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## **Learning and Engagement Visits – Access & Facilities**

Our Learning and Engagement sessions take place on all floors of the Gallery and the Mildred and Simon Palley Learning Centre. Groups are advised to enter the Gallery at the entrance on St Martin's Lane, Staff and members of our volunteer team will be on hand to welcome groups at the entrance, check you in and escort you to your session location according to your booking. All our entrances are now fully wheelchair accessible and all levels of the Gallery are connected by lift access.

**Toilet Facilities** The Gallery has Accessible toilets available on each floor, including a changing places facility on level -2. There are gender neutral toilets in the Learning Centre (level -3) and gender neutral public toilets and a changing places toilet for the public next to the Ondaatje Wing Theatre (level -2).

**School groups' coats and bags** can be stored in trolleys the Mildred and Simon Palley Learning Centre on the basement and lower basement levels.

### **Ondaatje Wing Theatre**

Talks and events take place in the lecture theatre, the Gallery spaces and the Mildred and Simon Palley Learning Centre. The Ondaatje Wing Theatre is located on the level -2. If you are using this room, it will be detailed on your visit confirmation letter. The Theatre can accommodate 153 people. It is an accessible space and contains a hearing loop.

### **Mildred and Simon Palley Learning Centre**

Some of our workshops or activities take place in our new Learning Centre which is made up of three studio spaces - The Law Photography Studio, The Clore Studio which doubles as a lunchroom), the Art Studio, a studio gallery space and the Mildred Garden. The Learning Centre is located on the level -2 and -3. The space you are using will be detailed in your visit confirmation letter. This is an accessible space. Access to all levels is provided by stairs and lifts.

## **National Portrait Gallery - General Risk Assessment**

The potential for safety and well-being risks to children and members of teaching staff in any of these areas is minimal. As would be expected care must be taken on the stairs and all school 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.

Provided that at all times parties are fully supervised by their individual school staff members, all National Portrait Gallery areas, including the Learning Centre and eating facilities, are considered as being safe for the use intended.

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

Responsibilities also rest 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. All Organisers/Supervisors of Educational parties comprising students of under the age of 18 must ensure that members of the group are under adult supervision at all times.

Our recommended ratio of students to adults is as follows:

Accompanying adults Maximum number of pupils

Early Years Foundation Stage (3-5 years old) 1:6

Key Stages 1-2 (5-11 years old) 1:8

Key Stages 3-5 (11-18 years old) 1:10

## **Pre-booked learning sessions**

Please use the St Martin's Lane entrance. A member of the Visitor Experience, Learning Team or a Volunteer will be on hand to welcome you and signpost where you should sign in.

You will then be taken to the Learning Centre for your session. Whilst you visit the Gallery you can leave your belongings, all items are left at the owner's risk.

Booked groups can enter the Gallery from 10.00. The Gallery opens to the public at 10.30. You must visit in accordance to your pre-booked time.

## **Self-led groups**

Please use the St Martin's Lane entrance. A member of Visitor Experience, Learning Team or a Volunteer will be on hand to welcome you and signpost where you should sign in.

You will be directed to the Learning Centre for a welcome briefing where you can leave your belongings. All items are left at the owner's risk.

Booked groups can enter the Gallery from 10.00. The Gallery opens to the public at 10.30. You must visit in accordance to your pre-booked time.