**HEALTH AND SAFETY CHECKLIST**

Every exhibition or event in the Gallery must complete this *Health and Safety Checklist* and place a copy in the sales folder at the Gallery desk.

Exhibition\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tick the box to indicate you have considered the issue.

**□ Exits**

Exits must be kept clear of obstacles at all times. Exit doors must not be locked, barred or blocked preventing exit from the building.

**□ Hazards**

Assess the exhibition and Gallery space for hazards. Are there any exhibits that may present a hazard to the public? Have any flammable products been used? Do protective measures need to be taken? If so, what?

**□ Fire or other emergency call**

Call 111 in an emergency. The location of the building is 45 Moir St, Mangawhai. This is noted in the window in front of the desk. Is there an increased fire risk or other hazard because of the exhibition or event set up? Eg. Changed entry/exit or physical features of display or installation? If so how is it mitigated?

**□ Evacuation assembly area**

The assembly area for the Gallery and the Workspace is on the foot path in front of the library. This is noted in the window in front of the desk.

**□ Rain**

On rainy days please ensure the floor is mopped regularly and the door mat is in place.

**□ No electric cords, cables etc on the floor**

The floor surface does not allow tape to adhere so cables cannot be fixed on the floor. If essential for installation, cords must be fixed against the walls or special protective measures taken.

**□ No smoking**

The Gallery is a no smoking area.

**NO NAKED FLAMES, CANDLES OR FIRES ARE PERMITTED IN THE GALLERY OR ON THE VERANDAH UNLESS WITH A FIRE PERMIT**

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| --- | --- | --- |
| Name | Signed | Date |