

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

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

please tick the box to indicate you have considered the issue

**Exits**

Exits kept clear of obstacles at all times. Exit doors are not locked, barred, or blocked so as to prevent any of the building's occupants from leaving the building. Are Exit signs size-compliant and clearly visible?

**Hazards**

Any hazardous materials used? What fire risks are noted on products (paints, blackout materials)? What precautions taken if relevant?

**Fire or other emergency call**

Exact location of building in prominent place on wall and in instructions to Gallery Rostered Hosts. Is there any increased fire risk or other hazard because of exhibition or event set up, e.g. changed entry/exit and physical features of display/installation—if so how mitigated?

**Rain and wet floors**

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

**Evacuation**

Evacuation procedure-clear to all hosting and visiting? Designated gathering place of safety outside the building displayed on wall and in Gallery Host information?

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

The floor surface does not allow tape to adhere so cables cannot be fixed. If essential for an installation cords must be fixed against the walls

**No smoking sign** evident within building and immediate surrounds

Have you considered any other Health and safety issues?

**NO NAKED FLAMES, CANDLES OR FIRES ARE PERMITTED IN THE GALLERY OR ON THE VERANDA UNLESS YOU HAVE A FIRE PERMIT**

Name

Signed

Date