
Supervision and Behaviour:

- The gallery is a public building and group leaders must remain with their groups at all times to supervise behaviour, ensure health and safety, and accompany them in the event of an evacuation.
- Groups must have the correct adult-to-student ratio of 1:10

Duty of Care/ Emergency Situations:

- Please note that it is the responsibility of the school to carry personal medication such as epi-pens if there is a student in their class who has special medical requirements.
- The gallery has trained members of staff able to provide first-aid treatment. Please ask if you require assistance. All first-aid incidents are recorded.
- The nearest accident and emergency departments are St Thomas', Westminster Bridge Road, tel. 0207 188 7188, or University College Hospital, 235 Euston Road, tel. 0845 155 5000.
- In the event that an evacuation is necessary please leave the room in an orderly fashion and gallery invigilators will direct you to leave by the nearest exit and point you to a safe gathering area. Do not stop to collect coats or bags.
- You will be directed to Temple Gardens (opposite Two Temple Place) where staff will update you and then allow you back into the building once the all-clear has been given and gallery invigilators have returned to their posts.

Access:

- Wheelchair access to the building can be gained via a stair climber. This cannot be used if it is raining. All of the public areas of the gallery are fully wheelchair accessible with a lift to each floor. There is a disabled toilet situated on the ground floor.
- Any wheelchair users or students with special needs who may require use of the lift rather than the stairs will need to be accompanied by a member of school staff throughout their visit.
- Please notify us in advance if you will need wheelchair access.

Stairs:

- Two Temple Place is entered on the ground floor through the main entrance up a set of stone stairs. Wheelchair access to the building can be gained via a stair climber if it is not raining and the stair climber is booked in advance.
- The public areas of the gallery are arranged across three floors: ground floor, first floor and lower ground floor.

- The ground and first floors are linked by wide stairs, which are best used in single file. Students are encouraged to keep to the right when walking up the stairs and to the left on the way down.
- The staircase gallery on the first floor has low banisters of about 85cm in height, so students must not lean over these. Volunteer staff will be monitoring this area at all times, warning visitors of the dangers involved in doing this.
- The lunchroom is located on the lower ground floor and groups will be taken downstairs immediately on arrival to deposit bags and coats. There is a spiral staircase down to the lunchroom with a handrail on one side. Students are encouraged to proceed in single file with at least one hand holding the rail. Whilst eating lunch you will be unsupervised. There is no internal telephone in the room but staff members can be contacted on 020 7240 6044
- There are male toilets (adult urinals only) on the ground floor and female toilets on the first floor. There are also unisex toilet cubicles on the ground floor, including a disabled toilet.

Doors:

- Most gallery doors are left permanently open to assist visitor flow. All doors remain unlocked during gallery opening hours.
- The door to the lunchroom is made of extremely heavy metal and visitors must not touch or lean on this door, which remains open at all times.
- There is a secondary emergency exit located at the bottom of the spiral staircase in the basement.

Floors:

- All of the gallery floor surfaces are on a level height; there is no level change between the rooms of each floor.
- Due to the age of the building, some floor surfaces are not perfectly level but trip hazards are minimal. Students must walk and not run within the building.
- There are a mixture of floor surfaces within the building, including marble, portland stone, timber marquetry flooring and carpeted areas. Care should be taken when moving between different floor surfaces, especially when leaving the building on a rainy day, as the steps can become slippery.
- Care should be taken when walking on the paving of the courtyard outside the front of the building, as this has some uneven edges.

Displays and Objects:

- Gallery barriers and perspex display cases separate visitors from the objects on display. These barriers and boxes should not be touched or leant on.
- We have a number of temporary gallery walls that are securely fixed to the building. There can be gaps behind these walls and students must not go into these spaces.
- There may be objects displayed on low plinths in the gallery. Students should be asked not to sit or stand on these plinths.