

FE EXHIBITION AGREEMENT 2024

In order to participate in the FAD exhibition, it is first necessary for you to read through and agree to abide by the following set of guidelines and schedules.

Once you have read this material, please sign the *Exhibition Agreement Form* and submit with your Final Major Project paperwork.

Health and Safety

CCW has Health and Safety guidelines and a code of practice that you must work within. It is essential that you consider the safety implications of the work you exhibit. This should include the installation period, exhibition opening times and the time spent taking down your work and returning the space to its former condition. You need to consider the health and safety implications for yourself, other students, staff and members of the public visiting the exhibition.

Health and Safety guidelines include:

Early planning of any project is essential to avoid rejection on safety issues at a later stage. Projects that involve any alterations to the building infrastructure at CCW will not be permitted. This includes but is not limited to tampering with furniture, blocking fire exits, painting doors, propping doors open, obstructing glass panels in any door and covering any College/H&S signage.

Remember to consider the safety of members of the public attending exhibitions when completing risk assessments, this may involve small children or people with impaired mobility being present, so you need to take this in to account.

Consideration must be given to any sharp or dangerous projections, as these may need to be protected by some form of barrier.

It is essential that all works are conducted safely i.e. keep your work area tidy and remove rubbish as this can block exits, cause a trip hazard and prove a fire risk etc.

You will be responsible for ensuring that all the H&S issues are taken care of and that your project has sufficient invigilation.

Fire exits must be clearly labelled and all entrances, pathways and exits kept clear with a minimum one metre walkway.

All electrical equipment to be used for the project must be PAT tested.

All loose electrical or other cables that could prove a trip hazard need to be checked with a technician as they may need to be taped to the floor or wall.

Any electrical appliances e.g. refrigerators that may form part of an exhibition cannot be disposed of in school waste skips, they must be removed/disposed of by the student at a licensed waste disposal site.

If in any doubt ask.

You **must** complete a risk assessment form and agree your proposal with your tutor as soon as possible and keep them updated of any changes from your original plan. Include records of this process with your FMP submission.

Helpers

In certain situations, to be agreed by your tutor, it may be necessary for you to involve suitable people you know as helpers. If this has been agreed, it is your duty to ensure that all of your helpers are aware of and work within the Health and Safety guidelines. Helpers external to CCW must be over 18 years of age and will have to report to reception for a visitor's badge.

It is your responsibility to 'host' your helpers. You must make sure they are familiar with where Fire Exits and toilets are located. Give them adequate information about what you are asking them to do and ensure that they have everything they need to do the work. Before the

installation period you should meet with your helpers and negotiate a timetable of work with them.

Please note that it is not acceptable to leave any person external to CCW working for you in the studios while you are off site.

To bring external helpers on site you must complete the form on the last page and return it to the security staff on the front desk.

Technical support

Technical staff and academic staff are here to advise and assist when necessary. They will not (and should not be expected to) make your work for you. Note that there is limited scope to create elaborate screening or building work as you are taking part in a group exhibition and you will need to consider how you will undertake any building work with your helpers and, very importantly, how you will return the space to its former condition. You will need to consider the cost implications and the timescale for construction.

In the past some students have found that constructing a 'white cube' to present their work in can use up a large part of the installation period and leaves them with little time left to complete the work or make any revisions. Timetable and plan any construction work to ensure that materials are available when you need them and be realistic about how much time will be required.

Materials

The College will supply matt white paint for the walls. If you require any additional boards, shelves etc. in order to present your work you will need to purchase these yourself. Discuss this with your Subject Leader well in advance.

Access during the exam period

You will not be permitted access to the studios at all during the internal and external examination period. **Studios will be locked at the end of the day on Friday 3rd May and remain closed for students until Friday 17th May.** You will be given a time by your Specialist Option Leader where you **MUST** collect sketchbooks, portfolios and any other work which is not being shown in the exhibition.

Please note you **may have to come into college during assessment week on Friday 10th May for a tutorial. You will be notified of this by Thursday 9th May.*

Exhibition invigilation

The exhibition needs to be invigilated throughout the times that it is open to the public. A minimum of 2 invigilators stationed in each studio is required so that toilet and coffee breaks are possible. Invigilating the show serves a number of roles. It is a precautionary measure to avoid work or equipment being damaged or stolen. It is also a way of interacting with the public and responding to requests for more information about work. Invigilators therefore need to be well informed and alert to any possible risks to the public, vulnerable work or desirable equipment.

Your Specialist Option Leader will arrange the invigilation timetable with you.

If any studios are found to be without the necessary invigilators during the show these studios will be closed, and visitors will not have access.

Taking down the work

It is extremely important that your work is removed efficiently and in an organised manner as soon as the show is finished. It is your responsibility to remove your work from the studios and to return the space to its former condition. You will need to consider this when timetabling your helpers as you will only have 1 day (**Friday 24/05/24**) to remove your work.

Your work **cannot** be stored at the college. Failure to comply will result in the immediate disposal of your work **you will be charged for the labour, materials and removals costs involved.**

See **Moodle** for full Foundation Assessment and Show timetable.

EXHIBITION AGREEMENT FORM 2024

I have read the Exhibition Agreement and agree to abide by all of the guidelines as outlined under the headings:

Put an 'x' in the boxes on the right to indicate that you have read the section

Health and Safety
Helpers
Technical support
Materials
Access during exam period
Exhibition invigilation
Taking down the show
Timetable

I also understand that if I do not return the studio space that I am using for the exhibition to its former condition I will be charged for any labour, material or removals costs incurred by CCW.

Signed: Yi Chen Lee
Date: 25/04/2024
Name in block capitals: Yi Chen Lee

Address

Flat 96, 7a Exchange Gardens London, SW8 1GG

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landline numbers: 07761867414

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SHOW AND EXHIBITION HELPERS AUTHORISATION FORM

ual: university
of the arts
london

To be completed when students wish to invite friends or relatives onto college sites to assist with preparation for these events. Copy of the completed form should be presented to estates staff to gain entry and a copy kept by subject leader. The paragraphs below are taken from the Universities Health and Safety Guidance Note Supervision of Students/ invites for friends or relatives onto college sites to assist with preparation for exhibition, shows.

At Show and Exhibition times students may wish to invite friends or relatives onto college sites to assist with preparation for these events. In order for this to happen the following conditions must be met:
Prior to any work involving helpers, an appropriate risk assessment must be carried out. Helpers must be restricted to low-risk activities

The Subject Leader must give written permission.

A “signing in” procedure must be put in place, giving details of name, address and next of kin, for use in the event of an emergency.

Helpers must not be allowed to:

Work without appropriate supervision and training, including briefing on the emergency evacuation procedures

Work at heights above 2 metres

Install or work on electrical equipment

Carries out any activities where a risk assessment shows that a significant risk exists.

Student name:	
Specialist Option:	
Subject Leader:	
Friends or Relatives name:	
Address:	
Next of Kin Details	
Name:	
Address:	
Date on College premises:	
Time on College premises:	
Time off College Premises:	
Signature of Friend or Relative:	
Signature of Subject Leader:	

Health and Safety Guidance

SUPERVISION OF STUDENTS

1. The Institute has an obligation to ensure that students are properly supervised when in the building. Supervising students' activities in workshops, studios, Lecture rooms and open access areas requires a risk assessment to determine the level and type of supervision required.

2. There are two levels of supervision, *direct and indirect*.

2.1 Where a risk assessment identifies high risk activities direct supervision of students by an appropriate academic and/or technical member of staff must be arranged. This is where a member of staff is present and managing a group of students in a learning environment.

2.2 Indirect Supervision is acceptable where a risk assessment identifies a low-risk activity and there is a minimum of three students working in the area and a member of appropriate academic and/or technical staff is within easy reach, in case of an emergency. The decision to allow students to work in areas with indirect supervision lies with the Dean of School. If students require access out of normal hours, then those in control of access to the building (the Duty Manager, Estates Services staff) will be informed by a member of academic staff. The Duty Manager and Estates Services staff will be provided with a list of those students who require access. Students must be made aware that they will not be allowed entry to the premises without prior arrangement. A signing in procedure will be set up at the reception desk to ensure that students names and their location within the premises are recorded.

3. Arrangements for Shows, Exhibitions and Parties must have a designated senior member of staff with overall responsibility, who will remain present and available during the event. This may be the Duty Manager.(see GN28). The name and contact details of this senior member of staff will be passed to the Estates Services staff. Events and parties organised by LISU will be the responsibility of the LISU General Manager who will remain present and available during the event. The Duty Manager should be informed if these activities are to take place outside of normal working hours.

4. At Show and Exhibition times students may wish to invite friends or relatives onto college sites to assist with preparation for these events. In order for this to happen the following conditions must be met:

4.1 Prior to any work involving helpers, an appropriate risk assessment must be carried out. Helpers must be restricted to low-risk activities (as per paragraph 2.2 above).

4.2 Written permission must be given by the Course Director.

4.3 A "signing in" procedure must be put in place, giving details of name, address and next of kin, for use in the event of an emergency.

5. Helpers must not be allowed to:

5.1 work without appropriate supervision and training, including briefing on the emergency evacuation procedures

5.2 work at heights above 2 metres

5.3 install or work on electrical equipment

5.4 carry out any activities where a risk assessment shows that a significant risk exists.