**Volunteer Briefing**

**General**

* Fire Risk Assessment (Meeting point-Dinostar and Fire routes and access to fire escape)
* Health and Safety Protocol (Incident report procedure)
* Radio Codes: Code Blue – Medical emergency / Red – Fire or electrical risk / Green – General request
* Dogs are allowed in all three gallery spaces.
* Food is not allowed in the galleries, only bottled drinks allowed.
* Lift Warning
* Rooftop is closed and not accessible to the public.
* Volunteers in the morning can take one 15-minute break per shift: One volunteer from each floor will take breaks simultaneously. Break times are as follows: 12.00pm/12.15pm/12.30pm/12.45pm
* The Afternoon shift are allowed one 30-minute break: One volunteer from each floor, break times are as follows: 15.00pm/15.30pm/16.00pm/16.30pm

**Exhibitions**

**Gallery 1**

* Leo Francis – Local photographer / Chris Fenton – Local filmmaker
* Prints from the exhibition are available from FotoWorx on Hessle Road: **159 Hessle Rd, Hull, HU3 2AF**

**Gallery 2**

* Julia Vogl – **REFER TO ARTIST INFO SHEET**
* Prints are available to buy from behind the bar.

Limited addition Screen-prints - £50 / Exhibition poster - £10

* Volunteers are entitled to a signed exhibition poster from Julia. There is a total of 400 prints so are only available on a first come first serve basis.
* Explain concept of the Jackets in the exhibition and that foot protectors are required to be worn before entering the gallery.
* No running in the gallery, please inform volunteers that they are required to enforce this.

**Gallery 3**

* Direct them to the key chart on wall explaining the meanings of the sand and the workshops that took place last year.
* Same rules apply with no running policy due to hazard or glass jars and danger of falling.
* Members of the public should not be walking between the shelves or touching jars.