



**CRAWFORD
COLLEGE OF
ART & DESIGN**

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Student Induction Manual

Fine Art & Contemporary
Applied Art Exhibition
Installation Code of Practice

CRAWFORD COLLEGE OF ART & DESIGN.

Fine Art & Contemporary Applied Art EXHIBITION Installation **CODE OF PRACTICE.**

The function of this code of practice is to ensure the primary safety of students, staff and members of the public during the installation and duration of the exhibition.

Staff and safety officers will inspect all aspects of the exhibition. Students must comply with any requests and requirements made by the same.

Students must co-operate with staff at all times in order to maintain high standards of health & safety.

SETTING UP YOUR SHOW

- 1. Students will be allocated an exhibition space, only after consideration of submitted written proposals (per professional practice module requirements). Once your space has been allocated it will be non transferable.**
- 2. All boards will be erected by attendant staff and will be secure. Any subsequent work after the initial boarding will be carried out by the student.**
- 3. No family, friends or hired persons will be permitted to provide assistance. Other students enrolled in courses and covered by college insurance will be permitted to assist.**
- 4. Standard white & grey emulsion + gum strip will be provided; any other paint/materials must be supplied by the student at their own expense.**
- 5. All corridors, fire exits and signs must be kept clear and not blocked, at all times.**
- 6. Under no circumstances should electrical sockets or any other services, fire extinguishers be covered, hidden or painted over. Sinks will be covered by attendant staff when required to do so. No doors shall be removed under any circumstances.**
- 7. Work involving proposed alteration to electrical supply should be clearly indicated in your proposal and may be facilitated by the college depending on cost and nature of the proposal.**
- 8. Work that needs the use of ladders needs to be risk assessed and approved by staff.**
- 9. Work involving moving parts needs to be risk assessed and checked for safety by staff.**
- 10. Any modification to any part of the building must be approved by staff and health & safety officers.**
- 11. Any items to be hung from ceilings will need to be risk assessed and agreed by staff in advance.**

- 12. Any work involving dark spaces must contain warning signage and be safely constructed. Blackout material will be provided by and erected by the student and must comply with safety regulations.**
- 13. Any work involving adult content/material must be clearly labelled and approved by staff.**
- 14. Exhibits containing food, chemicals, or any other unusual substances must be cleared for use by staff. No use of human or animal blood and waste products is allowed.**
- 15. All students must sign an exhibition agreement, counter signed by the Head of College before being allowed to partake in the exhibition.**
- 16. No students will be allowed to enter an exhibition space during examination time. However they should be available if needed to rectify any problems under supervision of staff.**
- 17. Once the examination is over, the students are responsible for invigilation of the exhibition.**
- 18. All work unsold must be removed at the end of the exhibition and spaces returned to the original state that they were received in.**
- 19. All loaned equipment must be returned at the end of the exhibition in good working order. Any technical problems should be immediately reported to technical staff.**