

HEALTH AND SAFETY

No-one wants to be responsible for an accident, whether at work or at home. There are a few simple things you can do to reduce the chance of an accident taking place and these are outlined in the risk assessment guide either supplied with this document or downloadable at [www.doorsopendays.org.uk / Resources / Insurance and Risk Assessments](http://www.doorsopendays.org.uk/ Resources / Insurance and Risk Assessments)

Direct link: <http://www.doorsopendays.org.uk/opendays/resources.aspx?category=16>

1.1. Insurance

Every year, the Scottish Civic Trust organises Public Liability insurance on behalf of Doors Open Days participants. The insurance acts as a backup to your own building, business, organisation or personal insurance. For example, if you already have public liability insurance, the DOD insurance wouldn't be involved in a claim. However, if you don't have the right kind of insurance to cover an event like DOD, then the DOD insurance would come into play.

Take some time to read the summary of cover either supplied with this document or in the Resources / Insurance and Risk Assessments taking particular notice of the exclusions. These include hazardous activities, such as archery, and locations such as factories. If you are unsure about whether your building or event is covered, please get in touch with the Scottish Civic Trust in the first instance.

1.2. Risk Assessments

Risk assessments are simply a process for working out what hazards and risks there are and minimising or getting rid of them. Most of the thinking behind carrying out an assessment is common sense. A guide for carrying out an assessment can be found at the end of this document.

1.3. Security

The vast majority of people attending Doors Open Days do so because they are interested in buildings or local history. However, opportunistic theft is a possibility so think about the tiny minority who might have another agenda for visiting.

Ask yourself:

- Is it clear where visitors can and can't go?
- Have you locked rooms that have valuable contents?

- Have you put out of view and out of reach items such as a laptop, handbag, camera or wallet?
- Is there a steward available to watch particularly valuable or fragile items which are on display?

1.4. Help!

Don't underestimate the number of people you will need to help on the day. Think about the various roles involved and match-up the people best placed to fulfil these roles.

- Do you want someone welcoming visitors?
- Does there need to be someone outside directing cars?
- What about tours?

It is a good idea to have the phone numbers of a few people who could be called up on the day to help out if visitor numbers are unexpectedly high or one of your helpers is unable to be there.

1.5. The worst case scenario

Even the best-planned event can go wrong. Factors outside of your control may take over and it is important that you have a plan in place if it does. A visitor might become unwell, there might be a fire or an accident in your car park.

- If something does go wrong, do you know what you would do?
- Is there a fire alarm? Where would people congregate?

1.6. Emergency Pack

It is a good idea to have a folder of important information to hand containing:

- emergency numbers
- the full address of the event location, including postcode and a grid reference if you are in a rural location, or are away from a public road
- the number for the local coordinator and the local police station
- the name and number of a first aider (if you have one) and a first aid kit
- the risk assessments

Make sure your volunteers or staff know where it is and if you have a large site, consider making copies of the pack and distributing them around your building.