



Doors Open Days 2022

Insurance & Coronavirus Advice for venues wanting to physically welcome visitors

## Insurance Advice

Venues that want to open their doors and welcome in person visits will have to ensure that they have their own Public Liability Insurance (PLI).

### **Does my venue need Public Liability Insurance?**

Public liability insurance is about physical harm, so if you are opening up as a venue that will welcome actual physical visitors, then you will need to ensure you have your own Public Liability Insurance. If you are only delivering digital content via a website or an online platform, then you do not need to take out Public Liability Insurance, because you will have no physical visitors to your venue.

### **What do the venues that are physically opening need to do?**

You should discuss with your own insurers the type of cover you need, and you should let them know that you are inviting free visitors into your venue as part of Doors Open Days.

### **Does every venue have to fill in a risk assessment?**

The named people/organisations/events are responsible for their own guided tours, events, activities, injuries etc., which is why venues opening must have their own Public Liability Insurance in place.

Scottish Civic Trust, the national organiser for Doors Open Days, suggests it is best practice to always fill in a risk assessment for your venue. The form on the Doors Open Days website is an example, and your venue can take the template and amend for their purposes, or they may already have a suitable risk assessment in place.

## Coronavirus Advice

All COVID-19 laws and restrictions have been lifted in Scotland and replaced by advice and recommendations.

However, COVID-19 is still a public health concern so we recommend that you take sensible precautions and actions to reduce the risk of transmission and include

COVID-19 considerations in your risk assessment. For full details of up to date government guidance see: <https://www.gov.scot/coronavirus-covid-19/>

## Things to Consider

Advice on maintaining a COVID-19 safe work environment is available on the Scottish Government's website:

<https://www.gov.scot/publications/coronavirus-covid-19-general-guidance-for-safer-workplaces/pages/overview/>

It covers a number of key points including; Risk Assessment, Ventilation, Testing, Hybrid Working and Fair Work.

### Risk Assessment

- While not a legal requirement, it is strongly recommended that you continue to consider COVID-19 as part of your assurance procedures
- The Scottish Government provides free [COVID-19 public health risk assessment tool](#) for this purpose
- Using this tool can better protect your workforce and the public

### Ventilation

- Fresh air plays a vital role in preventing the spread of COVID-19
- By law, employers must ensure an adequate supply of fresh air in the workplace
- For practical steps for improving ventilation, you can consult the Health and Safety Executive's [guide on ventilation in the workplace](#)

### Testing

- Most people are no longer required to test regularly, for more information you can refer to the [Test and Protect Transition Plan](#)
- If anyone on your staff exhibits symptoms or a positive test result they can refer to the [NHS Stay At Home guidance](#)

### Hybrid Working

- Employers are encouraged to continue facilitating hybridised/flexible working
- Hybrid working helps to control the transmission of COVID-19 but also has additional benefits for staff well-being and sustainability
- For advice on hybrid working refer to [Flexibility Works Scotland](#)

### Fair Work

- To protect the health and wellbeing of your workforce we recommend you adopt Fair Work practices to approach the impacts of COVID-19

- Apply the [Fair Work Employer Support Tool](#) to support your Fair Work practices
- Adopting the [Distance Aware Scheme](#) can offer reassurance to those who wish to wear the symbol and continue practising social distancing measures
- Managers and supervisors should be sensitive to their staff's personal views/concerns in relation to their health, safety and physical and psychological well being