

## VISITS & SOCIAL EVENTS

Visits are to nearby places of historic interest and open to members and guests only, using their own transport. The Society holds an annual Christmas Social at Knowle British Legion, using the British Legion's own catering facilities.

## GUIDED WALKS

Guided walks are normally round the centre of Knowle and of about one hour's duration. They start either at the Guild House or Knowle Library and are sometimes arranged in association with the library. They are led by long-standing residents with an in depth knowledge of the village.

## PUBLICATIONS

The Society publishes occasional booklets and leaflets specifically about the history of Knowle.

## ADMINISTRATION

This primarily concerns financial security and that of the Society's membership list, which is held on a personally owned computer.

## INSURANCE

The Society holds a Public Liability Insurance for £5m through membership of the British Association for Local History.



# KNOWLE LOCAL HISTORY SOCIETY

## *Making History Live*

## Assessment of Risk

*October 2009*

## INTRODUCTION

Knowle Local History Society is a small organisation with about 140 members. It organises an annual programme as follows:

- Public talks
- Exhibitions
- Stalls at Knowle Festival in the Park and other local festivities
- Visits to places of historic interest
- Guided walks

The Society makes every effort to minimise risk, particularly with regard to personal injury. An brief outline of its operating environment is given below, with further detail of the precautions it takes in the centre pages. The Society's activities are generally considered to be low risk.

## PUBLIC TALKS

These are normally held in Knowle's early 15th century Guild House, a timber-framed building which is the responsibility of Knowle Parish Church. Talks usually involve the use of a projector, with associated equipment and cabling. They attract an audience of 60 to 70 people, most of whom are mature adults, although no-one is excluded.

## EXHIBITIONS

The Society's exhibitions are normally mounted at Knowle's early 15th century Library, Solihull Central Library, Knowle Festival in the Park, other local festivals and occasionally at other venues. Both libraries are the responsibility of Solihull MBC, with whose safety regulations the Society complies. Exhibitions at Solihull are in closed show cases which are locked/unlocked by library staff with no public access to the contents. Exhibitions at Knowle Library and elsewhere are normally on table-mounted exhibition boards. Exhibitions at festivals are displayed in a 6m by 3m gazebo, with associated tables, chairs and other equipment.

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ACTIVITY	PRECAUTIONS
<p><b>PUBLIC TALKS</b></p> <ul style="list-style-type: none"> <li>• Projector, computer and associated equipment and cabling.</li> <li>• Fire or other event requiring evacuation of the building</li> </ul>	<ul style="list-style-type: none"> <li>• The projector and computer are mounted on a firm stand. Cabling is by an extension lead from a socket on the wall, crossing the floor round the edge of the room and under suitable furniture as far as possible. Any cabling crossing the floor is securely fixed down.</li> <li>• Stewards with torches are seated at strategic points, ready to guide people to safety in the event of an emergency evacuation</li> <li>• Exits are kept clear and adequate space is left around the projector</li> <li>• Care is taken that the building does not become overcrowded and that fire regulations are adhered to</li> <li>• Safety instructions are shown on a rolling PowerPoint display for approximately 20 minutes before the start of talks, including instructions to follow the directions of the stewards in the event of an emergency evacuation and warnings re cabling and brightness of projector lamp.</li> </ul>
<p><b>EXHIBITIONS</b></p> <ul style="list-style-type: none"> <li>• Exhibition boards</li> </ul>	<p>Care is taken that table-mounted exhibition boards are properly seated in their bases, top fixings are securely in place and that the boards are not placed too near the edge of tables.</p>
<p><b>GAZEBO</b></p> <ul style="list-style-type: none"> <li>• Erection &amp; Dismantling</li> <li>• Guy ropes</li> <li>• Tables, chairs &amp; other equipment</li> <li>• Adverse conditions underfoot</li> <li>• Adverse weather conditions, especially wind</li> </ul>	<ul style="list-style-type: none"> <li>• The gazebo is erected by at least two responsible adults, who ensure that the public, especially children, are kept away from the possibility of falling poles, etc.</li> <li>• All tent pegs are marked with easily visible markers</li> <li>• In the event of a high wind the gazebo is not erected. In more moderate winds it is roped down.</li> <li>• If the underfoot conditions are slippery the interior is covered by a mat.</li> <li>• All folding tables and chairs are properly erected, with no danger of collapse</li> <li>• Tablecloths are secured to tables to avoid slipping</li> <li>• All impedimenta is cleared from the public area</li> </ul>
<p><b>VISITS &amp; SOCIAL EVENTS</b></p>	<p>Members are given clear instructions as to routes, parking, etc. and advised of any known difficulties</p>
<p><b>GUIDED WALKS</b></p>	<p>Groups are kept small (normally 8 to 10 people). Where possible there are two guides per group, who ensure that the group remains together. Any hazard en route is pointed out and care is taken that the group crosses roads safely. If the pharmacy is closed or not within reach the walk leader carries a small first aid kit. If inclement weather or difficult ground conditions are likely anyone wearing unsuitable clothing or footwear is advised.</p>
<p><b>PUBLICATIONS</b></p>	<p>The Society makes every effort to ensure that the content of any publication is accurate and does not infringe any copyrights or other regulations.</p>
<p><b>ADMINISTRATION</b></p>	<p>The Society's membership list is not made available to any outside party. Copies are held by the Membership Secretary, the Chairman and in part by the Treasurer. Cheques require two signatures and financial transactions are reported at each committee meeting.</p>