

Creative Cabins

Toolkit



Image of art installation on Poole High Street by Hollie McLiesh [detail]

Guidelines for the use of empty shops in Poole town centre for the arts and creative enterprise.

For artists, students and property agents.



The Process + Toolkit Contents

So you want to put on an exhibition in an empty shop in Poole?

This toolkit offers guidelines for things to consider alongside installing your artwork, especially if you want to invite audiences to see your work, and it also provides templates and forms to simplify this process.

The Borough of Poole Economic Development team have good links with the property agents in Poole, and can negotiate short-term access to unused buildings and units on your behalf. The Arts Development Team can help you develop your plans, and help promote it through arts media and networks.



'House of Trash Exhibition' by AIB students Ciaran McManus, Emma Dobson, Madeleine Fortescue, Hannah Ford

To make sure we can support you properly, artists need to consider the following things:

1. **Your Proposal**
2. **Finding a space for your project**
3. **Keys to the property**
4. **Exhibition guidelines**
5. **Guidelines for sale of work**
6. **Insurance and risk**
7. **Fire Safety**
8. **Marketing**
9. **Documentation, evaluation and monitoring**

The **Creative Cabins Team** represent a partnership of different services across the Borough of Poole. Before your project starts you need to send us the following information, which we will discuss with you when we meet you:

1. **Your Proposal**
2. **Risk Assessment form**
3. **Fire Safety form**
4. **Public Liability Insurance certificate (£5m indemnity)**

At the end of your project you need to send us

5. **Your monitoring form**
6. **Project evaluation**

See the back of this Toolkit for templates.



Image from 'House of Trash' exhibition [detail]

1. Your Proposal

Write a proposal for what you want to do in the property. This must be sent to us at least one month before you wish to use the space and must include:

- Dates and times you wish to use the space
- Description of the activity / installation you plan to carry out
- Full contact details of you and your team
- Full contact details of your studio / course leader
- Whether the property will be open to the public and the dates and times of this
- How you intend to promote your exhibition

2. Finding a space for your project

- Meet Creative Cabins team – Duncan Kerr / Marianne Scahill
- They will take you to see some properties to find one that best suits your project
- Meet with the property agent who manages the property and agree terms
- If the shop unit is a listed building, some of the works proposed may require listed building consent. Displays that affect the shop front, or the fabric of the unit's interior and/or exterior are likely to require such consent... Please be clear in your proposal about what you want to do, so we can support you fully with any consents or applications needed – including Building Regulations. We will deal with this on your behalf internally.

3. Keys to the property

- You are responsible for the keys to the property, and must arrange collecting them directly from the agent, or from the Town Centre Management office
- Once you have the keys to the property, you are responsible for everything that happens there. We recommend you cover your activity with Public Liability Insurance to a minimum of £5m per claim; risk assess your activity thoroughly, check the building is secure when not in use, as you are responsible for any damage to the property whilst you are the key holder.



Installation [detail] by Joel Muggleton and Krystal Shard

4. Exhibition guidelines

- Agree terms of use with the property agent before you use the building
- Talk to Marianne about how you want to use the space

- Allow for enough time to get in to the space and set up, and set down the work
- There must be no offensive work displayed and consideration given to children and families who will be walking past the property.
- You must endeavour to curate your work well – make sure the work is installed well and the space is tidy and accessible. Contact Marianne for assistance curating your space if you need it.

5. Guidelines for sale of work

- You must NOT sell work from the property. This will require licences and will undercut commercial galleries in the area.
- Commissions are acceptable, but you must arrange this somewhere else, away from the property, with this being a separate arrangement from your Creative Cabins project.

6. Insurance and risk

- You are responsible for all the people who enter the building when you have the keys. If you want the public to enter the building, you must get Public Liability Insurance for a minimum of £5m per claim. Phone around different insurers to get the best quote for your activity.
- You MUST assess the risks involved with your activity – what harm your activity might pose to yourself, the building, and the people around you. This includes any offense that may be caused as well as physical harm.
- You must complete a risk assessment and attach it to your project plan, with your public liability insurance. You must complete this on the morning of your activity and check throughout for any changes in the situation. See template at the back.

7. Fire Safety

- Emphasis must be placed on preventing fires and reducing risk
- It is your responsibility to ensure the safety of everyone who uses your premises and in the immediate vicinity. A set of guides has been developed to tell you what you have to do to comply with fire safety law, help you to carry out a fire risk assessment and identify the general fire precautions you need to have in place. For more guidelines go to:
- <http://www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/>
- Complete the Fire Assessment form attached, and return to the CC team.

8. Marketing

- You may want to promote your art activity in the building. Contact Marianne to help you write your Press release, and to proof any posters / flyers before you go to print, as well as your online marketing.
- You must include the Borough of Poole Logo on your publicity, and send final proofs of the PR design to the CC team.
- You must include the agents logo and the property address itself in all press releases and print marketing, to help promote the agent and their property

9. Documentation, evaluation and monitoring

- Please make sure you send us some photos of the finished work in the building. This is for our records, and to help promote your work and the Creative Cabins project.
- Please send us any comments from the public about your work – you could set up a comments book, or record statements when they are made.
- **Evaluation** is really important as it helps you assess the successes and weaknesses of your project, and helps us to understand how to support you better. Please share your evaluation with us – taking into consideration what you did; what could be done differently to make it better; key successes and weaknesses; how you found us to work with etc.
- **Monitoring** – Please complete the Monitoring checklist attached and send it back to us at the end of your project.

Creative Cabins Contacts

Name	Job title	Email	Phone
Duncan Kerr	Economic development officer	duncan.kerr@poole.gov.uk	01202 633301
Marianne Scahill	Arts in the Community Officer	m.Scahill@poole.gov.uk	01202 633972
Nickola Moore	Arts Development Manager	n.moore@poole.gov.uk	01202 633 973

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Templates...

1. **Monitoring Checklist**
2. **Risk Assessment Template**
3. **Fire Safety Template**

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Monitoring Checklist

Your name:

Name of your project:

Property used:

Dates / times of use:

How many visitors saw the exhibition?

How many days was the exhibition open to the public?

How many artists were involved?

Number and amount of sales/ commissions made off site

Key comments: feedback from audiences and artists

Please send us 5 good images of how you used the space.

**Please complete and return this form to Marianne Scahill, Arts in the Community Officer, Borough of Poole, 4 High Street, Poole, BH15 1BW
m.Scahill@poole.gov.uk**

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Risk Assessment

OFF-SITE ACTIVITY RISK ASSESSMENT RECORD			
Establishment:		Assessment No.	
Activity Assessed:		Date of Activity:	
Activity Location:		Risk Rating:	
After control measures are in place assess risk:			
Assessment to cover: Venue, Activity/Program, Environmental Conditions, First Aid, Emergency Procedures			
WHO MAY BE HARMED	Artists [] Assistants [] Volunteers [] Children [] Contractors [] Public []		

SIGNIFICANT RISKS	CONTROL MEASURES ALREADY IN PLACE

ADDITIONAL CONTROL MEASURES REQUIRED	DATE IMPLEMENTED	BY WHOM

INFORMATION, INSTRUCTION AND TRAINING

EQUIPMENT REQUIRED (include personal protective items)

COMPLETED BY:	SIGNATURE:	DATE:
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FIRE SAFETY RISK ASSESSMENT

► Follow the 5 key steps ► Fill in the checklist ► Assess your fire risk and plan fire safety

1 Fire hazards

Fire starts when heat (source of ignition) comes into contact with fuel (anything that burns), and oxygen (air).

You need to keep sources of ignition and fuel **apart**.

How could a fire start?

Think about heaters, lighting, naked flames, electrical equipment, hot processes such as welding or grinding, cigarettes, matches and anything else that gets very hot or causes sparks.

What could burn?

Packaging, rubbish and furniture could all burn, just like the more obvious fuels such as petrol, paint, varnish and white spirit. Also think about wood, paper, plastic, rubber and foam. Do the walls or ceilings have hardboard, chipboard, or polystyrene? Check outside, too.

- Have you found anything that could start a fire?

Make a note of it.

- Have you found anything that could burn?

Make a note of it.

2 People at risk

People at risk

Everyone is at risk if there is a fire. Think whether the risk is greater for some because of when or where they work, such as night staff, or because they're not familiar with the premises, such as visitors or customers. Children, the elderly or disabled people are especially vulnerable.

Have you identified?

- Who could be at risk?
 Who could be especially at risk?

Make a note of what you have found.

3 Evaluate, and act

Evaluate

First, think about what you have found in steps 1 and 2: what are the risks of a fire starting, and what are the risks to people in the building and nearby?

Remove and reduce risk

How can you avoid accidental fires? Could a source of heat or sparks fall, be knocked or pushed into something that would burn? Could that happen the other way round?

Protect

Take action to protect your premises and people from fire.

- Have you assessed the risks of fire in your workplace?
 Have you assessed the risk to staff and visitors?

- Have you kept any source of fuel and heat/sparks apart?
If someone wanted to start a fire deliberately, is there anything around they could use?
 Have you removed or secured any fuel an arsonist could use?
 Have you protected your premises from accidental fire or arson?

How can you make sure everyone is safe in case of fire?

- Will you know there is a fire?
 Do you have a plan to warn others?
 Who will make sure everyone gets out?
 Who will call the fire service?
 Could you put out a small fire quickly and stop it spreading?

How will everyone escape?

- Have you planned escape routes?
 Have you made sure people will be able to safely find their way out, even at night if necessary?
 Does all your safety equipment work?
 Will people know what to do and how to use equipment?

Make a note of what you have found.

4 Record, plan and train

Record

Keep a record of any fire hazards and what you have done to reduce or remove them. If your premises are small, a record is a good idea. If you have five or more staff or have a licence then you must keep a record of what you have found and what you have done.

Plan

You must have a clear plan of how to prevent fire and how you will keep people safe in case of fire. If you share a building with others, you need to coordinate your plan with them.

Train

You need to make sure your staff know what to do in case of fire, and if necessary, are trained for their roles.

- Have you made a record of what you have found, and action you have taken?

- Have you planned what everyone will do if there is a fire?
 Have you discussed the plan with all staff?

Have you?

- Informed and trained people (practised a fire drill and recorded how it went)?
 Nominated staff to put in place your fire prevention measures, and trained them?
 Made sure everyone can fulfil their role?
 Informed temporary staff?
 Consulted others who share a building with you, and included them in your plan?

5 Review

Keep your risk assessment under regular review. Over time, the risks may change.

If you identify significant changes in risk or make any significant changes to your plan, you must tell others who share the premises and where appropriate re-train staff.

Have you?

- Made any changes to the building inside or out?
 Had a fire or near miss?
 Changed work practices?
 Begun to store chemicals or dangerous substances?
 Significantly changed your stock, or stock levels?
 Have you planned your next fire drill?

Completed the checklist? Do you need more information?

The checklist above can help you with the Fire Risk Assessment **but** you may need additional information especially if you have large or complex premises.

We have produced a series of guides for different business sectors. These guides will give you more information about how to carry out a Fire Risk Assessment, with specific advice for your type of premises. These guides are free to download at www.communities.gov.uk/fire