



**Dundee & Angus**  
CONVENTION BUREAU  
WORKING WITH YOU FOR YOU

# Duty of Care Plan

2021 Regional Business Events Conference

## The Path Forward



# Duty of Care Plan

**September 2021**

**Insert message from Conference organisers here**

**This document contains resources and key information about what we are doing to keep the in-person side of the event as safe as possible.**

---

## **REGISTRATION**

- Name Badges – these will all be sent by post prior to the event to prevent queues and bottlenecks at registration desks.
  - Sanitising stations will be available on arrival and throughout the venue – please use these as you move about your event.
  - Personal hand sanitiser – you are also encouraged to take your own sanitiser with you for personal use.
-

---

## **ONSITE MEDICAL**

- Temperature testing – this will take place each day on arrival at the event. Please observe social distancing as you wait to be tested. You cannot be admitted to the event without having your temperature taken.
- COVID-19 Health Security Plan – this is available on request from the venue.
- Masks – you are encouraged to take your own mask/s but there will be masks available for all at the venue on arrival; please wear your mask at all times in public areas.

---

## **RESPONSIBLE VENUE OPERATIONS**

- Responsible food and beverage offering will be available throughout; wherever possible there will be no shared food serving experience.
  - Adequately spaced and appropriately cleaned seating will be available throughout the event; please don't move the seating into social groups.
  - Barriers will be used to ensure safe and responsible flow of delegates throughout the event; please observe these measures
  - Pass system for meeting space will be in operation to prevent overcrowding of spaces; please abide by the system.
  - Spatial distancing signage and floor markings are used throughout; these are an important safety feature so do note these and comply for everyone's safety.
  - Venues and businesses may display the Check In Scotland Test and Protect QR code poster. This is the official NHS Scotland Test & Protect service which allow staff and visitors to businesses across Scotland check in and out of venues, supporting Scotland's national contact tracing services. [Read more here](#)
-

---

## PERSONAL ACCOUNTABILITY

By attending (INSERT CONFERENCE NAME) event, you are agreeing to abide by and observe all the health and safety measures which include, but are not limited to, all of the measures above. You must not attend the event if you are ill or have recently been exposed to COVID-19.

---

## TRAVELLING

You can find guidance on travelling safely in Scotland and around the UK from these information sources:

Follow [government guidance](#) on travelling safely in the UK and Scotland

- Fly Safe with Loganair - [Simple Steps to Healthy Flying](#)
- Dundee Airport - [Information for Passengers](#)
- London City Airport - [Safe, Careful, Speedy Journeys](#)
- Heathrow Airport - [Fly Safe](#)
- Edinburgh Airport - [Let's all Fly Safe](#)
- Glasgow Airport - [Helping Each Other to Travel Safely](#)
- Aberdeen Airport - [Helping Each Other to Travel Safely](#)
- Network Rail - [Let's Travel Safely](#)

Download our travelling made easy guide here

## TRAVEL IN DUNDEE

Dundee is a compact city with many hotels and venues within walking distance on the conference venue reducing the need for the use of buses/taxis.

---

---

## Accommodation Partners



Many of our accommodation partner venues have been awarded the ***“We’re Good to Go”*** accreditation. This is the official UK mark to signal that a tourism and hospitality business has worked hard to follow Government and industry COVID-19 guidelines and has a process in place to maintain cleanliness and aid social distancing.

Our accommodation guide or booking platform will clearly show the venues safety measures in place providing a safe and clean environment for our guests stay.

---

## Conference & Social Venues

- The conference is being held at **(INSERT VENUE)**, read their safety guidelines.  
Approx. a XX minute walk to the city centre – view google map.
  - The drinks reception is being held at **(INSERT VENUE)**, read their safety guidelines. The venue is also ***“We’re Good to Go”*** accredited (if applies).  
Approx. a XX minute walk from the conference venue – view google map.
  - The conference dinner is being held at **(INSERT VENUE)**, read their safety guidelines. The venue is also ***“We’re Good to Go”*** accredited (if applies).  
Approx. a XX minute walk from the conference venue – view google map.
-

## **MESSAGE FROM DUNDEE & ANGUS CONVENTION BUREAU ABOUT ACCESSING HEALTH SERVICES IN SCOTLAND**

We welcome all of our delegates to the region for the (INSERT CONFERENCE NAME).

Your wellbeing and safety is important to us. If you feel unwell at any time during your stay in our region, you should:

- Contact the trained first aiders at the venue or in your accommodation
- Call the NHS on 111 for urgent but not emergency care 24 hours a day [www.nhs24.scot](http://www.nhs24.scot)
- Call the NHS on 999 for emergency call only – for serious illness or injury or where life is at risk

Most accident and emergency (A&E) hospital departments are not currently accepting walk-in patients who are not serious emergencies, so you should always call the NHS on 111 or 999 (emergency). They will decide if you need an ambulance, an appointment at A&E or an appointment with a local doctor or health clinic.

### **Healthcare in Scotland for overseas visitors.**

In Scotland, most health care is provided by the National Health Service (NHS). If you are coming to Scotland, you may have to pay for any health care you need while you are here and should get travel insurance with medical cover before your trip.

[NHS Inform](#) tells you about the health care you may be able to get free from the NHS if you become ill or have an accident. Including information about:

- Can I get free NHS care while I am visiting Scotland?
- What happens if I need treatment?
- Is all healthcare free for NHS patients?
- Will I need to pay if I need transport with medical support to get home?
- What can I do if I run out of my medicines while I am in Scotland?
- What to do if you're feeling unwell.