

HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of
Cleckheaton Folk Festival Organisation

Our statement of general policy is:

- To provide adequate control of the health and safety issues arising from our activities/entertainment events relating to our annual festival and the supporting/fundraising programme.
- To consult with the Board and committee members on matters affecting health and safety.
- To ensure that those people contracted to provide entertainment and support services are aware of their responsibility to maintain their equipment to legally approved safety standards and, so far as is reasonably practicable, ensure that this is carried out.
- To ensure safe handling and use of equipment and of substances throughout the variety of events.
- To ensure that all Board and committee members are given adequate information and training to undertake their tasks.
- To ensure that volunteer Venue Managers, Stewards and helpers have adequate information and training to undertake their duties.
- To maintain safe and healthy working conditions for our performers, support services and all volunteer helpers.
- To review and revise this policy as necessary at regular intervals.

RESPONSIBILITIES

Overall responsibility for Health and Safety rests jointly with the members of the Board.

The Board Member delegated to oversee these activities on behalf of the Board is Deanna Norman who will assess all venues and activities for compliance with health and safety rules, note any specific areas of concern and take action to eliminate or mitigate identified risks.

Day to day responsibility for ensuring the Festival's Health and Safety procedures (e.g. those identified in risk assessments) are implemented within each venue is delegated to the Venue Managers for the duration of the Festival.

All volunteers/helpers are required to co-operate with the Board and committee members on Health and Safety matters and will:

- not interfere with anything provided to safeguard their own and the festival goers health and safety;
- take reasonable care of their own health and safety;
- report all health and safety concerns to one of the Board members named in the policy

HEALTH AND SAFETY RISKS ARISING FROM OUR ACTIVITIES

- Risk assessments will be undertaken by Deanna Norman and Jim Saville.
- The findings of the risk assessments will be reported to the Board members and an appropriate person at the venue.
- Deanna Norman will be responsible for ensuring action is implemented and check that any risk is reduced to an acceptable level. In the event of such risk being unacceptable the venue will not be used.
- Assessments will be reviewed prior to each festival and fundraising event.

SAFE HANDLING AND USE OF SUBSTANCES

- Deanna Norman will ensure that all contractors are aware of the COSHH regulations.

EMERGENCY PROCEDURES AND FIRE EVACUATION

- All venues will be checked by Deanna Norman and/or Jim Saville or nominated Board Member prior to the event in consultation with the management of the venue.
- Escape routes will be checked by the Venue Managers/ Stewards before the start of each concert/event.

COMPETENCY FOR TASKS AND TRAINING

- All Venue Managers will be issued with a handbook outlining their responsibilities while on duty.
- The handbook will contain the risk assessment documentation for the appropriate venue, contact numbers, ticket procedures and the Health and Safety Policy for the festival.
- The Stewarding Team will plan for sufficient stewards to cover all events throughout the weekend.
- The Venue Managers will ensure that the required Stewards are on duty and remind them of their responsibilities and tasks. In the event that a scheduled steward fails to attend for duty the Venue Manager must urgently liaise with the stewarding team to arrange a suitable replacement.
- Accident and First Aid treatment will be provided by an appropriately qualified group e.g. St John Ambulance.
- Accidents will be reported to a member of the Committee and recorded in the festival's accident book kept at the main reception desk.
- Deanna Norman will be responsible for notifying the relevant authority of any notifiable accident.