

## **Ufford Arts Festival**

### **Health and safety policy**

The health, safety and welfare of all those arranging, participating in and attending the arts festival events are paramount at all times.

The Festival Management Committee, recognises and accepts its general duties under The Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1992 and other relevant legislation to ensure that its activities are safe and that risks are assessed and managed, so far as is reasonably practicable.

The policy of the committee is to take measures in relation to the management of the arts festival to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

- provide healthy and safe conditions, equipment and systems for our exhibitors, organisers and members of the public.
- provide all necessary support and information to organisers, exhibitors and contractors.

The Committee will work in the furtherance of these aims by:

- identifying and assessing risks;
- recording assessments and regularly reviewing them;
- eliminating or controlling risks;
- monitoring compliance and work conditions;
- establishing a clear, sensible and practical safety organisation and arrangements.

### **DUTIES**

All committee members, participants in events and contractors are expected to recognise and accept their duties:

- to follow health and safety instructions and to report dangers;

- to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;
- as regards any duty imposed on the committee, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

## **ORGANISATION**

All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person.

Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents to the management committee.

Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to bring such action to the attention of the management committee.

### **Contractors and exhibitors are responsible for:**

- safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to health and safety legislation and public liability insurance;
- having regard to the safety of members and visitors when working at their exhibition;
- advising the committee of any flammable or toxic substances that may be used in the course of work on the premises.
- Safely erecting and de-rigging their stands within manufacturers safety guidelines

### **The Committee is responsible for:**

- Ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;
- Monitoring all exhibition stands and other structures to be used and ensuring they are safely erected.

- designating a responsible person at each event who will take charge of the safety of all activities including evacuation in case of emergency;
- ensuring that highly flammable substances are not brought into or used in any part of the premises;
- checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.
- ensuring that all committee members, event organisers and contractors are aware of the health and safety policy;
- ensuring that the health and safety policy is fully implemented;
- monitoring compliance with health and safety guidelines;
- regularly assessing and reviewing risks and recording such risks;
- taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
- making such arrangements and releasing such funds as may be necessary to assist in the implementation of this policy;
- making such representations to committee members, organisers and contractors as may be necessary to ensure their co-operation with health and safety policy, particularly with regard to their actions and activities while involved in productions and events;
- Cooperating with exhibitors, visitors and contractors in pursuance of health and safety requirements.

## **PROCEDURES**

The contents of this policy will be explained to all involved.

All organisers involved in the event will be expected to be familiar with the policy document.

All visiting exhibitors and contractors will be made aware of health and safety policy, any identified risks and their responsibilities.

## **GENERAL GUIDELINES TO BE ADHERED TO**

These guidelines are provided to assist organisers in fulfilling their health and safety responsibilities.

## **Exhibitions**

Those running exhibitions are responsible for the safety of their equipment. All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose. Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.

Spills must be cleared up quickly to prevent slipping.

Any concerns regarding any electrical installation, plug, lead etc must be notified to the appropriate person/authority immediately.

Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched or operated.

Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.

Committee members and exhibitors must make themselves aware of the procedure to follow in the event of fire.

Committee members and exhibitors should be aware of the position of fire exits, fire assembly points and must ensure that these are kept clear at all times.

## **Working Practices**

It is your responsibility to protect yourself from injury when lifting, carrying, climbing, pulling or pushing. In order to do this the following guidelines should be observed:

- Always work at least in pairs.
- Do not attempt to lift anything that you know to be beyond your capability.

- Ask for help with large, heavy or awkward items.
- Where possible, lighten the load, separate items so that they are more manageable.
- When lifting heavy objects bend your knees and keep your back straight, ask for assistance if necessary.
- Do not work at height except where this has been explicitly approved by the Committee after a risk assessment. Do not stand on chairs and do not work alone.
- Ask for help if necessary.

### **First Aid**

The committee will make provision for first aid at the festival and communicate these arrangements to all volunteers and exhibitors.

**This policy was reviewed by the committee at its meeting on 13<sup>th</sup> July 2022**