

## **HEALTH & SAFETY POLICY FOR THE UFFORD ARTS FESTIVAL 2018**

The health, safety and welfare of all those 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 and The Management of Health and Safety at Work Regulations 1992 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 reasonably practicable 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:

- 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.
- Ensure that you are sufficiently elevated for what you are doing.
- Use an appropriate ladder or step to enable you to reach; do not stand on chairs.
- Do not work at height, on steps or ladders until they are properly secured and another person is present.
- Ask for help if necessary.

### **First Aid**

Committee to establish who is able to offer this. Within an employment setting there is a legal requirement to provide first aid provision.

*“The minimum recommended number of first aiders at small events where no special risks are considered likely is 2:1000 for the first 3000 attending. No event should have less than two first aiders” (HSG195 para 737).*