



HEALTH & SAFETY POLICY

STATEMENT OF INTENT

Children's Festival (Bridgnorth) Limited recognises its responsibility:

- To provide and maintain, so far as is reasonably practicable, safe and healthy conditions, equipment and systems of work for everyone involved and taking part in its activities
- This commitment extends to volunteers, members of the public, suppliers and contractors
- To operate in accordance with Health & Safety legislation
- To ensure, so far as is reasonably practicable, that all performers, suppliers and others involved, or taking part in the Festival act responsibly and do everything they can to prevent injury to themselves, fellow participants, the general public and to prevent damage to the property of others
- To appoint a Health & Safety Co-ordinator whose responsibilities will include undertaking an audit of potential risks and to agree steps to minimise risks prior to the Festival and to act as a contact and referral point during the Festival
- To fulfil all legal obligations imposed upon the Licensee (Oldbury Wells School)
- To monitor the Health & Safety Policy on an annual basis – undertaken by the Health & Safety Co-ordinator in conjunction with the Festival Organising Team
- To ensure that visitors to the Festival are aware of how to contact the Health & Safety Co-ordinator through means of notices at the Festival and on the Festival website

Through the initiation, monitoring and review of the Policy, the Company Directors and Organising Team aim to secure the health, safety and welfare of all people involved with the Festival. The Company Directors and Organising Team will therefore endeavour to take all reasonable steps to ensure the objectives of this Policy are achieved and that necessary resources are allocated to accomplish the specified goals.

POLICY

Ultimate responsibility for Health & Safety lies with the Directors of Children's Festival (Bridgnorth) Limited but a member of the Organising Team will be appointed on an annual basis to act as Health & Safety Co-ordinator with the following responsibilities:

- In conjunction with the Festival Co-ordinator and any other member of the Organising Team booking performers or suppliers, to ensure that written confirmation is received regarding that all equipment used meets legal requirements and appropriate operational standards. An Agreement Form confirming compliance with Health & Safety requirements is to be signed by a suitably authorised person on behalf of the supplier or performer prior to the Festival and suitable insurance arrangements should be in place

- To ensure that all Volunteers are aware of requirements to act responsibly and to take appropriate action should Festival attendees act irresponsibly on any equipment which they are monitoring
- To undertake a Risk Assessment Audit before members of the public attend the Festival ensuring that all potential areas of concern are fully documented and discussed with those concerned, e.g. suppliers, performers, Organising Team members, Directors. This Audit to:
 - Identify any potential hazards
 - Describe who may be possibly at risk if an identified potential hazard occurs
 - Evaluate the likelihood of the probability of the risk involved
 - Determine the potential solutions in order to minimise the risk and likelihood
 - Arrange for the implementation of the agreed solutions
- To monitor the implementation of agreed policy during the Festival including any safety equipment that may be necessary, e.g. gloves, eye protectors etc.
- To act as a referral/contact point during the Festival and be available to discuss any concerns attendees or relevant authorities may have
- To collate information on any accidents that may occur, investigate incidences and report fully on actions taken
- To liaise with relevant authorities and act as the interface between the Festival Organising Team/Directors with third parties

SPECIFIC FACILITIES & OBJECTIVES

During the Festival the following arrangements will be made:

Communications

- Telephone numbers for all services and key personnel are to be kept at the Festival Control Tent
- Walkie-Talkie and/or Radios are also issued to key personnel and to the Health & Safety Co-ordinator to ensure effective communication facilities are available

Fire Safety and Equipment

- Staff and contractors will be informed where extinguishers and other safety related equipment is positioned – prior to, during and after the Festival
- A specific fire risk assessment will be carried out before the Festival to identify the level of provision required. Fire risks should be kept as low as reasonably practicable by minimising the quantities of flammable materials stored on site. Fuels, flammable liquids and gas cylinders should be kept to a minimum, stored in a secure area and adequately signed to warn of the hazard

Stages, Marquees & Inflatables

- All stage construction work should be authorised by the Festival Co-ordinator prior to commencement and monitored by the Health & Safety Co-ordinator. The area should be made safe to passers-by while construction and dismantling is taking place
- Large Marquees can only be erected by approved contractors - authorised by the Festival Co-ordinator. Contractors should maintain a safety zone during erection and dismantling of marquees and all other persons advised to keep clear until work is completed. The Health & Safety Co-ordinator and/or Festival Co-ordinator will sign off completed marquees to show they are fit for use. Structural safety calculations are to be available and inspections made to ensure that the standards are met

- Inflatables are to be installed by the suppliers and one person from the suppliers to remain on site for the duration of the Festival. No other persons should attempt to inflate, deflate or tamper with inflatables provided by suppliers

Work areas

- All work areas should be organised as not to create a risk to people or the environment and good house-keeping practices should be constantly monitored
- Effective warning signs and safety fencing will be displayed to indicate potentially hazardous areas to which the public and other non-authorized personnel are excluded
- All equipment and operations that produce 85dbA or more of noise to the operators or colleagues require ear protection. Persons required to assist in these areas will be issued with the necessary protection
- Anyone working close to loudspeakers for prolonged periods of time e.g. stage areas, should wear hearing protection and an 'Ear Protection Zone' sign should designate the area

Sanitation and Hygiene

- Toilet and washing facilities will be provided as required
- Washing hands before eating, drinking and preparing food is essential and removes risk of contamination and illness. If necessary, water will be transported to the site
- Drinking water in separate containers will also be provided
- All food preparation areas should comply with legislative requirements and best practice
- Procedures for waste disposal and recycling are to be disseminated to all relevant personnel. Inspections should be made to ensure procedures are being adhered to. Bins, containers, skips, are available for solid waste throughout the site
- Free rubbish bags are available from the Control Tent

Accident Reporting

- The Health & Safety Co-ordinator will supervise notification of any accidents or near misses in an accident book retained in the Control Tent
- In the event of a major incident, materials and equipment should be left undisturbed, providing they do not create a hazard and relevant authorities informed as required
- The Health & Safety Co-ordinator will initiate and co-ordinate an investigation and notify relevant parties as necessary
- On vacating the site after the Festival, the accident book will be retained by the Health & Safety Co-ordinator

First Aid & Medical Assistance

- Prior to commencement of the Festival all those involved (Directors, Organising Team Members, volunteers, contractors and suppliers) will be informed of the position of first-aid kits and the nearest qualified first aid provider
- Normally the Control Tent will be used and have an appropriate first-aid kit and appropriately qualified staff in a segregated private area
- Arrangements will be made for telephone and radio contact to be made with Emergency Services via the Control Tent

Electrical Safety

- All electrical installations and equipment will meet the requirements of the Electricity at Work Regulations 1989 and conform with BS 7909 regulations

- Power equipment, cabling and plugs are the responsibility of the suppliers or contractors providing them. Other than authorised persons, no-one else should interfere, or attempt repair of electrical equipment. Interference or attempted repair of electrical equipment by anyone other than those providing it is a criminal offence
- Where appropriate suitable PAT certification should be available for inspection
- Trip hazard preventative covers for electrical cabling should be provided
- If a fault is suspected in any circuit or apparatus e.g. because of a repeated blowing fuse, an electrician should be called and the appliance taken out of use.
- Circuit breakers and surge protectors should be provided and used; plugs should not be overloaded
- Extreme care should be taken in placing any electrical equipment close to any power lines. It should be avoided if possible because of the potential of induced electric fields

Gas Safety

- No-one is allowed to bring gas cylinders onsite without the permission of the Health & Safety Co-ordinator to ensure that rules on LPG safety are maintained

Other provisions

- Suitable lifting or moving equipment for heavy loads will be provided as necessary
- An accident reporting book

MONITORING

- Monitoring will remain the responsibility of the Health & Safety Co-ordinator throughout the Festival but it is implicit that all volunteers, suppliers, performers, Organising Team Members and Company Directors assist in the implementation of this policy. Any reports of accidents or near misses must be made immediately to the Health & Safety Co-ordinator
- Where appropriate, and where legally required, external agencies will be consulted and advised
- The Health & Safety Co-ordinator will review reports of accidents or near misses to determine whether existing arrangements require modification in order to prevent a recurrence
- The Health & Safety Co-ordinator will maintain a record of all reported accidents and near misses in order to report annually to the Company Directors/Organising Team who will determine whether the existing Policy requires modification
- This policy will be published on the Festival website with the contact details of the Health & Safety Co-ordinator to whom any concerns should be addressed
- Any concerns raised or complaints received will be investigated fully by the Health & Safety Co-ordinator who will report to the Company Directors and/or Members of the Organising Team within a period of 30 days. A formal response will be provided in writing to relevant persons. If appropriate, the advice of an independent expert will be sought