

## APPLEDORE BOOK FESTIVAL HEALTH AND SAFETY POLICY STATEMENT

This is the Health and Safety Policy of “The Appledore Book Festival” - a registered charity. (This Policy is Based on the provisions of the Health and Safety at Work Act 1974)

Our statement of general policy is:-

- 1) To provide adequate control of the risks to health and safety arising from our activities and to ensure that the Appledore Book Festival has up to date and appropriate public liability insurance.
- 2) To consult with committee members and festival volunteers on matters affecting their health and safety and that of those attending our festival.
- 3) To ensure that all festival venues have adequate fire prevention and first aid equipment.
- 4) To make a public announcement at the start of each event concerning the correct evacuation procedure in the event of an emergency.
- 5) To ensure that only the appropriate number of visitors are admitted to each event.
- 6) To ensure that all vulnerable persons are accompanied by an appropriate carer.
- 7) To ensure that festival volunteers are competent to perform the tasks that have been assigned to them safely and provide training where necessary.
- 8) To exercise a general duty of care to prevent accidents or other causes of ill health resulting from participation in the festival.
- 9) To keep a permanent record in accident book of all accidents that might conceivably result in subsequent ill health.
- 10) To maintain a safe environment during the festival.
- 11) To appoint a Health and Safety officer at the AGM with responsibility for overseeing and implementing this policy.
- 12) To revise this policy as necessary and to review the policy at the AGM of the Book Festival in January of each year.

SIGNED

For and on behalf of the ABF Committee

DATE