

HEALTH & SAFETY POLICY

The health, safety and welfare of all those participating in and attending the Appledore Book Festival (ABF) events are paramount at all times. **The Festival Trustees and Festival Committee, although having no legal requirement to record health and safety assessments, recognise and accept their 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 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 performers, organisers and audiences.
- Provide all necessary support and information to organisers, visiting performers 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.

ORGANISATION

1. General Responsibilities

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.

2. Organisers of Events are responsible for:

- Ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures.

- Notifying the management committee of the design of any set or other structure to be used and seeking the consent of the management committee before erection starts.
- 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.

3. Contractors and Visiting Performers 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 audiences when working on an event.
- Advising the committee of any flammable or toxic substances that may be used in the course of work on the premises.

4. The Committee is responsible for:

- 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.
- 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.
- Co-operating with performers, audiences and contractors in pursuance of health and safety requirements.

PROCEDURES

The H&S policy document will be available to download from www.appledorebookfestival.co.uk. All organisers involved in putting on productions and events will be expected to be familiar with the policy. All visiting performers and contractors will be made aware of health and safety policy, any identified risks and their responsibilities. The full policy will be reviewed annually, with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments will be appended to the policy documents.

GENERAL GUIDELINES TO BE ADHERED TO

1. Venues

Front of house are responsible for the safety of audiences on the premises during the period of their productions and should supervise as necessary.

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.

Organisers should acquaint themselves with the position of the fuse box/main switch.

Electrical leads must not be allowed to trail across floors or from areas where they might be a trip hazard.

Front of house must make themselves aware of the procedure to follow in the event of fire.
Front of house and production teams should be aware of the position of fire exits and must ensure that these are kept clear at all times.
Front of house should have a method to account for the number of persons present during productions.
Children involved in productions must be under the direct supervision of an adult at all times.
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

2. 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.

3. First Aid

The stewards and front of house should ensure that an appropriately labelled First Aid Box is available at all events.

Last Reviewed 11/05/2018