HMF HEALTH & SAFETY POLICY

1. Statement of Policy

Under the guidance of the **British Federation of Festivals (BIFF**), **Holywood Music Festival** **(HMF**) committee members acknowledge and accept their legal responsibilities for securing the health, safety and welfare of all employees, sub-contractors (e.g. adjudicators and accompanists) and volunteers working on their behalf under the Health and Safety at Work Act 1974. These responsibilities also extend to others affected by their activities such as performers and members of the public attending and participating at their events.

HMF will provide and maintain safe and healthy working conditions so far as reasonably practicable including:

• adequate control of the health and safety risks arising from their activities

• ensuring that all committee members, sub-contractors and volunteers are competent to carry out their tasks and are given adequate information, instruction, training and supervision

• encouraging all committee members, sub-contractors and volunteers to be actively involved in maintaining safe working practices.

1. Overall responsibility for health and safety at HMF rests with nominated members from the committee who will:

• ensure suitable financial provision is made for health & safety obligations

• provide a safe working environment at any work / meeting place / event location and ensure health & safety responsibilities are agreed when working with external suppliers (e.g venues – to include a risk assessment performed by the venue).

• ensure that the health and safety policy is effectively implemented throughout their organisation

• provide appropriate training, information, supervision and instruction to committee members, sub-contractors and volunteers

• ensure activities are planned to take into account health & safety issues

• provide adequate welfare facilities for committee members and volunteers in accordance to the Workplace, (Health, Safety and Welfare) Regulations 1992 All committee members, sub-contractors and volunteers shall at all times take reasonable care of themselves and have due regard for the health and safety of others who may be affected by their activities.

1. Arrangements

Health and safety is considered in all aspects of the work of HMF.

The following, outlines the principal ways in which HMF implements health and safety:

* 1. Communication

The contents of this policy are brought to the attention of all committee members, subcontractors and volunteers.

* 1. Training

Training needs will be identified, and committee members and volunteers will be given training appropriate to their responsibilities.

* 1. Risk Assessments

 HMF will make suitable and sufficient assessment of the risks to the health and safety of committee members, sub-contractors and volunteers working at any work / meeting place / event location, and to others affected by our activities.

We will ensure a sufficient and up-to-date risk assessment has been performed at any work / meeting place / event location.

 The objective is to examine all work areas and procedures to assess or determine if a risk or potential risks exist, and to categorise the severity of the risk with a view to elimination, substitution, reduction or control of the risk to help create a safe working environment (See Risk Assessment Policy).

* 1. Emergencies

All HMF personnel should take measures to ensure that they familiarise themselves with local procedures and fire exits when first attending any work / meeting place / event location.

* 1. Equipment

All equipment is subject to routine maintenance, taking into account various factors, including:

• statutory testing

• type of equipment

• amount of use

• consequences of failure

* 1. First aid & accident reporting

A basic first aid kit containing recommended minimum materials is available at every work / meeting place / event location.

An appointed person is selected to maintain the contents of the first aid kit and to phone for emergency assistance if required.

 All accidents must be recorded in an accident book and those defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) are reported to the appropriate enforcing authority via the HSE’s website: <http://www.hse.gov.uk/riddor/report.htm>.

* 1. Manual handling

HMF will so far as is reasonably practicable, avoid the need for its personnel to undertake any manual handling operations which involve a risk to their being injured at any work/meeting place /event location.

* 1. Fire safety

HMF will safeguard our personnel against exposure to the hazards associated with fire at any work / meeting place / event location.

1. Review

This policy will be regularly reviewed (annually) by HMF committee members to ensure procedures are kept in line with recommendations from BIFF.

Consultation August 2022