

Health and Safety Policy

The organisation aims to provide a healthy and safe working environment for its employees, and members of the general public affected by its activities. This will be achieved by:

- Compliance with legislation and Company requirements
- Treating health, safety and welfare considerations as an integral part of the Festivities operation.

In particular, we must:

- provide safe equipment and systems of work
- ensure the safe use, handling and storage of all articles and substances provide health & safety instruction, information, training and supervision
- provide a safe place of work with safe access and egress
- provide a safe and healthy working environment
- ensure that others affected by our operations (e.g. the general public) are not exposed to risks
- carry out risk assessments, both general and specific and take action to remove or reduce identified risks
- establish emergency procedures (e.g. fire, bomb threat)
- provide adequate welfare arrangements.

Organisation and Arrangements

Overall Responsibility for Health and Safety

The Board of Directors accept they are ultimately responsible for the health & safety of its staff, volunteers, contractors, audiences and the general public affected by its activities. .

The management of these policies is delegated to the organisation management team, who are responsible for compliance with statutory regulations.

Health and Safety Consultation

The Festivities is committed to full consultation with its employees on the most effective way of implementing and developing the Festivities' health and safety policies. Where appropriate health and safety representatives will be appointed and a health and safety committee established.

The Role of Managers

Day to day responsibility is delegated through the line management structure. Managers are responsible for ensuring effective implementation of health & safety arrangements in their area of responsibility.

In particular, managers should ensure that:

- any recommendations following risk assessments are actioned
- any accidents or dangerous occurrences are reported to the safety officer
- all staff are given copies of health and safety induction material
- all accidents are properly recorded and reported, and that action is taken to prevent recurrence
- risk assessments are carried out for all the organisation's activities
- equipment and systems of work are assessed for health & safety risks before they are put into use
- safety arrangements exist for employees and visitors, including the general public
- the workplace is kept tidy and safe and in particular fire escape routes are not obstructed
- a safe environment is provided for employees, contractors, volunteers and the general public within their area of responsibility
- when hazards are reported or observed, immediate action is taken.
- staff have received the health and safety training and information they need
- staff and volunteers know the emergency procedures in case of fire and bomb threats
- staff and volunteers are aware of the arrangements for first aid treatment.

Employees' Duty

Employees must take care of their own health & safety, and ensure that their colleagues, the general public and others are not adversely affected by their acts or omissions. They must co-operate with management to satisfy health & safety requirements and must not interfere with or misuse anything provided in the interests of health & safety.

Anyone discovering any defects of any safety equipment or clothing must report these immediately to the safety officer so that remedial action can be taken.

Employees must use all the facilities that have been provided to ensure safe and healthy working practices. This will include use of personal protective equipment and clothing which is provided where appropriate and must be worn at all times when asked to do so on the notices and by a supervisor or manager.

Further Help and Advice

Is available from [name] the organisation safety officer.