

# POLICY

## HEALTH & SAFETY

To be read in conjunction with 'MBF Safeguarding Policy'

The logo for the Macclesfield Barnaby Festival 2016. It features an orange trapezoidal shape with a vertical line on the left side, creating a stylized 'L' or 'M' shape. Inside the orange area, the text 'MACCLESFIELD BARNABY FESTIVAL' is written in white, bold, uppercase letters, with '17-26 JUNE 2016' written below it in a smaller white font.

**MACCLESFIELD  
BARNABY FESTIVAL**  
17-26 JUNE 2016

### POLICY STATEMENTS:

The Macclesfield Barnaby Festival (MBF) will work with reference to Health & Safety laws in the preparation for and delivery of the MBF 2016 and will seek guidance from the Health & Safety Executive, local fire and rescue services, local police and health authorities, Cheshire East Council and other agencies who support the safety and security of activities in the town of Macclesfield.

MBF will appoint a Festival Safety Officer (FSO), who will prepare a 'Festival Plan' which will risk assess MBF's activities, its duties to the public and the Barnaby team\*.

During preparation for and delivery of MBF 2016, MBF will provide adequate control of the health and safety risks arising from its activities by,

- following the requirements and recommendations of the 'Festival Plan' provided by the FSO and agreed by the Trustee/Directors
- ensuring that the risk assessments made by those who contract to make sales to the public at MBF or take part as artists, both meet their needs and MBF risk assessments
- working closely with venues to supplement their risk assessments as necessary
- ensuring that guidance/fire/warning/prohibitive/Health & Safety notices and statements of insurance are displayed and drawn to public attention where required
- providing information, instruction or supervision as necessary to the Barnaby team\*
- consulting with volunteer team leaders on matters affecting volunteers' health and safety
- providing guidance on dealing with the public
- ensuring that any equipment provided by MBF is checked to industry standard
- reviewing and revising this Policy as necessary at regular intervals

### Responsibilities

- Overall and final responsibility for Health & Safety rests with the Trustees/Directors of the Macclesfield Barnaby Festival (MBF)
- Preparation of the Festival Plan 2016 is delegated to the FSO in liaison with Trustee/Director Steve Wells
- During preparation, the FSO will pass risk assessments to the named Trustee/Director who will regularly report to the Board
- The briefing and/or training of principal team members on Health & Safety during the preparation for and delivery of the MBF 2016 will be overseen by the Festival Director in liaison with the FSO

### Insurance

- £10m Employer Liability Insurance will be taken out, specifying volunteers
- £10m Public and Products Liability Insurance will be taken out listing all aspects of MBF 2016
- MBF will require all those who contract to make sales to the public or take part as artists to carry insurance which covers all aspects of their activities at MBF and will specify this in their contracts

## **PROCEDURES:**

All members of the Barnaby Team\* are required to:

- co-operate with the Trustee Board, Festival Director and FSO on all matters of Health & Safety
- make themselves aware of the contents of H&S notices/information sheets/emails received
- familiarise themselves with all notices displayed in venues where they are representing MBF and ensure they are able to explain them to members of the public and implement them as required
- ensure they are familiar with the evacuation procedures for venues where they are representing MBF
- make themselves available for any Health & Safety training sessions required
- take reasonable care of their own health and safety
- report all Health & Safety concerns to their team leader or a Trustee/Director
- make notes of all accidents/incidents at the time and agree the wording of the entry made by the Safeguarding Officer in the MBF Accident/Incident Book

\* A member of the "Barnaby Team" is any person who MBF has appointed to help deliver events/exhibitions/activities, whether volunteer or paid

AGREED BY THE BOARD OF TRUSTEE/DIRECTORS .....20 May 2015..... (date)      Review date ....May 2017.....