

Lymm Festival – Health & Safety Policy

Activity	Date Ratified	Author/Updated by	Comments/Amendments
Initial Policy	18.04.2012	Roger Hannam	
Policy Revision	11.01.2017	David Smith	
Policy Revision	11.04.2021	Carol Devine	Policy review table added
Policy Revision	Due April 2022		

Lymm Festival is an annual arts and cultural event that takes place at the end of June / beginning of July. Around 50 separate events are held in the Lymm area, which are promoted by the Festival Committee. From time to time, the Festival Committee may promote other individual events in the area.

Lymm Festival Committee has a responsibility for the health and safety of its volunteers and for those attending the events it promotes. Organisations and individuals contracted to supply services to the Committee will be expected to have their own arrangements in place. However, Lymm Festival Committee will satisfy itself that these are sufficient to allow it to meet its own responsibility. Event organisers and participants will be required to co-operate with the Committee to enable it to meet its responsibility. Each event promoted by the Committee will be subject to a risk assessment before it takes place.

This is the statement of general policy and arrangements for	Lymm Festival
Overall and final responsibility for health and safety policy is that of	Lymm Festival Committee
Day to day responsibility for ensuring this policy is put into practice is delegated to	Deputy Chair

Statement of general responsibility	Responsibility of (Name / Title)	Action / Arrangements
<p>Lymm Festival Committee will use its best endeavours to prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks that might affect volunteers working on its behalf.</p>	<p>Volunteer Coordinator</p>	<p>Assess the hazards and risks associated with the activities of Lymm Festival volunteers. Ensure volunteers receive adequate training before carrying out an activity. Ensure volunteers understand their personal responsibility for their own health and safety. Ensure that a First Aid box and accident book are available where volunteers are working. Ensure that any substances, plant, equipment or machinery used by volunteers have been properly maintained and are fit for use. Ensure that the needs of any disabled volunteers are taken into consideration.</p>
Statement of general responsibility	Responsibility of (Name / Title)	Action / Arrangements
<p>Lymm Festival Committee will use its best endeavours to prevent accidents and provide adequate control of health and safety risks that might affect those attending Lymm Festival events or those contracted to provide services.</p>	<p>Events Coordinator and Volunteer Coordinator</p>	<p>Assess the hazards and risks associated with each event in association with event organisers and participants. Ensure events have properly trained stewards, capable of informing the public about and implementing emergency procedures, for example, evacuation in the case of fire or other significant event. Ensure that there is a responsible person in respect of each event who can liaise with the emergency services and manage any media interest. Ensure that a First Aid box and accident book are available at events attended by the public. Ensure that plant, equipment and machinery used at public events have been properly maintained and are fit for use. Ensure that contractors have their own health and safety policy, public and employers' liability insurance. Ensure that the needs of disabled people attending events are taken into consideration.</p>
<p>To engage and consult with volunteers on health and safety hazards and risks and provide advice and supervision on occupational health.</p>	<p>Volunteer Coordinator</p>	<p>Volunteers, including event organisers and participants, will be fully involved in the identification of hazards and the assessment of risks associated with Lymm Festival activities.</p>
<p>To maintain a record of any accidents and ill health reported at Festival events.</p>	<p>Deputy Chair</p>	<p>Maintain supply of forms and report as necessary to the Health & Safety Executive's Incident Contact Centre.</p>

	All volunteers, organisers and participants	Supply information about any work-related deaths, injuries, accidents and dangerous occurrences.	
Signed (Lymm Festival Committee chair)	<i>Ian Marks</i>	Date 14.04.2021	
Subject to review, monitoring and revision by	Festival Committee		Every 12months, or sooner if activity changes.