

Newcastle-under-Lyme Festival for Music, Speech and Drama

Health, Safety and Welfare Policy

This policy was adopted by the trustees of the Music & Speech & Drama Festival on 21st November 2024.

Policy Statement

The Newcastle Music Festival is committed to ensuring the health, safety and welfare of its trustees and volunteers, sub-contractors (e.g. adjudicators and accompanists) and members of the public, either directly or indirectly under the Health & Safety at Work Act 1974.

1 Responsibility for health, safety and welfare

1.1 The Trustees are ultimately responsible for the health, safety and welfare of all involved in the Festival by

- i. ensuring that suitable financial provision is made for health & safety obligations
- ii. providing a safe working environment
- iii. ensuring that the health, safety and welfare policy is implemented throughout the organisation
- iv. providing appropriate training, information, supervision and instruction for volunteers and sub-contractors
- v. providing adequate welfare facilities for those involved in the Festival in accordance with the Workplace (Health, Safety and Welfare) Regulations Act 1992

All trustees, volunteers and sub-contractors 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.

1.2 In the case of an accident or incident involving any person involved in the Festival the following should be undertaken

- i. Seek treatment from the first aider on duty (usually an external body)
- ii. A record should be kept of any incident or accident.

1.3 In the case of fire or explosion or a suspect package or anything else requiring emergency evacuation a trustee in charge should:

- i. Call 999 and notify the caretaker of the premises
- ii. Notify all occupants of the building
- iii. Leave the buildings as soon as possible
- iv. Assemble all the occupants at the appropriate muster point.

2 Managing risk

2.1 The Management of Health and Safety Regulations (1999) requires that risk assessments are carried out by an employer for all tasks in the workplace, that they may be completed by a 'competent' person and recorded using agreed procedures. Failure to produce a documented assessment (i.e. risk assessment) on demand to the authorities (e.g. following an accident causing personal injury) is an offence and could lead to prosecution of the trustees if negligence is shown or competence cannot be evidenced.

2.2 The trustees will ensure that there is a sufficient and up-to-date risk assessment. This requires examination of all work areas and procedures to assess to determine if a risk or potential risk exists and to categorise the severity of the risk with a view to elimination, substitution, reduction of control of the risk to help create a safe working environment.

2.2.1 All equipment used should be subject to routine maintenance, taking into account various factors such as statutory testing, type of equipment, amount of use and consequences of failure

2.2.2 The trustees will, so far as is reasonably practicable, avoid the need for those involved to undertake any manual handling operations which involved a risk to their being injured.