

# **The Harwich Festival**

## **HEALTH & SAFETY POLICY**

### **STATEMENT OF INTENT**

The Harwich Festival believes that ensuring the health and safety of staff, volunteers, artists, performers, participators and visitors is essential to the success of the Harwich Festival.

We are committed to:

- providing a safe and healthy working and public environment
- preventing accidents and work related ill health
- assessing and controlling risks for all festival and work activities
- complying with statutory requirements as a minimum
- ensuring safe working methods and providing safe equipment
- providing effective information, instruction and training
- monitoring and reviewing systems to make sure they are effective
- developing and maintaining a positive health and safety culture through communication and consultation with staff, volunteers, artists, performers, participators and visitors on health and safety matters
- setting targets and objectives to develop a culture of continuous improvement
- ensuring adequate welfare facilities exist in any places of work
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A health and safety management process has been created to ensure the above commitments can be met. The Venues and Stage Management Committee and the main Festival Steering Committee will play their part in its implementation.

### **ORGANISATION**

#### **Introduction**

To comply with the Harwich Festival's statement of intent the management structure of the Festival have had additional responsibilities assigned as detailed below:

#### **Harwich Festival Steering Committee**

The Steering Committee has the responsibility for ensuring that:

- a clear written policy statement is created which promotes the correct attitude towards safety in staff, volunteers, artists, performers, participators and visitors.
- responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities
- persons have sufficient experience, knowledge and training to perform the tasks required of them
- clear procedures are created which assess the risk from hazards and produce safe systems of work

- sufficient funds are set aside with which to operate safe systems of work
- health and safety performance is measured both actively and reactively
- the health and safety policy and performance is reviewed annually

## **Venues and Stage Management Committee**

The Venues and Stage Management Committee is accountable to the Steering Committee for the implementation of the policy and, in discharging that body's overall duty as the employer, has the following responsibilities:

- to be committed fully to the Steering Committee's statement of intent for health and safety
- to ensure that a clear written local policy for health and safety is created
- to ensure that the policy is communicated adequately to all relevant persons
- to ensure appropriate information on significant risk activities is given to staff, volunteers, artists, performers, participators, suppliers and visitors
- to ensure appropriate consultation arrangements are in place for staff, volunteers, artists, performers, participators and visitors
- to ensure that all staff, volunteers, artists, performers, participators, suppliers and visitors are provided with adequate information, instruction and training on health and safety issues
- to make or arrange for risk assessments of events, venues, offices and working practices to be undertaken
- to ensure safe systems of work are in place as identified from risk assessments
- to ensure that emergency procedures are in place
- to ensure that equipment is inspected and tested to ensure it remains in a safe condition
- to ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- to ensure arrangements are in place to monitor premises and performance
- to ensure that all accidents are investigated and any remedial actions required are taken or requested
- to report to the Steering Committee annually on the health and safety performance of the Harwich Festival.

Date policy adopted: 01/05/19

Reviewed: 01/06/25

Date policy to be reviewed: 01/01/26

Signed: Chris Berwick – General Manager