

MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.

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Appendix 7 - Health and Safety Policy and responsibilities – Event Management Plan

The Vintage Meet Family Fun Weekend is a Steam & Nostalgia Event run by an Event Committee comprised of volunteers under the authority of Market Lavington Parish Council. It will take place over the weekend of 11th and 12th July 2020.

Policy Statement

Market Lavington Parish Council accepts its responsibility for providing and maintaining, so far as is reasonably practicable, at all times during the setting up and running of the Vintage Meet Family Fun Weekend, an environment that is both safe and healthy for all.

To this end, the Event Committee and the Parish Council will take all steps within its powers to meet its responsibilities under The Health and Safety at Work Act 1974 and all other legal requirements for Health and Safety, and actively seeks the full understanding and co-operation of all persons involved in the event for their commitment to the same. Market Lavington Parish Council will annually review this policy as required by the Health & Safety at Work Act 1974.

Responsibilities of Event Organiser and Event Committee

Market Lavington Parish Council, the Event Committee and the Event Director shall have overall responsibility for all aspects of Health and Safety and shall so far as is reasonably practicable, ensure that everybody under their control is familiar with this Health and Safety Policy and arrangements. The Event Director and Event Committee will encourage at all times the co-operation of all volunteers, contractors, vendors, exhibitors and members of the public for their commitment to the same.

Responsibilities of Event Director

The Event Director shall be responsible in conjunction with the Event Committee and Market Lavington Parish Council for:

- Preparing and revising (as appropriate) the Health and Safety Policy for this Event and in addition shall: Provide guidance and advice on Health and Safety matters.
- In conjunction with the Parish Council and Event Committee shall promote safety consciousness at all levels, liaise with Medical, Fire Authority, HSE, Local Authorities and other appropriate bodies both before the event and as appropriate during and afterwards.
- Carry out a pre-event inspection of the site (if required, in conjunction with the enforcing authorities).
- Carry out audits with the appropriate members of the Event Committee.
- Be available during the event to monitor compliance with the Event's Safety requirements and to be the point of contact for health and safety matters.
- Investigate and record any and all accidents/incidents and provide statistics for the Event Committee and Market Lavington Parish Council. In addition to the above, the Event Director has the authority to require the cessation of unsafe practices where this is considered essential. Where a requirement to stop an unsafe practice is not complied with, the Event Director will liaise with the Event Committee to deal with the problem and may withdraw the consent to the person(s) refusing to comply of remaining on site and request they leave the site immediately.
- To ensure that effective methods of communication are available at the Event (including set up and take down.)
- To ensure qualified Medical personnel are in attendance at all relevant times.
- To ensure licensed Security personnel are in attendance at the times as agreed by the Event Committee
- To prepare evaluate and supervise the implementation of a traffic management plan.

Event Personnel

The persons listed below have specific responsibilities and in addition, will assist with the implementation and enforcement of the Health and Safety Policy and arrangements. They will liaise and assist, along with other committee members and the Event Director in dealing with emergencies and major incidents at this event, to ensure that all supervisors and volunteers are aware of the responsibilities for emergency procedures.

Facilities Supervisor

Under the direction of the Event Director to ensure all authorised facilities and personnel are on site and in place at the agreed time including but not limited to:

- Waste - collection and disposal
- Medical – ensure sufficient cover at all times the site is open

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- Mobile food outlets
- Ticketing

Volunteer Supervisor

- To ensure that all volunteers are aware of the safety procedures for the event.
- To ensure that an accurate register of volunteers on site is maintained and all are issued with lanyards for identity.
- To ensure that all accidents/incidents are recorded that relate to volunteers.
- To provide suitable personnel protective equipment when required.
- To ensure under the direction of the Event Director that each volunteer has been provided with a full brief of the site, an understanding of the job required, understanding that this job may change during the event and to provide guidance and assistance to everyone on site in particular making sure compliance of all legislation in regard to Health and Safety.

Festival Treasurer

To ensure that sufficient monies are made available in matters regarding Health and Safety.

Exhibitor Supervisor – static, moving

- To ensure that all vehicles and equipment brought on to site comply with relevant legislation.
- To ensure that all Exhibitors, Traders, Crafters and all other authorised participants are placed in the designated space allocated and not to deviate without the express permission of the Event Director.
- To ensure any Trader, Exhibitor or Crafter erecting any temporary structure, tent or marquee must do this in a safe and responsible manner and ensure the structure is erected and secure as the weather dictates and to bring immediately to the attention of the Event Director anything that does not reach the standard expected.
- All temporary structures must have a fire-retardant label where appropriate.
- To identify all exhibitors that have their own fire equipment

Catering Supervisor

- To ensure that all catering vehicles and equipment brought on to site comply with relevant legislation.
- To ensure that all Exhibitors, Traders, Crafters and all other authorised equipment are placed in their designated space allocated and not to deviate without the express permission of the Event Director.
- To ensure any caterer erecting any temporary structural tent or marquee must do this in a safe and responsible manner and ensure the structure is erected and secure as the weather dictates.
- To bring immediately to the attention of the Event Director anything that does not reach the standard expected
- All temporary structures must have a fire-retardant label where necessary.
- All caterers must be health, food and fire compliant.

All persons taking part in the operation of the Event (exhibitors, trade stand holders, contractors etc.) have a shared responsibility to ensure that they comply with the requirements of this Health and Safety policy and arrangements.