



## Health and Safety Policy

### General Statement of Policy

The Policy of The Sutton New Town Community Festival, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our members and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

The Trustees of The Sutton New Town Community Festival will also endeavour to ensure, so far as it is reasonably practicable, the health, safety and welfare of all event visitors and others who may visit a Sutton New Town Community Festival event.

The allocation of duties for safety matters and the arrangements which the Trustees of The Sutton New Town Community Festival will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to the venue used or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of The Sutton New Town Community Festival committee members and trustees. Voluntary workers will be consulted regularly in order to seek their views on health and safety matters.

This policy was adopted at a meeting of Sutton New Town Community Festival on 14<sup>th</sup> July 2020, and will be reviewed at least every 2 years.

Signed :

A handwritten signature in black ink, appearing to be "Louise Phelan", followed by a period.

Louise Phelan  
(Chair)



## Responsibility of Trustees

Overall responsibility for health and safety is that of the Trustees of The Sutton New Town Community Festival. The Trustees of The Sutton New Town Community Festival will ensure that arrangements are in place to satisfy Health and Safety Regulations and appropriate Codes of Practice.

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Trustees.

## Responsibility of the Office Holders

The Office Holders, Chair, Secretary and Treasurer have general responsibility to ensure that the health and safety policy is implemented and carry the responsibility for the day-to-day implementation of the arrangements outlined in this policy.

The Office Holders have responsibility to:

- be familiar with Health and Safety Regulations as far as they concern running a charity event
- be familiar with the health and safety policy and arrangements and ensure they are observed
- ensure, so far as is reasonably practicable, that safe systems of work are in place
- ensure that the venue is clean and tidy
- ensure that safety equipment and clothing is provided and used by all personnel where this is required
- ensure that all equipment and tools are properly maintained and in good condition, and that all operators have received the appropriate training
- ensure that adequate access and egress during an event is maintained
- ensure that all adequate safety announcements are made before any event.



## Responsibility of Volunteers

All Sutton New Town Community Festival Volunteers have a responsibility to co-operate in the implementation of this health and safety policy, and to take reasonable care of themselves and others whilst on church business or premises.

The Sutton New Town Community Festival Volunteers must therefore:

- comply with safety rules, operating instructions and working procedures
- use protective clothing and equipment when it is required
- report any fault or defect in equipment immediately to the Office Holders of The Sutton New Town Community Festival
- report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- not misuse anything provided in the interests of health and safety.

## Arrangements (implementation of the Policy)

This section sets out the arrangements to minimise, as far as is reasonably practicable, risks to the health and safety of volunteers and event visitors.

### Accidents and First Aid

The First Aid box and Accident Book are included in the Sutton New Town Community Festival "event box" to be placed near where the volunteers are working.

All accidents and incidents are entered in the accident book or on an accident report form, and our insurers advised if necessary.

### Volunteer Activities

The Trustees of The Sutton New Town Community Festival will ensure that all volunteers have received adequate supervision, instruction and training in the equipment to be used. The Trustees of The Sutton New Town Community Festival will ensure that the appropriate assessment of risks is carried out before volunteer activity starts.

### Manual Handling (lifting, carrying, and moving loads)

Our policy is to eliminate the need for manual handling as far as is reasonable practicable. Where it is not possible to avoid the need to move loads, The Trustees of The Sutton New Town Community Festival will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.