

**Pewsey and District Feast and Carnival  
Health and Safety Policy**

**HEALTH & SAFETY POLICY**

**AND**

**HEALTH AND SAFETY ARRANGEMENTS**

# Pewsey and District Feast and Carnival Health and Safety Policy

## General Policy Statement on Health and Safety

It is the policy of Pewsey and District Feaste and Carnival, referred to in the rest of this document as the Organisation, to give the greatest importance to the health and safety of its members, contractors, visitors and the general public. It is considered a management responsibility equal to that of any other function. The Organisation recognises that high standards of health, safety and welfare are an integral part of efficient business management and contribute to the operational efficiency and profitability of the Organisation. Health and Safety must be a part of the everyday working culture of not only the Organisation but also its members and their subcontractors. All members should at all times co operate with the Organisation by complying with all instructions and recommendations and contribute towards making the working environment as safe as possible by avoiding hazards, preventing accidents and regularly appraising work methods to ensure that the safest possible methods are adopted. For such standards to be achieved, adequate financial and physical resources will be made available thereby ensuring continuing development of the competence of members and safe working practices

The following is the Organisation Health and Safety policy and relates to its activities that are carried out during the operation of its business.

### 1. Objectives

- 1.1. The objective of the Organisation is to maintain healthy working conditions, equipment and safe systems of work. To institute effective planning, organisation, control, monitoring and preventive measures, procedures and resources that will, so far as reasonably practicable, ensure that the Organisation meets and, where possible exceeds its statutory obligations and compliance with approved codes of practice with regard to the health and safety of its members, Clients or other individuals who may be affected by its activities.

### 2. Key Implementation Areas

- 2.1. The Carnival Committee will act as the focal point for all matters relating to health, safety and the environment and will appoint suitably qualified person/s with a working knowledge of the relevant legislation to assist them in this activity.
- 2.2. Health and Safety guidance is given to all new members upon joining the Organisation and regular refresher updating sessions are held for existing members as and when appropriate. The Organisation requires the full co-operation and participation of all members in relation to all health and safety matters. The Organisation will provide adequate welfare facilities and ensure a safe and healthy working environment.
- 2.3. The Organisation will provide training and supervision as is seen fit for the purpose and also set up procedures to regularly assess members for health and safety risks during carnival activities. Also to assess the risks to people who are not in their employ and who may be affected as a result of its trading activities.
- 2.4. The Organisation will ensure, so far as is reasonably practicable, that all plant and equipment is maintained and that all systems of work are safe and without risk to health and safety and will provide and make arrangements for the safe handling, storage and transportation of any articles and substances that are used.
- 2.5. All members are obliged to take reasonable care for their own safety and for others who may be affected by their acts or omissions and to co-operate fully with the Organisation in the arrangements it makes in relation to Health and Safety matters. For example members must:-
  - 2.5.1. Adhere to the prescribed safe system of working.
  - 2.5.2. Report any safety concerns, faults, defects in machinery or equipment immediately to a member of the Management.

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- 2.6. Maintenance of machinery or equipment provided for members, will only be carried out by those qualified to do so and employed for that purpose.
- 2.7. The Organisation will ensure that its Health and Safety policy is reviewed when required by changes in legislation, technology or the Organisation's operating activities.
- 2.8. The Organisation will control the activities of all subcontractors carrying out work on their behalf and ensure that these subcontracted activities do not adversely affect the health and safety of the Organisation's members, Clients or other individuals.
- 2.9. The Organisation has a zero tolerance of drink and illegal drugs whilst carrying our carnival duties out, it also recognises that it has a duty to ensure members who may be under the influence of such are referred for appropriate diagnosis and treatment.
- 2.10. The Organisation will carry out and record risk assessments, as required by the Management of Health and Safety at Work Regulations, The Fire Precautions (Workplace) Regulations, the Provision of Work Equipment Regulations, the Manual Handling Regulations and of all workplace activities on a generic basis. The magnitude of the risk will be identified by risk factors and those of a high magnitude will have suitable control measures established.
- 2.11. Details of all risk assessments carried out will be made available to all members.
- 2.12. No member may carry or move any load, which is so heavy as to be likely to cause injury to their health.
- 2.13. The Organisation will identify all substances hazardous to health and carry out appropriate assessments to ensure that the products used do not pose a hazard to health and that suitable control measures are in place to manage or reduce any risk identified. Such assessments will comply with the Control of Substances Hazardous to Health Regulations (COSHH).
- 2.14. Consultation with members will take place, and be recorded, on any issue within the workplace that will affect their health and safety. Such issues will be discussed and employee's views taken into account prior to implementation of any such changes.

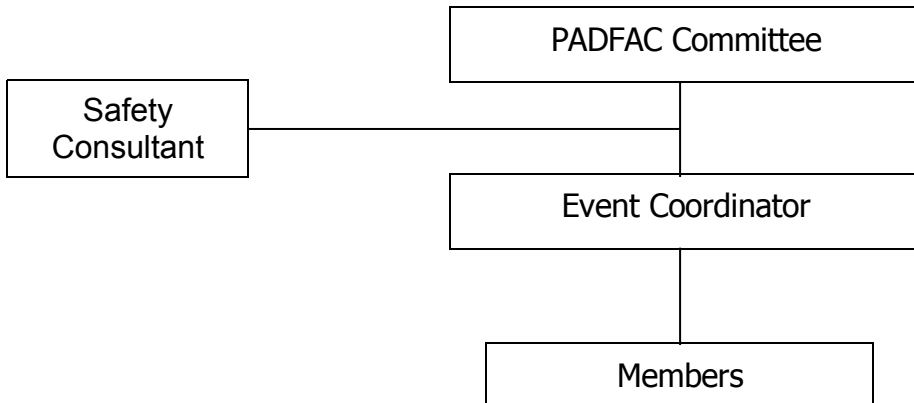
Signed

.....  
Signed on behalf of the committee

Date .....

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## ORGANISATIONAL STRUCTURE FOR SAFETY



The Names of personnel associated with the above job functions will be made available on request to the committee.

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## Organisational Responsibilities

### **PADFAC Committee will:**

- Ensure that there is an effective policy for health and safety within the Organisation and that it is implemented.
- Periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.
- Ensure that the Organisation provides funds and resources to meet the health and safety requirements identified below.
- Ensure that liability is covered by insurance and identify the extent to which risks are acceptable whether insured or not.
- Ensure that all members are accountable for health and safety.
- Ensure that hazards are assessed and risks evaluated through Risk Assessment and be directly responsible for the establishment of a Organisation health and safety policy and procedures.
- Publicly support all persons carrying out the health and safety policy and procedures.
- Ensure that the Organisation's health and safety policy and procedures are understood at all levels.
- Ensure that responsibility is properly assigned and accepted at all levels.
- Liaise with representatives of the Health and Safety Executive, the local Fire Authority and any other body whose activities have a bearing on the Organisation's health and safety policy.
- Ensure that fire-fighting equipment is provided on the appropriate scale for events based upon risk assessment and that the equipment is regularly maintained.
- Inspect new events for potential hazards.
- Maintain a register of notifiable accidents and notify the appropriate authorities as required.

### **The Safety Consultant is responsible for:**

- Ensuring that the Organisation is kept up to date with the requirements of safety legislation. This is done in liaison with the Committee Chairman
- Supporting the Committee on safety matters.
- Undertaking audits and inspections on systems as appropriate.
- Assisting with Risk Assessment, Manual Handling Assessment and, COSHH Assessments.

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## The Event Coordinator is responsible for:

- Ensure that the agreed Health & Safety monitoring procedures occur as shown in the health and safety procedures Manual.
- Ensure that all accidents and near misses are investigated promptly to discover the cause and eliminate re-occurrence as far as is practical.
- Ensure that information and training as is necessary is provided for health and safety of all persons working for the Organisation and control any others who may be affected by their work.
- Obtain details of required standards contained in statutory regulations and Approved Codes of Practice from the Committee or Safety Advisor, and apply such standards in safe working practices.
- Continually develop safe operating practices to ensure maximum safety for all under their supervision.
- Maintain close liaison with any contractors, working on behalf of the Organisation, on all matters appertaining to health and safety.
- Consider any representation about health and safety from members.
- Ensure that all new members are informed of the Organisation's Health and Safety Policy and receive adequate induction to events.
- Administer the First Aid facilities to ensure adequacy of resources.
- Ensure that members:
  - ❖ are adequately trained and are fully aware of any hazards in that workplace
  - ❖ know what to do in the event of a fire
  - ❖ know the location of the First Aid facilities
- Ensure that adequate supervision is available at all times.
- Ensure that necessary Personal Protective Equipment is issued to members as required and that signatures are obtained confirming their receipt.

## Every Member shall:

- Make themselves aware of, and conform to, the Organisation's Health and Safety Policy and the Health and Safety Procedure Manual at all times.
- Observe the safety procedures and rules at all times.
- Wear and maintain appropriate safety equipment and use correct safety devices at all times. Ensure any defects, damage or loss are reported to the Event Coordinator
- Conform to all instructions given by the Event Coordinator and others with responsibility for Health and Safety.

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- Report to the Event Coordinator all accidents, incidents and near misses that have led, or may lead to, injury or damage.
- Report to the Event Coordinator all defective plant, machinery or other equipment or materials.
- Assist in the investigation of accidents, with the objective of introducing measures to prevent reoccurrence.

## **Subcontractors:**

Those contractors that have been commissioned to carry out work on behalf of the Organisation at the client's premises must be aware of, and conform to the Organisation's Contractors policy

## **Competent Persons:**

For the purposes of the Management of Health and Safety at Work Regulations, the Organisation has appointed the Safety Director and the Safety Advisor from M J H Associates as competent persons.

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## Organisation Health and Safety Procedures

### 1 Safety Notices

The notice 'Health and Safety Information for Members' is permanently displayed. Other notices will be displayed as and when necessary. All members should read this notice and be familiar with its contents.

### 2 Communication

The contents of the health and safety policy and these health and safety procedures will be communicated to all members. Specific health and safety rules that are event specific will be drawn to the attention of all members and subcontractors. Members and subcontractors also have the opportunity to present their views to the organisation on issues relating to health and safety for existing and proposed new work

### 3 Induction and ongoing Training

All full time and part time members will be given induction training. Induction training will include:

- Introduction to the Organisation, its rules and regulations
- Training appropriate to their responsibilities
- Manual handling
- Orientation
- Health and Safety Policy and Safe Working Procedures Training
- Issue of Personal Protective Equipment and training in its use and care as required

Ongoing training will be provided for use of specific work equipment and work with any specific hazardous substances.

In addition to Induction Training which also includes initial Health and Safety instruction and training. All members will be given on-going training to ensure that Health and Safety topics are frequently brought to everyone's attention.

Specialist safety training, such First Aid, and Fire will be arranged whenever the need is identified. Other topics such as COSHH and Electrical Safety will be the subject of regular updates during members training sessions. Training for any new event activities or use of new equipment will be provided as and when required and as appropriate to the tasks being undertaken.

### 4 First Aid Arrangements

The Organisation will ensure that there are adequate first aid arrangements at its key points during any of the events it organises, where possible existing premises first aid facilities will be used. A First Aid box contains adequate facilities and equipment to enable first aid treatment to be administered will be available at all events. The names and locations of all first aiders will be given to all members involved in the event. The magnitude and degree of first aid cover will be based upon a risk assessment for each event.

### 5 Accidents and Accident reporting

It is the Organisation's Policy that all personal injury accidents are reported. If members have an accident or receive treatment due to any event activity then they must ensure that an entry is made in the accident book. If a member is subjected to a "near miss incident" which could have potential to cause harm, then they will report it to the Committee who will record the details. All accidents and near misses will be investigated.

Serious accidents and dangerous occurrences will be reported to the Health and Safety Executive under the RIDDOR regulations

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## 6 Fire

Fire fighting appliances will be supplied for each event based upon the need identified in the risk assessment, such equipment will be regularly maintained.

The evacuation procedures for each event will be identified and these will be made available to all members.

Appointed Fire Marshals are responsible to the Event Coordinator and are available to assist with Fire Evacuation.

Fire Safety issues are the responsibility of the Committee.

The Organisation has undertaken, and regularly reviews, Fire Risk Assessments.

Members will identify fire control measures for all events and be vigilant to the risk of fire

## 7 Electrical Equipment

All electrical appliances are inspected regularly and records are kept.

## 1 Control Of Substances Hazardous to Health (COSHH)

All processes used in the Organisation will be assessed to ensure that practical precautions are taken to minimise risks to the health and safety of its members. These assessments will be carried out by the Safety Consultant and reviewed by the Committee. Records of all assessment will be maintained and copies will be available on site. Where possible the less harmful substances will be used.

All products or materials new to the Organisation will be assessed by the Committee before that product or material is used and the relevant assessment record completed.

The Committee will be responsible for ensuring that substances are re-assessed at least on an annual basis or on any change in usage.

Should unidentified hazardous substances be found during event activities then members and/or subcontractors will notify both the Committee immediately and seek advice from the Organisation's safety advisor.

## 8 Risk Assessments

Risk Assessments are conducted throughout the organisation and these will be updated as and when required. All new events will be assessed for risk prior to their implementation.

Such risk assessment will include those activities that relate to manual handling. Work activities will be adapted to minimise manual handling activities and wherever possible mechanical or alternative carrying methods will be used.

## 9 Machinery, Power Tools and Equipment

It is the policy of the Organisation that all plant and machinery brought into use within the organisation will meet the requirements of Health and Safety Legislation, in particular, the Provision and Use of Work Equipment Regulations and the Supply of Machinery (Safety) Regulations.

All machinery and equipment will be serviced and maintained when required.

## 10 Personal Protective Equipment (PPE)

Personal Protective Equipment will be provided for all activities where it is deemed to be necessary as a result of Risk Assessment. Members will sign for any equipment issued and also be instructed in its correct use and regular maintenance.

## 11 Welfare Facilities

The Organisation will ensure that there are suitable welfare facilities available for all event work, where ever possible these will be existing facilities, should this not be practical then portable welfare facilities will be installed

## 12 Sub Contractors and Visitors

Contractors and visitors are the responsibility of the Committee. It is the policy of the

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Organisation to only employ the services of sub-contractors where such employment does not create health and safety risks to either members or to the sub- contractors themselves. Subcontractors will be appointed primarily based on their technical ability. The Organisation acknowledges its responsibilities in relation to sub-contractors operating on its behalf, whether on site or elsewhere and has developed a policy by which all sub-contractors shall abide too. Any serious breaches of health and safety and the contractor's ability to control specific risks will be taken into account during the selection process.

In particular the Organisation will:

- Agree in advance of working, any specific health and safety issues relating to that work.
- Advise others through appropriate means of any working, which may create a health and safety risk.
- Ensure that appropriate insurance cover exists for the work to be undertaken.
- Regularly inspect any work to ensure compliance with health and safety requirements.

## **13 Member Safe Working Procedures**

Safe working procedures will be implemented to minimise the risk of personal injury and damage to property, plant and equipment by the provision of specific instructions or guidelines designed to ensure personal safety and the provision of a safe and healthy working environment. The Committee is responsible for ensuring that members are made aware of and understand those Safe Working Procedures relevant to their work activity. Where specific instructions exist, individuals are advised that the Organisation's disciplinary procedures will be invoked against them if they ignore the regulations and/or any instructions given by the Committee.

Any member who continues to ignore such procedures or instructions after the issue of a formal warning will be subject to dismissal from the organisation.

The safety of members of the public is considered at all times and consequently appropriate protection will be taken.