



Health and Safety Policy

Duty of Care Statement

Huddersfield Literature Festival will take all reasonably practicable steps to provide and maintain safe and healthy working conditions and environment for all volunteers and users, plus any other people who are directly affected by our activities, such as members of the public at our events.

Responsibility

1. Overall and final responsibility for health and safety at all events and activities organised by the Festival will be delegated to a named individual for each event or activity. This individual will be responsible for ensuring that this policy is upheld.
2. For our general committee meetings the responsible person is our Festival Manager, alongside our Festival Director
3. For all other events the responsible person will be named in advance and their name will be noted on all relevant documents. All volunteers involved will be made aware of who is responsible for health and safety and safeguarding.

General arrangements

1. A risk assessment will be recorded before every event. This will include assessing risk as it relates to all aspects of the event including: equipment; venue; volunteers; attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.
2. For regular events at the same venue or using the same equipment a general risk assessment will be recorded for the event/activity/equipment/venue. All general risk assessments will be reviewed once a year.
3. We will make sure all volunteers at events and activities are aware of the location of fire exits.
4. All volunteers and staff will be made aware of the precautions they need to take as noted on the relevant risk assessment.
5. No volunteer or employee will run an event or activity on their own, and at least two volunteers or employees should stay at an event until it is finished and the last attendees have left.
6. Huddersfield Literature Festival also has a Safeguarding Policy for Young People and Vulnerable Adults that all volunteers will be made aware of as part of their training prior to assisting with events
7. Huddersfield Literature Festival does hold Public Liability Insurance

This policy will be reviewed annually by the HLF Steering Group.

Review date: May 2019