

# Huddersfield Literature Festival: 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.

Our general policy is to:

1. Provide adequate risk assessment and appropriate health and safety measures at each activity/event as part of our Festival
2. Maintain safe and healthy working conditions for our staff, volunteers, and performers
3. Consult Festival Committees (Steering & Volunteer) on matters concerning health and safety of our activities
4. Ensure that all individuals contracted to provide Festival activities or support services have maintained any equipment to legally approved standards
5. Train all volunteers and staff with appropriate healthy and safety measures, safe handling and equipment use and/or substance usage
6. Provide a named individual for each event or activity to ensure adequate health and safety protocols are followed
7. Review and revise this policy on an annual basis

Signed:

A handwritten signature in black ink, which appears to read 'Michelle Hodgson', is placed over a light blue rectangular background.

Michelle Hodgson, Festival Director

Date: 1 July 2022

Date of Next Review: September 2023

## Responsibilities

Overall and final responsibility for health and safety at all events and activities organised by the Festival on behalf of the Steering Committee is Michelle Hodgson, Festival Director and Festival Manager, Julia Lilof.

Additional members of the Steering Committee responsible for ensuring the correct procedures are updated and put into practice include:

Michelle Brown  
Amanda Huxtable  
Cat Lumb

Salma Zaman  
Gina Battye  
Kirstie Wilson

Day to day responsibility to ensure that these procedures are implemented for each venue and event is delegated to our Festival Manager, Julia Lilof who has First Aid Training.

All volunteers that support Festival events and activities are required to cooperate with these health and safety procedures and will:

- Undergo appropriate training and information related to health and safety
- Cooperate with all managers and supervisors on matters relating to health and safety
- Take reasonable care of their own health and safety;
- Report all health and safety concerns to one of the Board members named in the policy (above)

# Arrangements for Health and Safety

## Risk Assessments

A risk assessment will be undertaken before every event by our Festival Manager and reviewed by a member of the Steering Committee.

The assessment 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.

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.

Any precautions identified in the risk assessment will be shared with any relevant Festival staff and volunteers, which includes (but is not limited to) location of fire exits and evacuation processes at each venue.

## Training

Every member of the Festival (paid or volunteer) will take part in compulsory induction training that will outline the necessary health and safety measures in place and review our policies and procedures. This training will be organised and verified by our Festival Manager.

The 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. A full list of all training delivered to our volunteers can be found in our Volunteers Policy.

Additional training and documentation will be allocated to named volunteers who will support the Festival Manager in supervising events and activities (as detailed below)

## Accidents

In the event of an accident or incident the persons involved will record the incident in the attached Accident Report Form (see [Appendix 1](#)). This will be submitted to our Festival Manager and Director to review and take appropriate action to prevent recurrence.

The key considerations are:-

- To ensure that all relevant details are reported as soon as possible, in accordance with established procedures.
- Remove any residual hazards that may pose a risk to others.
- In the case of a serious incident, ensure the scene remains undisturbed pending investigation.
- Notify management of incapacity for work that results from an injury sustained during a work activity

## **Event Management**

Each event or Festival activity will be delegated to a named individual for supervision. This individual will be responsible for ensuring that this policy is put into practice and policy procedures upheld.

This individual 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 during each event.

Each event supervisor will be provided with a copy of the event risk assessment, ticket procedures, fire evacuation instructions, and health and safety policy alongside specific activity information that they may require to supervise accordingly.

Overall responsibility for health and safety remains with the Festival Manager and they will ensure that each event supervisor is on duty accordingly and has the correct information.

Any accidents or breaches of policy will be reported directly to the Festival Manager and be discussed and resolved by the Festival Steering Committee at the first opportunity.

## **Fire & Evacuation**

Each event or activity venue contact will instruct our Festival Manager on the existing fire evacuation and emergency procedures. This information will then be shared with the relevant staff of volunteers supporting the activity so that they may support venue staff should there be a fire or other emergency.

All volunteers and staff members will be instructed not to put their own safety at risk in the event of an emergency.

## **General arrangements**

No volunteer or supervisor will run an event or activity on their own, and at least two volunteers or staff members should stay at an event until it is finished and the last attendees have left.

Any accident or first aid treatment will be provided only by appropriately trained individuals or groups. The Festival has one trained First Aider - Festival Manager: Julia Lilof.

As the Festival does not have a dedicated venue, any event space staff that are trained First Aiders and are present during Festival activities will be identified on the Risk Assessment for that event, supported by their Health & Safety Policy guidelines as require.

Huddersfield Literature Festival maintains Public Liability Insurance with Chaucer Group (renewable each September) in the event of an accident taking place.

## APPENDIX 1: Huddersfield Literature Festival: Accident Report Form

To be completed in the event of any incident that falls under the remit of Health & Safety during activities by Huddersfield Literature Festival.

1. About the Incident	
What are you reporting?	Accident / Incident / Near Miss
When did it happen?	
Where did it happen?	
Please describe the incident, including any equipment, materials, or individuals involved.	
Details of any actions taken	

Name(s) and contact details of any witnesses to the incident	
<b>2. About the Person(s) Involved</b>	
Who was involved? (Please provide name and contact details)	
What type of injury/illness has resulted?	
<i>[Injuries only] What treatment was provided - include a record of any first aid or hospital treatment.</i>	
Signature of Person involved (where appropriate)	<p>I, _____, declare that the above description is an accurate assessment of the incident that took place.</p> <p>Signed:</p>
<b>3. Person Reporting the Incident</b>	
Name:	
Role:	
Contact Details:	
Date of Incident Report:	
Signature of Reporter:	

### Accident Report Reviewed by Festival Director & Festival Manager

Date Reviewed:	
Signed by HLF Director: Michelle Hodgson	
Signed by Festival Manager: Julia Lilof	
<b>Notes of Additional Actions or Precautions put in place:</b>	
Was the incident reported to the Steering Committee?	<ul style="list-style-type: none"><li>• Yes</li><li>• No</li></ul>
If reported, date of meeting where incident was discussed and minuted:	