

Festival Angels (Leeds)

Health and Safety Policy 2019

Festival Angels at the Leeds Festival are governed by a Steering Group with management responsibilities delegated by Christian Nightlife Initiatives (CNI).

Each and all have a *Duty of Care* for the volunteers and those whom they serve.

This policy seeks to ensure areas of responsibility are designated and understood.

Named 2019 Festival Angel Coordinator: BOB BAILEY/MOIRA CONLON have overall and final responsibility for Health & Safety.

Named Location Managers

Each area/location of work has appointed Managers responsible to the Festival Angel Director for Health and Safety in their particular area of work.

Detached Team: Paul Blakey

Prayer Café: Marcus Orton, Glyn & Carolyn Wright, Tom Attwood, Shirley Craven

Lost Property: Sam Dessi

Festival Angel Campsite: Carl Sedge

Each Manager has responsibility to:

- **Prevent** accidents and cases of work-related ill health by managing the health and safety risks in the place of work.
- **Provide** clear instructions and information, and adequate training, to ensure volunteers are competent to do their work.
- **Engage** and consult with volunteers on day-to-day health and safety conditions.
- **Maintain** safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.
- **Record** and submit to the Festival Director details of any accidents in their area of responsibility. This should include to whom, where, when and how the accident occurred as well as actions taken by whom, and any further action required.

RISK ASSESSMENT

Managers are responsible for conducting and submitting a Risk Assessment (Appendix 1) to the Festival Director at least two weeks prior to the Festival.

Please read Managers Guidelines beforehand.

Once on site the Assessment should be reviewed with the Festival Angel Coordinators to ensure all circumstances and changes in the facilities have been accounted for and, if necessary, risks & actions amended before being signed off on Day One by the Festival Angel Coordinator and Location Manager.

FESTIVAL ANGELS RISK ASSESSMENT

We have started off the risk assessment by entering a sample common entry to illustrate the extent of what is expected. Adapt or delete accordingly.

Continue by identifying the hazards that are real priorities in your case and the actions that will need to be taken. Use additional sheets as necessary.

Submit this Risk Assessment to the Festival Director two weeks prior to the Festival and bring a copy to the Festival Site to update as necessary.

AREA OF RESPONSIBILITY:

COMPLETED BY:

DATE:

Review DATE:

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to Control this risk?
Injury from items in marquee (items on tables, kettle, hot water}	Festival Angels volunteers. Member of public. Injuries could include: burns, cuts, bruising etc and slips trips and falls	The marquee will be kept tidy with tables erected on as firm a ground as we can. Boiling water in kettles will be kept near back of tables and away from other electric items (eg phones). Members of public generally kept outside marquee. Guidance given to ensure everyone knows they need to be responsible for the marquee and its safety. Equipment will be checked to be in good working order.	Yes - keep an eye on the area throughout the festival.