

## **Policy Statement**

Creative Royston aims to ensure that all participants of the festival and other occasional events, whether contributors or audiences, are able to enjoy the events in a safe environment. The Creative Royston management committee (CRMC) will take all reasonable steps, within their power, to meet its responsibilities under the Health and Safety Act 1974 and to ensure that all contributors also meet the standards required by law to operate safely.

## **Responsibilities of the Committee.**

The CRMC have overall responsibility for all aspects of health and safety at events run by the committee. Events run by other agencies must comply with the policy set down by the committee. Failure to comply with the policy will result in the event being cancelled and any costs incurred will be the responsibility of the event organiser and not the CRMC. In addition to this we offer the following:

- To provide guidance and advice on Health and safety matters.
- To raise safety consciousness amongst all contributors.
- To liaise with the relevant authorities e.g. Fire and Rescue, Police, medical authorities and HSE before, during and after the festival to help ensure that all committee-organised events run smoothly and with minimum risk.
- To record and investigate all accidents/incidents and to provide statistics of such incidents to the CRMC.
- To be the central point of contact in all Health and Safety matters for the entire festival.
- To ensure that all fire precautions and emergency procedures are in place for every committee-organised event and that all personnel in each event are aware of such systems.

In addition to this the CRMC have the authority to halt any event if the relevant Health and Safety practices are not being followed and the committee deem that participants may be placed in danger by unsafe behaviour and or practice

## **Responsibilities of Volunteers.**

Volunteers have a responsibility to exercise vigilance at events. They should follow the look-tell-secure three-fold approach in the case of any health and safety concerns.

Look-take note of surroundings and be aware of anything which might be considered unusual or a threat.

Tell-another volunteer or a committee member, ideally the Health and Safety Officer.

Secure-cordon off or evacuate the public from any potentially threatening situations.