

Balter Festival 2016

Safety Policy

Statement of Intent

We recognise the legal duties of care, as outlined in the Health and safety at Work Act 1974, to ensure our undertaking and work activities do not adversely affect the health, safety and well-being of our employees, contractors, the public attending events and anyone else that may be affected by our acts or omissions.

We have installed a Safety Management System (SMS) inline with the requirements of the Management Regulations 1999, and advice given in HG65 the Principles of safety Management.

The Construction (Design and Management) Regulations 2015 (CDM 2015) came into force on 6 April 2015, replacing CDM 2007. This publication provides guidance on the legal requirements for CDM 2015 and is available to help anyone with duties under the regulations. It describes:

The law that applies to the whole construction process on all construction projects, from concept to completion what each duty holder must or should do to comply with the law to ensure projects are carried out in a way that secures health and safety.

CDM 2015 is subject to certain transitional provisions that apply to construction projects that start before the regulations come into force and continue beyond that date.

We intend to use legal requirements as a minimum on which we can make improvements to our safety performance.

We will give safety management equal status with other business functions such as marketing and finance.

To this end we will ensure that hazards have been identified and assessed. Where possible, risks have been eliminated and those that remain are controlled and managed so they do not present a significant danger to employees and visitors.

Ensure that an accident/incident reporting procedure is in place and all accidents, incidents or diseases outlined in RIDDOR 1995 are reported to the enforcing authority.

We further recognise that when working on productions our business activities expand to include the working activities of contractors. When working on productions we will undertake to: -

- Select competent contractors, and include safety performance as a selection criterion.
- Ensure all contractors have suitable and sufficient risk assessments and safe working procedures.
- Pro-actively monitor contractors' safe working procedures during the event.
- Investigate, or co-operate with others investigating, any accident/incidents involving employees, contractors and those attending the event.
- Ensure when designing the layout of all temporary demountable structures, barriers and cable runs that they are intrinsically safe and the safety of the public, artists, crew and employees is considered at the design stage.

- Ensure that employees and contractors are familiar with the site accident and incident reporting procedure.
- Ensure all temporary demountable structures hired for the event conform to all statutory guidance and relevant British or European Standards.
- Ensure employees and contractors are provided with adequate sanitary, welfare and first aid/medical provision.
- Ensure that there are adequate resources, financial or otherwise, allocated for health and safety purposes.
- Ensure that all employees receive adequate training and instruction so they are competent to carry out their duties in accordance with the Safety Management System.

We understand that no SMS will succeed without the involvement of employees and contractors. We urge them to give full co –operation in the management of safety.

Signed on behalf of - Balter Festival

Date

Event Profile

Balter Festival (BF) is a small, outdoor music event held over four days. 2016 will be the third annual event and the management team are keen to build on the success of previous years. Spread across 10 diverse venues and with a proposed site maximum capacity of 2500, BF supports and promotes cutting edge, independent music that is often ignored by larger events. Bands, DJs, live performers and audience members are drawn from all over the UK and Europe. The event also features walk-about theatre & circus performances, independently owned food & market traders and two licensed bars.

Geographical location

Great Goytre farm
Pandy
Abergavenny

Responsibilities

Event Organisers

Ultimately responsible for health and safety

Ensuring adequate resources are put into health and safety

Ensure all employees receive adequate training and instruction

Keeping up to date with changes in regulations, HSE guidance and industry best practice.

Obtaining expert advice on issues of health and safety when required

Ensuring health and safety has a high profile within High Definition and set a personal example

Production and Site Managers

Select competent contractors Design and layout temporary demountable structures and temporary services so they are intrinsically safe following advice in The Event Safety Guide HSG 195 1999

Co ordinate contractors and crews work activities so they do not clash

Familiarise themselves with contractors risk assessments and monitor contractors working practices

Ensure the recording and investigation of accidents that occur on site

Ensure accidents/incidents and specific diseases are reported to the relevant enforcing authority, as per RIDDOR 95

Ensure contractors are given adequate information about the site access, egress, emergency and evacuation procedures, and welfare and sanitary provisions

Ensure all contractors are made aware of the site traffic system and site safety rules

Give full co-operation to the officers of the Council and Emergency Services

To carry out a pre-event inspection and attend pre-event meetings as required

Ensuring health and safety has a high profile during the event and set a personal example to contractors and crew

To ensure that the design and layout of the site will take into account the following points: -

Adequate supply of drinking water

Adequate provision of toilets and washing facilities

Emergency access for the emergency services

Safe access and egress to the site for vehicles and the guests

Barriers and fencing

The citing of sound equipment and dressing rooms

Adequate signage

Security Co-ordinator

To ensure security/stewarding arrangements are adequate given the nature of the event, the expected audience and nature of the performance

Ensure stewarding arrangements are adequate by carrying out a stewarding risk assessment in line with advice given in *Managing Crowds Safely HSG 154 2000*

That the security/stewarding arrangements remain effective for the duration of the event

That the site communication system remains effective

Co-ordinate effective security/stewarding arrangements and draw up a stewarding rota

Ensure that security staff and stewards are provided with adequate breaks in line with the *Work Time Directive 1989*

That security staff and stewards are provided with ear protection when working in designated areas under the *Noise at Work Regulations 2005*

Ensure security staff and stewards are suitably trained and that details of the training are made available to the enforcing authority

Understand their general responsibilities towards the audience, fellow event workers and themselves

Provide adequate security staff to back up stewards

To assist the emergency services in the event of an emergency

To carry out security patrols

To control unruly behaviour and investigate any disturbances or incidents

Give full co-operation to the officers of the Council and Emergency Services to co-ordinate the protection of restricted areas, valuables and performers by security staff

Medical & Welfare co-ordinator

Understand their general responsibilities towards the public, fellow event workers performers and themselves

Carry out a medical needs risk assessment in consultation with the local authority and local NHS ambulance service over the level of provision

Provide management and operational control for the medical and welfare facilities

Give full co-operation to the officers of the Council and Emergency Services

Safety co-ordinator

Understand their general responsibilities towards the guests, fellow event workers performers and themselves

Assist in the selection and monitoring of contractors

Liaison with contractors, self-employed people on site and the health and safety enforcement authority

Checking of safety method statements and risk assessments and report serious defects to the enforcement authority

Preparation and monitoring of site safety rules; checking of appropriate certificates in respect of structures, electrical supplies, fire proofing of backdrops and drapes

Communicate of safety information to contractors on site

Monitor safety performance and co-ordinate safety in response to a major incident

Give full co-operation to the officers of the Council and Emergency Services

Stage Managers

Understand their general responsibilities towards the guests, fellow event workers performers and themselves

Inform the safety co-ordinator if they, or any performers, have concerns over the crowd densities and crushing

To stop the performance if necessary in the event of an emergency

To ensure noise levels agreed with the Council are adhered to ensure their stage can adjust noise levels if requested to by the Council

Give full co-operation to the officers of the Council and Emergency Services

To co-ordinate the activities of those who are working on the stage

To ensure that a clear working space is provided at all times to facilitate access to all control switches and equipment around and on the stage.

To ensure under stage area is kept free of combustible materials including rubbish

To attend pre event meetings as required

Production Contractors

Co-operate with the organisers by following their risk assessments and safe working procedures

Co-operate with other contractors and ensure that their work practices do not put others at risk

Ensure that they and any person under their control work in a safe manner and are aware of site safety rules and site emergency and evacuation procedures

To draw attention to any health and safety issues that may arise, and report any hazards or incidents to the production office

Give full co-operation to the officers of the Council and Emergency Services

Risk assessments

Risk assessment of the hazards associated with the provision, safe installation of temporary demountable structures, barriers, temporary electric supply, lighting and P.A assuming no controls are present

Identified hazards	Persons at risk			Worst case severity					Likelihood				Risk	
	Contractor	Public	Performer	Fatal	Major	Minor	No injury	Damage	Likely	Probable	Possible	Remote		Improbable
1. Disruption to services/damage to building	✓			✓								✓		✓
2. Structural collapse	✓	✓	✓	✓							✓			✓
3. Lifting and handling injuries	✓				✓					✓				✓
4. Risk of falling objects/falls from heights over 2metres	✓	✓	✓	✓							✓			✓
5. Failure of lifting equipment	✓			✓								✓		✓
6. Failure of work equipment	✓			✓							✓			✓
7. Fire	✓	✓	✓	✓							✓			✓
8. Electric shock, burn, fire	✓	✓	✓	✓						✓				✓
9. Falling from /collision with vehicles	✓	✓		✓							✓			✓
10. Contact with hazardous substances	✓			✓								✓		✓
11. Emergencies	✓	✓	✓	✓						✓				✓
12. Adverse weather conditions	✓				✓					✓				✓
13 slips, trips and falls	✓	✓	✓	✓							✓			✓

14. Ill health due to poor hygiene and sanitation	✓			✓							✓			✓
15. Injuries or illness aggravated due to lack of Immediate care	✓			✓					✓					✓
16. Noise	✓	✓	✓		✓						✓			✓
17. Stress	✓			✓							✓			✓

Controls

1	Site manager to check with owner that there are no buried or overhead services
2	All temporary demountable structures designed and installed by a competent contractor, selected on basis of: Knowledge and understanding of the work, ability to manage risks involved, and employment of suitably trained workforce. All barriers and temporary demountable structures to conform to load bearing specified in <i>Temporary demountable structures: Guidance on design, procurement and use</i> . All temporary structures to be accompanied by a design statement, construction drawings, risk assessment & safety method statement. Contractor to complete a self-certification hand-over certificate declaring that structure has been erected safely and according to designer's specifications and instruction. MUTA code to be followed and MUTA checklists completed at handover
3	Contractors to supply risk assessments and ensured that persons under their control have received training in safer handling techniques in accordance with the Lifting Operations and Lifting Equipment Regulations 1998). Crew and contractors issued with HSE leaflet "Getting to Grips with Manual handling" ING143 09/07. Posters from campaign in rest area

4	<p>Ensure work at height is carryout in accordance with advice and guidance contained in HSE advice and guidance contained in ""Work at Height Regulations 2005 (as amended) a brief guide" INDG 401.</p> <p>Ensure the creation of danger zones in areas below people working at height.</p> <p>Hard hats to be worn within danger zone.</p> <p>Where workers are working at a height of 2m or more fall protection devises must by used.</p> <p>Access to height to be by scaffold tower that is to be used in accordance with HSE Construction Information Sheet 10 revision 4 "Safe use of Scaffold Towers"</p> <p>Handrails will be provided on all ramps and stage edging. Front of stage marked with a 50mm white line. All contractors working at height to use a system whereby tools and equipment is counted up and down.</p> <p>Crew and contractors issued with HSE guidance "Safe use of ladders and step ladders" ING140</p> <p>All flown equipment and equipment placed at height to be fitted with a secondary safety device</p>
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5	<p>Operatives adequately trained in the use of lifting equipment. Scaffold towers hired by the organisers will be serviced maintained and operated in accordance with <i>LOLER 98</i>.</p> <p>All load bearing parts such as winches and site lift trucks LOLER certified</p>
6	<p>Ensure tools and equipment brought on to site are well maintained and inspected and serviced regularly and electrical equipment P.A.T tested in line with the Provision and Use of Work Equipment Regulations 1998 (PUWER 98). Ensure tools are used as intended (right tool for the job) Hazardous machinery adequately signed, maintained and serviced in accordance with PUWER 98 and Safety Signs Regulations 1996.</p> <p>Lasers operated in accordance with <i>HSG95 The radiation safety of lasers for display purposes</i>. Laser safety officer appointed by contractor who is responsible for risk assessment, handover certificate and operator instructions All smoke and vapour machines used in accordance with manufactures instructions checks made that right fluid is used (see control 10)</p>
7	<p>All backdrops, blacks and decorations inherently fire retardant or fire proofed to <i>BS 5867: Part 2 1980 (amd 1993) Fabric type B</i>. Fabrics kept away from sources of incandescent heat.</p> <p>Sources of incandesce heat reduced by the use of led lighting.</p> <p>Temporary electrical supply system and all electrical equipment, PA and lighting tested in accordance with IEE Regulations 17th edition.</p> <p>Stage manager to ensure no combustible materials stored under the stage.</p> <p>Fire fighting equipment in place from build up to strike down.</p>
8	<p>Temporary electrical supply system designed, installed and tested by competent electricians</p> <p>Drawing and plans of all electrical installations, cable runs, lighting and sound systems kept in the production area.</p>
9	<p>Traffic management system put in place designed in accordance with HSE guidance contained in "Workplace Transport Safety an overview" 09/06 HSE checklist completed at design stage</p> <p>All contractors and site crew informed of the site rules and traffic management system prior to the event.</p> <p>The safe loading and unloading of vehicles done in accordance with HSE guidance Preventing Falls from Vehicles- Advice to workers INDG413 and "Preventing Falls from Vehicles the Basics" WPT01 09/07</p>
10	<p>All substances classified as hazardous to health assessed and crew instructed on what the harm they can do, personal protective equipment issued in line with the <i>Control of Substances hazardous to Health 1998</i>. Chemicals stored to ensure they do not present a risk to the guests, crew or contractors. Flammable and oxidising chemicals stored separately away from possible sources of ignition. Chemical storage areas signed in accordance with the <i>Safety Signs Regulations 1996</i>.</p> <p>Smoke machines used in accordance with manufactures instructions and HSE information sheet "<i>Entertainment Sheet number 3 "Smoke and vapour effects used in entertainment "</i></p>
11	<p>Ensure all crew and contractors given information on the emergency and evacuation procedures. Crew and contractor working at height instructed to familiarise themselves with the best egress in the event of an emergency.</p>
12	<p>Checks made with contractors that gloves, ear plugs and foul weather clothing for crew working outside if required, in line with <i>Personal Protective Equipment Regulations 1992</i>.</p>

13	Tidy storage and work areas to avoid tripping. Steel toecap boots worn. Cooperate with other contractors on site to avoid getting in each other's way. Areas open to the public and backstage checked for tripping hazards. Stage lay out according to footprints provided in advance. Suitable task lighting during build up and strike down All tent pegs and guy ropes in the arena dressed
14	Ensure contractors and employers are made aware of shared site sanitary conditions, washing and welfare facilities
15	Ensure contractors have their own first aid arrangements. Ensure all contractors aware of shared first aid facilities in accordance with the <i>First aid Regulations 1988</i>
16	Crew and contractors warned of the dangers of noise and advised to wear ear defenders that are available. Posters placed around site warning of dangers of high noise levels. Contractors to co-operate by ensuring staff, working in designated hearing protection zones, wear ear their defenders
17	Crew made aware that work-load and working times can be subject to temporary adjustment in times of stress. Welfare includes councillors that are available to public and crews during the event

Risk Assessment for hazards associated with safe access and egress from the site assuming no controls are in place

Identified hazards	Persons at risk			Worst case severity					Likelihood				Risk Requires Control	
	Crew/ Contractor	Public	Employee	Fatal	Major	Minor	No injury	Damage	Likely	Probable	Possible	Remote		Improbable
1. Slips and Trips	✓	✓	✓	✓							✓			✓
2. Falls from Height	✓	✓	✓	✓						✓				✓
3. Site vehicles	✓	✓	✓	✓					✓					✓
4. Pedestrians hit by vehicles	✓	✓	✓	✓						✓				✓
5. Crushing/ localised overcrowding	✓	✓	✓	✓						✓				✓
6. Crowd panic in emergency	✓	✓	✓	✓							✓			✓

7. Deep water	✓	✓	✓	✓							✓				✓
Existing controls															
1	<p>All pedestrian traffic routes, emergency exit routes adequately lit with festoon and signed. Stewards to assist the public.</p> <p>All pedestrian routes kept free of trip hazards as far as is reasonably practicable.</p> <p>Access routes checked for trip and slip hazards at the start of each day. Suitable provision for the disabled provided by the Accessibly provider</p>														
2	<p>All ramps, stairways and working platforms to be provided with handrails. No public access to backstage areas. Public prevented from gaining access to rigging and access ladders. King and where necessary queen poles dressed with spare tent walls laced from the inside. Step edges and front of stage clearly identified with 50mm white line</p>														
3	<p>Introduce traffic management system on site. 5 mph speed limit in car park. Car park marshalled. Traffic plan to include separation of cars and pedestrians, bus/taxi drop off, Disabled parking. Gate crew and traffic marshals on site to assist the public. HSE Site Inspection - Workplace Transport Checklist used at design stage Only essential site vehicles movements during the event in public areas.</p>														
4	<p>Pedestrian/Vehicles segregated as much as possible when designing and filling the car park</p> <p>Only essential site vehicles allowed in public areas.</p> <p>Vehicles moving in public area stewarded</p>														
5	<p>Venue adequately signed so public are not confused.</p> <p>Stewards providing information to the public about facilities and the entertainment</p> <p>Entertainment designed to encourage even spread across the site</p>														
6	<p>All emergency exit routes to be kept clear at all times adequately signed.</p> <p>All staff familiar with emergency evacuation plans.</p> <p>Radio communication between key personnel. Use of code words to avoid panic.</p> <p>Stewards to be used to guide them to the designate place of safety.</p>														
7	<p>Stream fenced off and warning signs put up</p>														

Risk Assessment for hazards associated with the provision of site services and welfare assuming no controls are in place

Identified hazards	Persons at risk			Worst case severity					Likelihood				Risk	
	Crew/ Contractor	Public	Employee	Fatal	Major	Minor	No injury	Damage	Likely	Probable	Possible	Remote	Improbable	Requires Control
1. Electric shock, fire, burn and defibrillation	✓	✓	✓	✓							✓			✓
2. Gas explosion, carbon dioxide poisoning	✓	✓	✓	✓						✓				✓
3. Spread of disease due to lack of adequate sanitary arrangements	✓	✓	✓	✓					✓					✓
4. Spread of disease from the provision of unwholesome drinking water	✓	✓	✓	✓						✓				✓
5. Food poisoning from on site caterer	✓	✓	✓	✓						✓				✓
6. Injuries or medical conditions aggravated by lack of immediate assistance	✓	✓	✓	✓							✓			✓
7. Stress	✓	✓	✓	✓						✓				✓

8.Noise		√			√					√			√
Existing controls													
1	Temporary electrical system designed, installed and tested in accordance with <i>IEE regulation 17th edition</i> . Only site electricians permitted to work on system. Generators supplied by competent supplier. Generators regularly maintained and serviced.												
2	All gas equipment used by caterers tested by a Gas safe registered engineer within the last 12 months in accordance with <i>Gas Safety (Installation and Use) Regulations 1998 (L56)</i> . All operators using LPG can demonstrate a basic understanding of it's safe use, it's characteristics and emergency procedures												

3	Sanitary provision in line with the <i>Event safety guide (HSG 195)</i> . Disabled toilets provided. Facilities regularly cleaned and serviced during the event. Water points clearly signed.												
4	Drinking water is drawn from farm borehole via temporary pipes and subject to a testing regime. Pipes chlorinated before the event. Sterilised tankers used to store 24hours worth of reserves												
5	Caterer to ensure that the delivery, storage, preparation, and service of food conforms with the requirements of the <i>Food Hygiene Regulations 2006</i> and follows guidance set out in "Safe food, better business" to show due diligence												
6	1 st aid/medical arrangements in line with <i>First Aid Regulations 1985</i> . Provision in accordance with advice in <i>The Event Safety Guide (HSG195)</i> . Welfare and chill out area available												
7	Welfare co-ordinator to ensure presence of trained debt, drug and alcohol, and relationship councillors and mental health workers												
8	Festival signed up to RNID's "Keep the Music Campaign" and will follow campaign guidance												

Risk Controls summary

Risk Controls for the hazards associated with the provision, safe installation of temporary demountable structures, barriers, temporary electric supply, lighting and P.A.

	Hazards requiring control	Risk Controls
1	Disruption to services	Site manager to check with owner that there are no buried or overhead services
2	Structural collapse	All temporary demountable structures designed and installed by a competent contractor, selected on basis of: Knowledge and understanding of the work, ability to manage risks involved, and employment of suitably trained workforce. All barriers and temporary demountable structures to conform to load bearing specified in <i>Temporary demountable structures: Guidance on design, procurement and use</i> . All temporary structures to be accompanied by a design statement, construction drawings, risk assessment & safety method statement. Contractor to complete a self-certification handover certificate declaring that structure has been erected safely and according to designer's specifications and instruction. MUTA code to be followed and MUTA checklists completed at handover
3	Lifting and handling	Contractors to supply risk assessments and ensured that persons under their control have received training in safer handling techniques in accordance with the Lifting Operations and Lifting Equipment Regulations 1998). Crew and contractors issued with HSE leaflet "Getting to Grips with Manual handling" ING143 09/07. Posters from campaign in rest area
4	Falling objects/falls from heights	Ensure work at height is carryout in accordance with advice and guidance contained in HSE advice and guidance contained in "Work at Height Regulations 2005 (as amended) a brief guide" INDG 401. Ensure the creation of danger zones in areas below people working at height, Hardhats to be worn within danger zone. Where workers are working at a height of 2m or more fall protection devises must by used. Access to height to be by scaffold tower that is to be used in accordance with HSE Construction Information Sheet 10 revision 4 "Safe use of Scaffold Towers" Handrails will be provided on all ramps and stage edging. Front of stage marked with a 50mm white line. All contractors working at height to use a system whereby tools and equipment is counted up and down. Crew and contractors issued with HSE guidance "Safe use of ladders and step ladders" ING140 All flown equipment and equipment placed at height to be fitted with a secondary safety device
5	Failure of lifting equipment	Operatives adequately trained in the use of lifting equipment. Scaffold towers will be serviced maintained and operated in accordance with <i>LOLER 98</i> . All load bearing parts such as winches and site lift trucks <i>LOLER</i> certified
6	Failure of work equipment	Ensure tools and equipment brought on to site are well maintained and inspected and serviced regularly and electrical equipment P.A.T tested in line with the Provision and Use of Work Equipment Regulations 1998 (<i>PUWER 98</i>). Ensure tools are used as intended (right tool for the job) Hazardous machinery adequately signed, maintained and serviced in accordance with <i>PUWER 98</i> and Safety Signs Regulations 199Lasers operated in accordance with <i>HSG95 The radiation safety of lasers for display purposes</i> . Laser safety officer appointed by contractor who is responsible for risk assessment, handover certificate and operator instructions All smoke and vapour machines used in accordance with manufactures instructions checks made that right fluid is used (see control 10)

7	Fire	See individual Fire Risk Assessment
8	Electric shock, burn, fire	Temporary electrical supply system and all electrical equipment, PA and lighting tested in accordance with IEE Regulations 17 th edition All backdrops, blacks and decorations inherently fire retardant or fire proofed to <i>BS 5867: Part 2 1980 (amd 1993) Fabric type B</i> . Fabrics kept away from sources of incandescent heat. Sources of incandescence heat reduced by the use of led lighting. Stage manager to ensure no combustible materials stored under the stage
9	Transport	Traffic management system put in place designed in accordance with HSE guidance contained in "Workplace Transport Safety an overview" 09/06 HSE checklist completed at design stage All contractors and site crew informed of the site rules and traffic management system prior to the event. The safe loading and unloading of vehicles done in accordance with HSE guidance Preventing Falls from Vehicles- Advice to workers INDG413 and "Preventing Falls from Vehicles the Basics" WPT01 09/07
10	Hazardous substances	All substances classified as hazardous to health assessed and crew instructed on what the harm they can do, personal protective equipment issued in line with the <i>Control of Substances hazardous to Health 1998</i> . Chemicals stored to ensure they do not present a risk to the guests, crew or contractors. Flammable and oxidising chemicals stored separately away from possible sources of ignition. Chemical storage areas signed in accordance with the <i>Safety Signs Regulations 1996</i> . Smoke machines used in accordance with manufactures instructions and HSE information sheet "Entertainment Sheet number 3 "Smoke and vapour effects used in entertainment "
11	Emergencies	Ensure all crew and contractors given information on the emergency and evacuation procedures. Crew and contractor working at height instructed to familiarise themselves with the best egress in the event of an emergency
12	Weather	Checks made with contractors that gloves, ear plugs and foul weather clothing for crew working outside if required, in line with <i>Personal Protective Equipment Regulations 1992</i> .
13	Slips and trips	Tidy storage and work areas to avoid tripping. Steel toecap boots worn. Co-operate with other contractors on site to avoid getting in each other's way. Areas open to the public and backstage checked for tripping hazards. Stage lay out according to footprints provided in advance. Suitable task lighting during build up and strike down All tent pegs and guy ropes in the arena dressed
14	Poor hygiene and sanitation	Ensure contractors and employers made aware of shared site sanitary conditions, washing and welfare facilities
15	Lack of Immediate care	Ensure contractors have their own first aid arrangements. Ensure all contractors aware of shared first aid facilities in accordance with the <i>First aid Regulations 1988</i>
16	Noise	Crew and contractors warned of the dangers of noise and advised to wear ear defenders that are available Poster warning of dangers of high noise levels. Contractors to co-operate by ensuring staff working in designated danger areas wear ear their defenders
17	Stress	Crew made aware that work-load and working times can be subject to temporary adjustment in times of stress. Welfare includes councillors that are available to public and crews

Fire risk assessment - 2016

A. Possible sources of ignition

No	Hazard	Control
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1	Electrical supply system	<ol style="list-style-type: none"> 1. Designed, installed and tested in line with IEE 17th edition by qualified electrician. 2. Handover Certificates required before system is used 3. Hired caravans must have an electrical safety certificate
2	Faulty appliances	<ol style="list-style-type: none"> 1. All portable appliances brought on site subject to a regular inspection and testing in accordance with HSE guidance "Maintaining portable & transportable electrical equipment" (HSG 107) 2. All sound and lighting equipment subject to an inspection in accordance with HSE Guidance Note "electrical safety in places of entertainment" before use and records kept on site 3. Hand over certificates used for all sound and lighting installations
3	Cooking Hot surfaces LPG	<ol style="list-style-type: none"> 1. Stalls LPG checked for connectors, tubing, sitting, and stability. Stalls limited to 24 hours supply or 200Kg 2. Check stall have back plates and not up against tent skin 3. Kitchen staff familiar with emergency procedures and location of emergency cut of switches for gas & electricity 4. Ensure any barbecues are adequately guarded
4	Hot Surfaces	<ol style="list-style-type: none"> 1. All backdrops, blacks and decorations made from inherently fire retardant or fire proofed to BS5867 Part 2 1980 (amd 1993) Fabric B test 2. Handover certificates in place from decorations and lighting to include confirmation they are not against sources of incandescent heat 3. Visual check that no sources of incandescing heat are placed near any material throughout the festival
5	Camping	<ol style="list-style-type: none"> 1. Only official communal fires allowed 2. Advice & assistance on fire safety available to those camping
6	Smoking	<ol style="list-style-type: none"> 1. In draught conditions place warning signs and issue personal ashtrays to staff and public on arrival 2. No smoking in enclosed public or working spaces 3. Security to enforce NO smoking legislation in venues
7	Arson	<ol style="list-style-type: none"> 1. Adequate security on site and to guard back stage areas 2. Back stage areas fenced to prevent access to plant and machinery and sources of fuel

B. Potential sources of fuel

1	LPG (Liquid)	<ol style="list-style-type: none"> 1. Gas bottles placed in well ventilated area 2. Restricted access to gas bottles area hazard sign in place 3. All gas equipment event tested by a Gas Safe registered engineer within the last 12 months in accordance with Gas Safety (instillation & Use) Regulations 1998 4. Operatives trained in safe use, its characteristics and emergency procedures 5. Hoses and clamps subject to visual inspection before use 6. Excess gas bottles kept in properly constructed gas cage way from the main site and the stalls co-ordinator will ensure a daily gas delivery to help reduce the number of gas bottles on site 7. Hired caravans to have a current Gas Safe certificate
2	Solvents, paints, finishes (Liquid)	<ol style="list-style-type: none"> 1. Décor to be prepared off site if possible. If work needs to be done on site it is to be done in the open were possible 2. No smoking allowed on site when décor is being installed 3. Timing well planned so all work on décor finished before lighting equipment installed 4. Any flammable or oxidising agents kept to a minimum and suitably stored 5. COSHH assessments and method statements required before work starts
3	Décor, backdrops drapes & instillations	<ol style="list-style-type: none"> 1. All backdrops, blacks and decorations made from inherently fire retardant or fire proofed to BS5867 Part 2 1980 (amd 1993) Fabric B test 2. Handover certificates in place from decorations and lighting
4	Waste materials	<ol style="list-style-type: none"> 1. Regular removal of flammable rubbish during the event by litter picking crew working daily 2. Removed from site and stored in remote location for recycling

		3. Waste litter containers placed regularly around site
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C. Fire fighting equipment (Hired)

1	Fire fighting equipment	Stages/venues: 1 CO2 1 fire blanket PA mixing desks: 1 water 1 CO2 1 fire blanket Dressing rooms/production offices: 1 water 1 CO2 1 fire blanket per block of 4 Production store: 1 water, 1 CO2 Generators: 1 CO2 or 1dry-powder TBC Food out lets/bars: 1 dry powder, 1 fire blanket Camping: Fire points water filled drums and buckets Recycling point: 1 water 1 CO2 1 fire blanket
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D. Raising the alarm

1		1. Regular fire patrols by stewards 2. Fire points stewarded in camping field 3. alarm raised to site office via command & communication structure 4. Emergency procedure in place to ensure entertainment can be stopped and crew, performers, stewards & security can direct guests from the part or all of the venue
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E. Means of escape/Access for emergency vehicles

1	Emergency routes	1. Emergency access routes agreed with emergency service before event 2. Procedures/stewards in place to ensure track way into the site can be cleared if emergency vehicles need to access the site 3. Stewards on standby to guide emergency vehicle to precise location on site 4. Ensure good communications established (including gridded site map) between gate stewards/stewards, the site office and the council & emergency services 5. Fire lanes put into place in arena field and camp sites so fire tender can get within 50 metres
2	Emergency escape routes	1. All venues in structures to have illuminated fire exit signs. Exit routes via back stage areas signed and patrolled to ensure they are not compromised 2. Fire patrol log in all venues showing details of patrols 3. Camping area stewarded to ensure tents not erected in fire lanes 4. Emergency plan in place for partial or full evacuation

DAILY FIRE SAFETY LOG- 2016

Number	Item	Pass condition
1	Signage	Signage in place
2	Illuminated signs	In working order
3	Fire fighting equipment	Extinguishers and fire blanket in place
3	Fire exits	Clear of obstruction
4	Escape routes	Free from obstruction

5	Smoking	No signs of illicit smoking in remote areas
6	Waste materials	No build up of waste beyond acceptable levels
7	Fire Alarm system in working order	All points manned
8	Venue capacity is _____ persons	Not exceeded
9	System for turning off Audio and over occupancy working	Those on duty aware of their responsibilities

Area/Stage

Checked by

Sign/Date.....

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:
Production and Health and Safety**

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities		

To provide adequate training to ensure employees are competent to do their work		
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health		
To implement emergency procedures - evacuation in case of fire or other significant incident		
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances		

Health and safety law poster is displayed:	
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR:	Kept in the site office / Event Control

Signed: (Employer)	Date:	
Subject to review, monitoring and revision by:	Every:	months or sooner if work activity changes

Catering Checklist – Balter Festival 2016

Item	Requirement	Yes/No	Comment
1.1 Site Layout			
1.2	Services sited close to outlet		
1.3	Adequate space to allow separation of facilities where necessary check camber of ground		

2. Structure of Stalls			
2.1	Constructed so it is easy to keep clean and does not subject food to a risk of contamination. Food preparation surfaces smooth, impervious and hardwearing. Surfaces easy to clean		
2.2	Outlet covered to protect open food and screened at the back and sides as appropriate		

2.3	The name and address of the person carrying on the business during the event on display. Café/food outlet to be registered with their local council and that food safety certificates are clearly displayed		
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3. Water Supply			
3.1	Clean water available		
3.2	Containers used for water are clean and not subject to a risk of contamination and should have lids and be only used for its sole purpose. Familiarise staff to nearest water points		

4. Waste water			
4.1	Facility to ensure water from sinks & hand basins is collected not poured onto the ground and that the event has made provisions for gray water		

5. Washing Facilities			
5.1	Wash hand basins with hot water provided and accessible signage to be present		
5.2	Soap, nailbrushes and clean towels available, paper towels to be used where possible		
5.3	Suitable sink, or other suitable facilities with hot water, provided and be accessible for cleaning equipment		
5.4	Sanitizers and clean cloths must be available for cleaning and personal use. Signage for washing facilities should be in clear view		

6. Refuse Storage and Disposal			
6.1	Rubbish containers fitted with close fitting lids		
6.2	All waste bagged and removed from stalls at regular intervals		

7. Sanitary accommodation			
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7.1	Separate caterers' toilets available with hand washing available		
7.2	Toilets in good working order cleaned regularly		

8. Food Safety			
8.1	Safer food better business for caterer folder complete filled in each day including fridge temperatures to be recorded. Food probe and wipes to be present		

9. Personal Hygiene			
9.1	Protective clothing worn by staff long hair to be tied back. Clean PPE to be used daily		

10. First aid kit			
10.1	First aid kit available stocked with blue plasters		

11. Fire			
11.1	CO2 extinguisher and blanket available		
11.2	All crew familiar with their location & use. Check there is a fire risk assessment present, also, that signage is in place and that fire exits are free from all obstructions		

12. LPG /gas safety			
12.1	Crew show understanding of nature and use of LPG		
12.2	Bottles stored, staked and used in upright position. Empty cylinders to be stored away from stall		
12.3	System in place for ensuring they don't topple over		
12.4	Gas pipe secured properly at bottle and equipment end. Combustible materials are at least 1.5m away from gas cylinders. Have the cylinders been provided with pressure relief valves? If the stand uses gas cylinders, has the apparatus been checked by the Festival's qualified fitter and fitted with new type (spring clip not worm drive) jubilee clip		

13. Adverse weather conditions			
13.1	All staff to have spare change of foot wear to use inside the catering facility in case of mud so as to avoid cross contamination		
13.2	Repeat safety checks of the catering outlet		
13.3	Contact details of market manager need to be available in case of adverse weather i.e. Phone number / radio channel		

14. Staff			
14.1	Check if all your food handlers are trained, supervised or given instruction to ensure food safety is understood and hold a food safety level 2 or equivalent qualifications.		
14.2	Training should be carried out with casual staff for them to display a good standard of personal hygiene and wear clean over clothing and to understand the importance of food safety.		
14.3	Make sure you have a good supply of clean overalls/aprons. Make staff aware that they should not handle food if suffering from certain illnesses.		
14.4	Staff to familiarise themselves with site layout, first aid, welfare and information points etc.		

- Pitch fees are charged according to size of area requested, goods traded and the number of staff passes required. Pitch location is allocated in advance and cannot be changed.
- An eco bond will be required from caterers on arrival. This will be refunded on departure after a positive report that Trading Conditions have been met and the ethical policy adhered to.
- All traders are required to comply with the local authority's license conditions and to cooperate with their officials and the agents of the organisers on site. At any time an official (H&S, Market manager or EHO trading standards) asks you to **STOP** trading you must until the local EHO reinstates your rights to trade. If you refuse to do so **NO** refunds will be given and you will be asked to leave site.

By trading at **BALTER FESTIVAL** you agree to abide by our conditions. *see your trading contract*

Sign/date

Stall Name	
Contact	
Telephone Number	
Date	
Time	
Completed by	