



Health and Safety Policy

POLICY STATEMENT

Ripon Theatre Festival is the main project undertaken annually by The Ripon City Festival Trust (1986). The Festival is delivered by a sub-committee of the Trust and has developed this policy in relation to any and all activities undertaken by Ripon Theatre Festival.

Ripon Theatre Festival is committed to protecting, as far as is practicable, the health, safety and welfare of all employees, contractors, performers and volunteers working on their behalf under the Health and Safety at Work Act 1974. These responsibilities also extend to others affected by their activities such as members of the general public attending and participating at their events.

The Festival committee will provide and maintain safe and healthy working conditions so far as reasonably practicable including:

- adequate control of the Health and Safety risks arising from their activities
- ensuring that all staff, sub-contractors and volunteers are competent to carry out their tasks and are given adequate information, instruction, training and supervision
- encouraging all staff, sub-contractors and volunteers to actively maintain working practices that protect the safety of themselves and the others involved in any event including the audience.

It should be noted that the Festival committee does not have any staff, own or lease any venues or own any but the most basic equipment (and nothing electrical).

ORGANISATION AND RESPONSIBILITIES

The Festival committee appoints a member with experience of delivering theatrical or other events, or of other health and safety responsibilities in the workplace, with overall responsibility for health and safety who will ensure that the Festival Committee:

- ensures suitable financial provision is made for health & safety obligations
- provides a safe working environment at any work/meeting place/event location and ensures health & safety responsibilities are agreed when working with external suppliers (e.g venues).
- ensures that the health and safety policy is effectively implemented for each event
- provides appropriate training, information, supervision and instruction to staff, sub-contractors and volunteers
- ensures activities are planned taking account health & safety issues
- provides adequate welfare facilities for staff and volunteers in accordance with the Workplace, (Health, Safety and Welfare) regulations 1992.

All staff, sub-contractors, performers and volunteers shall at all times take reasonable care of themselves and have due regard for the health and safety of others who may be affected by their activities.

ARRANGEMENTS

In practice, these commitments and objectives are delivered through the following arrangements:

- All performers are required to provide a risk assessment for their performance, including set-up and get-out phases. Where performances include pyrotechnics or activities that could present a particular danger to performers or the audience, these are clearly identified and plans are drawn up to ensure safety at the event. In the case of pyrotechnics this includes detailed technical data on the equipment to be used, safe distances and performer protocols.
- The festival holds PLI insurance and requires all venues and performers to do so too. That in itself imposes a need on everyone to ensure that all reasonable safety requirements have been pursued.
- All indoor venues used are public spaces which are themselves required to make proper provision for customer safety (fire exits; signage; electricity supply, food safety and fire safety certificates; trip hazards; welfare provision etc). They all have their own safety risk assessments. Our plans for using their venues are discussed in detail before the event and management arrangements for an event are agreed in the light of both their risk assessments for the venue and those for the performance in question.
- Typically, the outdoor venues we use are owned by North Yorkshire Council. As a condition of issuing a licence for the events in question, they require a full event management plan. That plan includes, inter alia:
 - A full risk assessment for the event, including terrorism, fire, evacuation procedures, injury from whatever source, managing vehicle movements
 - A requirement that we have assessed all performer risk assessments and put in place any necessary protections as a result
 - Detailed planning for stewarding, including evacuation procedures, command in an emergency, provision for safeguarding of children separated from their parents/guardians
 - Statements on how stewards' responsibilities for safety will be communicated to them
 - Liaison with all emergency services and informing the local hospital of the event
 - Provision of first aid professionals where deemed necessary
 - Statements on how we will deal with poor weather.
- As a matter of policy we adopt a similar approach to that rigorous process where we have used land that is not owned by the council.

DETAILED SUPPORT TO THESE ARRANGEMENTS

Risk Assessments

We always make suitable and sufficient assessment of the risks to the health and safety of our staff, sub-contractors, volunteers working at any event, and to the audience and others affected by our activities. Activities and venues are assessed to determine if risks exist, what their likelihood and potential impacts are and actions are identified to eliminate or reduce them and to manage the situation where they actually happen.

Communication

The requirements for risk assessments etc to be provided are made clear to all potential performers. Any particular requirements implied by these are agreed with the performers and put into the explicit plan for the event and all stewards involved are briefed in person, including walking the ground for outdoor events.

Training

Experience and knowledge required is identified ahead of the event. If the right experience is not available to us we either identify training needs or buy in expert providers (e.g. first aid). In general, we have enough experts in health and safety and stage management to cover our events from that perspective, but if that changed we would procure the required training for named individuals to lead events.

Emergencies

The plan for emergencies is set out in a formal event plan for outdoor events. Where we are using an indoor venue, there are usually stewards or staff associated with the venue who will manage any emergency evacuation in their premises. Where this is not the case, we will adopt the approach we use for outdoor events.

In every case, our stewards will be made aware of the location of emergency exits and other emergency provisions.

Equipment

We currently own no equipment, but undertake to perform all necessary checks and maintenance should that position change. All equipment used in the course of our events is either provided by supporters (e.g. gazebos or cable covers) or is owned, provided, maintained and certificated as necessary by venues and performers under the requirements of their own risk assessments, statutory duties and PLI.

First aid & accident reporting

A basic first aid kit containing recommended minimum materials is available at every event, either provided by the venue or, for outdoor events, by the committee. Most indoor events present no greater risks to people than anything else which happens at the venue in question and they will maintain accident books and have emergency procedures in place.

We inform all local emergency services and the local minor injuries unit of all our outdoor events. Our outdoor events occur mainly during the day and within the opening hours of, and very close to, our local minor injuries unit. We review the need for a formal first aid service for each event in the light of expected numbers of attendees, the risks identified, the presence or availability of trained first aiders and so on. Procedures in a medical emergency are identified in the planning for each event, including important phone numbers and the location of all local defibrillators.

All accidents are recorded in an accident book and those defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) are reported to the appropriate enforcing authority via the HSE's website:

<https://www.hse.gov.uk/riddor/report.htm>

Manual handling

So far as is reasonably practicable, we avoid our volunteers undertaking any manual handling operations which involve a risk to their being injured at any event location.

Fire safety

All indoor venues have all necessary fire safety arrangements. While there is almost no risk of fire at our outdoor events, and where performers are using electrical equipment they usually also have a fire extinguisher as part of the measures put in place in their risk assessments, we ensure that our stewards also have a fire extinguisher available at all of them. The fire service is informed of all of our outdoor events.

POLICY REVIEW

This policy will be reviewed by the Theatre Festival organising committee annually after the summer festival while any relevant lessons remain fresh in the mind.

The policy will also be reviewed annually by the Trustees of the Ripon City Festival Trust.

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