



## Chiltern Art: Health and Safety Policy

Last Revised: June 2017

Chiltern Arts is a classical music and arts organisation, running concerts and literary and visual arts events throughout the year in the Chiltern Hills and surrounding areas.

Chiltern Arts accepts its responsibility for providing and maintaining, so far as is reasonably practicable, at all times during the setting up and running of Chiltern Arts events, an environment that is both safe and healthy for all.

To this end Chiltern Arts will take all steps within its powers to meet its responsibilities under The Health and Safety at Work etc Act 1974 and all other legal requirements for Health and Safety, and actively seeks the full and understanding co-operation of all persons involved in the festival for their commitment to the same.

Chiltern Arts will annually review this policy as required by the Health & Safety at Work etc Act 1974.

Chiltern Arts management and the Board of Trustees shall have overall responsibility for all aspects of Health and Safety and shall so far as is reasonably practicable ensure that everybody under their control is familiar with the Chiltern Arts Health and Safety Policy and arrangements. The management and Trustees will encourage at all times the co-operation of all volunteers, contractors, vendors, exhibitors and members of the public for their commitment to the same.

### Responsibilities of Health and Safety Officer

The Health and Safety Officer shall be responsible in conjunction with the management and Trustees for preparing and revising (as appropriate) the Health and Safety Policy for Chiltern Arts and in addition shall:

- provide guidance and advice on Health and Safety matters
- promote safety consciousness at all levels in conjunction with the management and Trustees
- liaise with Medical, Fire Authority, HSE, Local Authorities and other appropriate bodies both before events, as appropriate during events, and afterwards
- carry out pre-event inspections of the site (if possible in conjunction with the enforcing authorities)
- carry out risk assessments with the appropriate members of the production teams
- be available during events, or nominate another member of the Health and Safety team to be available, to monitor compliance with the Chiltern Arts' Health and Safety requirements and to be the point of contact for health and safety matters
- investigate and record all accidents/incidents and provide statistics for the Board of Trustees
- in addition to the above, the Health and Safety Officer has the authority to require the cessation of unsafe practices where this is considered essential
- where a requirement to stop an unsafe practice is not complied with, the Health and Safety Officer will liaise with Chiltern Arts management to deal with the problem.

### General Health and Safety Precautions

In liaison with the Health and Safety Officer and Chiltern Arts Trustees, Chiltern Arts production teams and management shall:

- ensure that all volunteers, contractors and employees are aware of the safety procedures
- ensure there is an accurate register of all staff at any given event
- ensure that all accidents/incidents are recorded
- ensure suitable personnel protective equipment is in use when required
- ensure that all team leaders and managers are aware of the responsibilities for emergency procedures
- ensure that risk assessments are in place for all Chiltern Arts events (in conjunction with the Health and Safety Officer)
- ensure that that all Fire precautions are in place at every Chiltern Arts venue and have been agreed with the local fire authority.