

## **Health and Safety Policy**

### **Introduction**

The Charles Wood Festival of Music and Summer School (CWFMS) is required to maintain a comprehensive safety system to ensure that employees and other persons affected by the Festival's operations are not exposed to hazards which could cause them harm or injury.

Although the prime responsibility for implementing and reviewing safety systems rests with the Management, all employees have legal obligations to carry out their duties in a manner which will not expose themselves or their colleagues to risk.

In the past, the Offices and Shop Premises Act (Northern Ireland 1966), the Factories Act and regulations made under these acts have been the main source of legislation affecting the work situation and have been specific in their areas of application.

More recently, the Health and Safety at Work (Northern Ireland) Order 1978 and subsequent regulations have been introduced to provide a comprehensive integrated system of law dealing with health, safety and welfare of work-people and persons affected by work activities. The current legislation will remain in force until it is replaced by new legislation or expanded codes of practice made under new legislation or expanded codes of practice.

The Health and Safety at Work (Northern Ireland) Order 1978 established the Health and Safety Commission and the Health and Safety Executive. It gives powers to inspectors to issue improvement notices (requiring contraventions to be remedied by a certain time) and prohibition notices (stopping an activity which is considered by the inspector to involve 'risk or serious injury' unless or until remedial steps have been taken). It also imposes certain criminal and civil liabilities upon employers.

### **Rehearsals**

At the beginning of rehearsals, all Festival members should be made aware of CWFMS's Health and Safety policy.

All choir members to be told that the first point of management contact on Health and Safety matters is the Administrator.

### **Venues**

Any technical difficulties or health and safety problems found on arrival at the venue or noted during the get-in and fit-up will be recorded by the Administrator.

If the problem is acute, it is the Administrator's responsibility to contact the venue manager to ensure appropriate remedial work.

### **Visitors at Venues**

At public venues, Festival visitors and guests are the responsibility of the venue in the same way as members of the general public.

### **General Responsibilities**

Whilst it is the management's responsibility to ensure reasonable Health and Safety conditions and provisions are in place, it is the responsibility of all Festival members to report any defects/deficiencies/accidents where they are aware.

### **Electricity**

Electricity is very dangerous. Take care when using plugs and sockets. Switch it off at the socket before moving the plug. Make sure there is no likelihood of water getting into the plug or socket.

Do not use broken plugs or frayed cables. Make sure that you are not stretching any cables or leaving them where they could cause damage or injury.

Electric equipment and installations should conform to local Theatre Licensing and Local Authority Regulations. Should you be in doubt please contact the Sound Engineer for the event.

### **Staging and Rigging**

All staging and rigging should conform to ABBT Codes of Practice. All risks associated with staging and rigging will be detailed in the event Risk Assessment.

### **Version Control**

Issued by the Festival Administrator, Daniel Clements, to the Health and Safety Sub Committee on 16<sup>th</sup> January 2023.

### **Review Date**

Officially adopted by the Board of the Festival at their monthly meeting on 16<sup>th</sup> January 2023.

### **Annual Review of Health and Safety Policy**

The next review of the Health and Safety Policy is scheduled for January 2024.