



## KEYNSHAM MUSIC FESTIVAL ASSOCIATION LTD HEALTH AND SAFETY POLICY

- 1.1 Keynsham Music Festival Association Ltd recognises that it has a legal duty of care towards protecting the Health and Safety of both members of the public who attend the festival and to its contracted staff and volunteers who may be affected by the Company's activities.
- 1.2 In order to manage its responsibilities the company will:
  - 1.2.1 define the responsibilities for health and safety
  - 1.2.2 ensure that the systems and procedures relating to this Policy Statement are rigorously applied
  - 1.2.3 provide adequate control of the health and safety risks arising from the organisation of the festival
  - 1.2.4 always seek to ensure through contracted persons or local authority officials, that there is always a facility on hand to keep Health and Safety issues and legislation up to date for each event undertaken. All required Health and safety paperwork etc will be properly completed for each event
  - 1.2.5 hire safe plant and equipment
  - 1.2.6 ensure the safe handling and use of hazardous substances
  - 1.2.7 provide information, instruction and supervision for those involved in the festival
  - 1.2.8 provide adequate training and ensure that all involved in the festival are competent to do their tasks
  - 1.2.9 maintain safe and healthy working conditions
  - 1.2.10 ensure that the whereabouts of first aid equipment is known to everyone on site who may need it
  - 1.2.11 satisfy itself that any organisation that is contracted to carry out work for the Company is able to demonstrate that it pays due regard to health and safety matters
  - 1.2.12 bring this Policy Statement to the attention of all Company members and seek their co-operation in supporting the directors in their efforts to run a safe and healthy festival.
  - 1.2.13 In the case of any Force Majeure (as happened with the outbreak of covid-19) KMFA will always comply with all legal requirements and those that fall under the jurisdiction of B&NES Council and take any additional measures it sees fit to safeguard the public, performers, staff and volunteers at all times.

In the case of forced event cancellation, KMFA would seek to reschedule the event, if at all possible, in order to minimise the loss of already committed expenditure for all parties concerned.

- 1.2.14 KMFA may attempt to put on a reduced festival (as in 2021) if Health and Safety concerns indicate that a 'normal' full festival is inadvisable or associated risks and costs put the company in jeopardy.
- 1.3 This Health and Safety Policy Statement will be reviewed at least annually and revised as necessary to reflect changes to the festival.
- 1.4 It is the responsibility of all members to co-operate in the implementation of this Health and Safety Policy within their areas of influence. All members have a legal duty to ensure their own safety and the safety of others (for example, colleagues, visitors, contractors, volunteers) under the Health and Safety at Work etc Act 1974. Members must therefore:
  - 1.4.1 Comply with any safety instructions and directions issued by the directors.
  - 1.4.2 Take reasonable care for their health and safety and the health and safety of other persons (e.g. other employees, contractors, customers, volunteers) who may be affected by their acts or omissions, by observing safety rules which are applicable to them.
  - 1.4.3 Co-operate with the Company to ensure that the aims of the Health and Safety policy are achieved and any duty or requirement on the Company by or under any of the relevant statutory provisions is complied with.
  - 1.4.4 Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
  - 1.4.5 Use equipment or protective clothing provided in accordance with the training that has been provided.
  - 1.4.6 Report any potential risk or hazard or malfunction of equipment to the appropriate authority.
- 1.5 Everyone has a responsibility to observe all safety rules and to co-operate with the directors charged with responsibility for the implementation of the Company's Health and Safety policy.

## 2 Review

This policy will next be reviewed by 1<sup>st</sup> January 2025.