

BAKEWELL **ARTS** FESTIVAL

Health & Safety Policy

We are required to inform you of our general policy to look after your health and safety while working/assisting in our office and participating in events in our venues, and the organisation and arrangements for carrying it out.

Our general policy is to make sure, so far as we are able, that everyone has a safe and comfortable environment in which to work and to enjoy our activities. We are not aware of any unusual hazards to your health and safety and provided reasonable care and common sense is used in carrying out tasks, there should be nothing more dangerous encountered than you would encounter in your own home.

Janette Hockley-Webster has been appointed Health and Safety Officer for the office and has responsibility for advising the Management Group on health and safety issues and for monitoring standards and for carrying out the annual review of health and safety risks.

Denis Mooney is responsible for the manual handling policy for the organisation and if he is not in attendance at every event this responsibility is delegated at venues to the BAF Organiser responsible.

There is a notice board with an accompanying folder located in the BAF office containing information on issues relating to Health and Safety matters for the benefit and use of all volunteers and there is a flat pack for each venue which is given to all BAF Organisers. All queries should be addressed in the first instance to Janette Hockley-Webster.

All of our indoor venues have Health & Safety Policies of their own and the location of these policies is given in the BAF flat pack given to individual Organizers in charge of each event.