

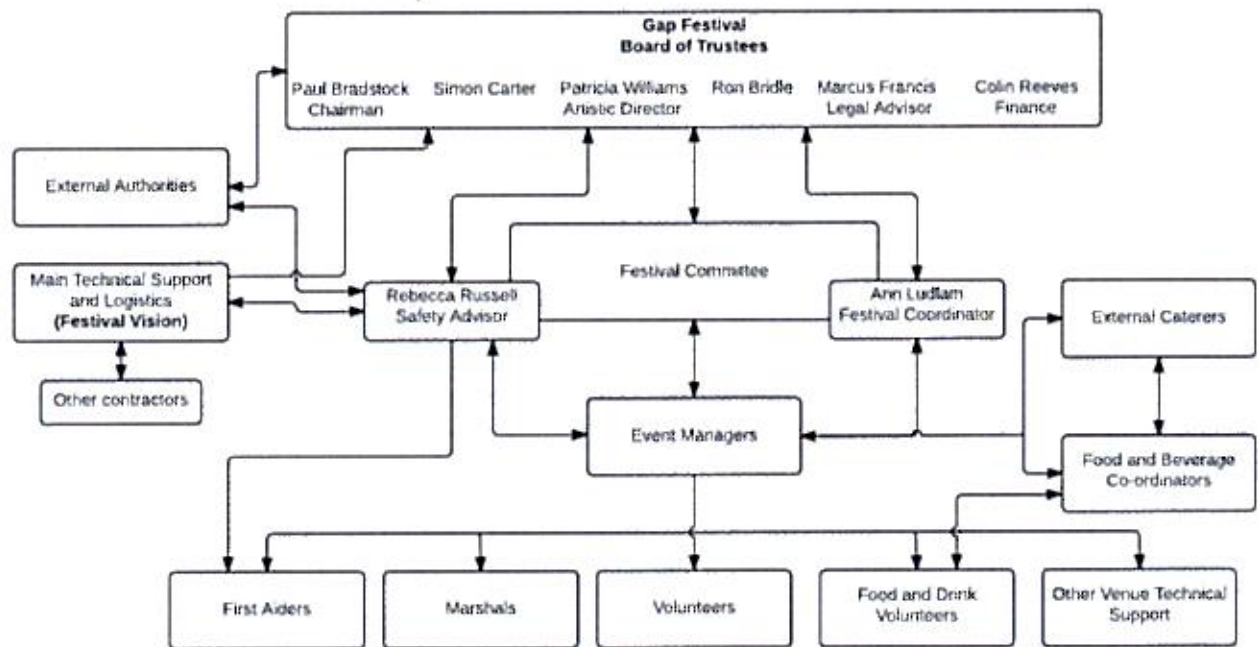


Introduction

The Gap Festival, to be held in the villages of Goring and Streatley between 11th and 19th June 2016 (including fringe events), includes music, words, visual and performing arts demonstrations and workshops. The Registered Office of The Goring and Streatley Festival responsible for The Gap Festival, is 1 London Road, Reading RG1 4QW. Goring and Streatley Festival is a company Limited by Guarantee No 08924999 and a Registered Charity No 1161360.

Policy Statement

The Trustees and organisers of the Gap Festival (hereafter called "The Gap Festival") accept their responsibilities for providing and maintaining, so far as is reasonably practicable and at all times during the setting up, breakdown and running of the Gap Festival, an environment that is both safe and healthy for all. To this end the Gap Festival shall 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 seek the full co-operation and understanding of all persons involved in the festival for their commitment to the same.



Responsibilities of Festival Trustees and Festival Committee

The Festival Board of Trustees shall have overall responsibility for all aspects of Health and Safety and, in conjunction with the Festival Committee shall, so far as is reasonably practicable, ensure that everybody under their control is familiar with the Gap Festival Safety Policy and arrangements. Training will be provided, when appropriate, and good communication channels shall be maintained before, during and after the Festival. The Festival Trustees and Festival Committee shall 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 Festival Safety Advisor

The Festival Safety Advisor shall be responsible, in conjunction with the Festival Trustees, for preparing and revising (as appropriate) the Safety Policy for the Gap Festival and in addition shall provide:

- Guidance and advice on Health and Safety matters;
- In conjunction with the Festival Trustees and Festival Committee shall promote safety



consciousness at all levels;

- Liaise with Medical, Fire Authority, HSE, Local Authorities and other appropriate bodies both before the festival and, as appropriate, during the festival and afterwards;
- In conjunction with the Event Organisers shall prepare Risk Assessments, as appropriate;
- Ensure that appropriate PPE is provided, as required;
- Arrange for pre-festival inspection of the sites, where practicable;
- Be available during the festival to monitor compliance with the Festival's Safety requirements and to be the point of contact for all health and safety matters;
- Ensure that suitable arrangements are in place for fire safety and first aid;
- Investigate and record all accidents/incidents and provide statistics for the Festival Trustees and Festival Committee;
- In addition to the above, the 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 Safety Officer shall liaise with the Festival Coordinator and Event Manager to deal with the problem.

The persons listed below shall assist with the implementation and enforcement of the Health and Safety Policy and arrangements, and liaise with other Festival Committee Members, Safety Officer and Festival Trustees in dealing with emergencies and major incidents at the Gap Festival.

Festival Coordinator

In conjunction with the Safety Advisor, the Festival Coordinator shall ensure that all Event Managers and Food and Beverage Coordinators understand and comply with the safety requirements identified through risk assessment and apply safe practice at all times. Support the Safety Advisor, as required, in ensuring that safety matters are communicated, understood and implemented.

Event Managers

Event Managers shall liaise with the Safety Officer in the preparation of Risk Assessments. Ensure that all volunteers are aware of the safety issues and procedures, including emergency procedures for their event. Carry out a safety inspection of their venue before the public is admitted. Ensure that an accurate register of volunteers is maintained for their event. Ensure that all accidents/incidents are recorded and reported.

Festival Technical Support and Logistics

In conjunction with the Safety Advisor, ensure that all contractors on site abide with this Health and Safety Policy and applicable procedures, including Construction (Design and Management) Regulations during set-up and breakdown. Ensure that all contractors provide suitable and sufficient risk assessments and method statements for work to be carried out. Ensure that a suitable number of welfare facilities are provided. Ensure that all vehicles and equipment brought on to the main site comply with relevant legislation. Ensure that effective methods of communication are maintained at the festival, including set up and take down.

Festival Treasurer

Ensure that sufficient monies are made available for matters relating to Health and Safety.

Volunteers, Exhibitors, Contractors and External Caterers

All persons taking part in the Festival (volunteers, caterers, exhibitors, trade stand holders, contractors, etc.) have a shared responsibility to comply with the requirements of this safety policy and arrangements.

Paul Bradstock
On behalf of the Gap Festival Trustees
26th May 2016