

Open House Festival

HEALTH AND SAFETY POLICY

1. ABOUT THIS POLICY

- 1.1 This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff and anyone visiting our premises or affected by our work.
- 1.2 Sharon Matchett (Health and Safety Officer) has overall responsibility for health and safety and the operation of this policy.
- 1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

2. YOUR RESPONSIBILITIES

- 2.1 All staff and volunteers share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 2.2 You should report any health and safety concerns immediately to Sharon Matchett (Health and Safety Officer) the Volunteer Coordinator, the Event Manager or any other member of the Open House Festival Staff.
- 2.3 You must co-operate with Open House Festival Staff on health and safety matters, including the investigation of any incident.
- 2.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

3. INFORMATION AND CONSULTATION

We will inform and consult directly with all staff and volunteers regarding health and safety matters.



4. TRAINING

- 4.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.
- 4.2 Staff and volunteers will be given a health and safety induction and provided with appropriate safety training, including manual handling.

5. EQUIPMENT

You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to the Health and Safety Officer or the Event Manager or Volunteer Coordinator. Do not attempt to repair equipment unless trained to do so.

6. ACCIDENTS AND FIRST AID

- 6.1 Details of first aid facilities and the names of trained first aiders are available in the Open House Festival office at Fountain Centre Queens Parade. Details of First Aiders present at Open House Festival Events will be made available to all staff and volunteers.
- 6.2 All accidents and injuries at work, however minor, should be reported to Sharon Matchett (Health and Safety Manager) and recorded in the Accident Book which is kept in Open House Festival Office The Fountain Centre 2 Queens Parade Bangor

7. FIRE SAFETY

- 7.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace and with all risk assessments and instructions for each venue where Open House Festival Events take place.
- 7.2 If you hear a fire alarm, leave the building or Open House Festival Event immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices or relevant to that event
- 7.3 Fire drills will be held at least every 12 months and must be taken seriously. We also carry out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

8. RISK ASSESSMENTS AND MEASURES TO CONTROL RISK

We carry out general workplace risk assessments periodically and at every Open House Festival venue prior to events. The purpose is to assess the risks to health



and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

9. COMPUTERS AND DISPLAY SCREEN EQUIPMENT

- 9.1 If you are a member of staff and you use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are entitled to a workstation assessment and regular eyesight tests by an optician at our expense.

Further information on workstation assessments, eye tests and the use of DSE can be obtained from Kieran Gilmore and Alison Gordon

