



LAKEWAVE FESTIVAL

JULY 18th -19th 2020

END OF KETTON ROAD

HAMBLETON, ENGLAND

HEALTH AND SAFETY POLICY

This is the statement of general policy and arrangements for:		
Lakewave Festival		
Callum Watts		
has overall and final responsibility for health and safety		
Catarina Pereira and Stephanie Stroker		
have day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Taking action and creating rules to prevent any possible (work-related) accidents or illnesses by managing the health and safety risks in the festival	Core management team: Callum Watts, Catarina Pereira and Stephanie Stroker	Perform risk assessments and act accordingly, creating a plan to prevent and/or deal with each possible risk. Make people aware of possible risks related to being and working at the workplace (giving each head of department the task to make the people they supervise aware of these risks)
Training and providing employees with the right information and instructions to do their work efficiently	Assistant managers: TBC	Group employees into different groups according to what they have previous experience in, or provide them with the necessary training to be able to complete certain tasks. Make sure everyone knows what their tasks are, provide them with a detailed brief on what to do during the festival
Keeping employees up-to-date with the festival's health and safety conditions and being open to receive any feedback	All staff members' supervisors and management team: TBC Catarina Pereira and Stephanie Stroker	Create an open line of communication where people can discuss their concerns about health and safety, be notified of any changes, and alert the management team of any problems or safety hazards that they have noticed. Have regular meetings to keep staff members up-to-date on health and safety matters
Being prepared for emergency situations, and being able to evacuate people in case of dangerous incidents such as a fire.	Core management team: Callum Watts, Catarina Pereira and Stephanie Stroker	Create multiple escape routes throughout the whole festival site in case of emergency, making sure that the signs leading to these exits are visible to anyone at the festival. Instruct all staff members on how to follow the safety protocol, and have everyone take part in a fire drill

Creating a safe and healthy working space, maintaining all of the equipment and materials in good shape as well as providing enough safe storage space.	Assistant managers: TBC	Make sure all basic necessities such as toilets, showers and drinking water are provided. Run checks on the machinery and equipment that will be used at the festival. If something breaks down, ensure that it will be repaired or replaced as soon as possible.
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Signed: Callum Watts	<i>C. Watts</i>	Date:	13/03/2019
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Control office, crew camping, bars, food villages, water sports venues and stages
First-aid box is located:	Control office, water sports venues and stages
Accident book is located:	Control office

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
Combined risk assessment and policy template published by the Health and Safety Executive 08/14