

Folk Camps Society Ltd



## **COMBINED HEALTH AND SAFETY POLICY**

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## 1. PART 1

### Health and Safety Policy Statement

This is the COMBINED HEALTH AND SAFETY POLICY, incorporating:

- THE FIRE SAFETY PRECAUTIONS (Order 2005)
- FOOD HEALTH AND HYGIENE
- CHILD AND YOUNG PERSONS PROTECTION
- ENVIRONMENTAL AWARENESS, RECYCLING, CARBON EMISSIONS AND WASTE MANAGEMENT
- WORKING AT HEIGHTS
- MANUAL HANDLING

Hereafter called '**THE HEALTH AND SAFETY POLICY**'

It is the policy of FOLK CAMPS SOCIETY Ltd to adopt and to promote procedures and practices that aim to control risks to the health and safety of all those who enter and attend events or execute work in and on the premises and sites that Folk Camps Society site staff and members are engaged in.

The effective implementation of this policy depends largely on the individual members and the members of the site staff of Folk Camps Society - on their awareness of the risks; on their knowledge of the proper procedures and practices; and on their application of those procedures and practices to the highest standard.

The purpose of this document is to:

1. Define clearly and precisely Folk Camps Society's policy in regard to Health and Safety, Fire Regulations, Safety, Control and Precautions.
2. Detail the procedures and practices to be applied to effect the policy.
3. Specify the individual tasks and areas of responsibility of each member of staff.
4. Provide the framework for such additional guidance as may be necessary to meet Folk Camps Society's health and safety objectives.
5. Specify a Child & Young Persons Protection Policy Statement  
As Folk Camps Society is an all inclusive family based society; our unpaid staff of volunteers is drawn from our membership and are therefore personally known to Folk Camps Society Council and its officers. Our site staff will have an awareness of this policy. There is also a system in place for dealing, reporting and investigating any inappropriate behaviour during the tenure of the camp.
6. Specify Folk Camps Society policy on the environment with regards to waste management, carbon emissions and procedures for recycling
7. Secure best practice in food health and all aspects of hygiene, including cooking, storage and distribution of foodstuffs. Also promote a pro-active approach to hygiene in food preparation and serving areas, including personal hygiene of staff.

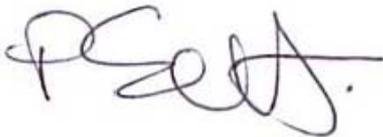
This document also serves:

8. As a reference from which the levels of health and safety risk control being achieved can be assessed and audited.
9. As a control document to record the development of Folk Camps Society's health and safety policy in response to the changing operational environments.
10. To assist in identifying the training required to develop suitable qualified personnel to carry out Health & Safety policies and procedures.
11. As an assurance that the legal requirements for health and safety are capable of being met by Folk Camps Society Ltd.

All members, site staff and contractors are reminded that they have legal responsibilities and duties under the relevant health and safety legislation, and that they must keep themselves informed of those responsibilities and duties as identified in the document, copies of which will be kept available at the registered office and sites.

Council members, site staff and contractors must be in no doubt that considerations of safety are as important an aspect of management control as any other management function. They should take reasonable care of their own health and safety and set a good example to members, site staff and contractors by following the Company's safety procedures and using appropriate protective equipment where required.

Signed



Patrick Self - Chairman  
Date 25 March 2015



Sean Hayden - Company Secretary  
Date 25 March 2015

## **2. PART 2**

### **Company Organisation for Securing Health and Safety**

#### **2.1 Duties and Responsibilities of the Council of Management**

The Council of Management is responsible for planned implementation of effective health and safety standards within the Company according to agreed objectives and for ensuring that health and safety standards are taken into account in planning and organising work generally.

Advice in carrying out these duties will be obtained as required from statutory bodies, specialists or consultants.

The Council of Management bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job with safety.

It is also responsible for ensuring that staff are properly resourced and supported to enable them to reach the correct decisions in respect of Health and Safety matters.

It is the Council of Management's responsibility to monitor the performance of those to whom health and safety responsibility has been delegated, and to initiate the periodic review of the Safety Practice Notes contained in Part 3 of this manual.

To secure the effective implementation of the Health & Safety Executive requirements each Council of Management meeting will include an agenda for "Health and Safety Matters". It is the responsibility of all site staff and members to bring to the attention of the Council any queries or suggestions relating to this document or the practical application of the policies at all workplaces or sites.

## 2.2 Duties and Responsibilities of the Company Safety Adviser(s)

This position will be the joint responsibility of the **Event and Equipment Management contractors**. The duties and responsibilities of the Company Safety Adviser(s) are to:

- 1 Assist the Council of Management, in conjunction with the Health & Safety sub-committee, to monitor the effectiveness of the Folk Camps Society's Safety Policy.
- 2 Audit Folk Camps Society sites and property to ensure that the policy is being complied with and make recommendations to all staff and members in matters concerning health and safety.
- 3 Review all safety rules on a regular basis and, where necessary recommend suitable changes.
- 4 Co-ordinate the procurement and dissemination of appropriate health, safety and environmental information within the Folk Camps Society organisation.
- 5 Assist in the safety training of existing and potential site staff, particularly Wardens.
- 6 Advise the appropriate Folk Camps Society site staff on all aspects of training in relation to safety.
- 7 Investigate accidents and damage to Company property and recommend appropriate action.
- 8 Maintain records of accidents and dangerous occurrences and periodically review first aid and ill health records.
- 9 Advise the Council of Management on litigation arising from injuries claims and Folk Camps Society's response to enforcement action.
- 10 Monitor fire precautions and liaise with the Wardens to ensure that the arrangements are adequate.
- 11 Assist in the assessment of substances as required by the control of Substances Hazardous to Health Regulations.
- 12 Provide a health and safety input on new and unusual projects, sites and equipment at the planning stage.
- 13 Examine new sites, plant, machinery and equipment before use.
- 14 Review, periodically, all safety equipment issued by the Company and advise on its suitability for the foreseeable risks.
- 15 Co-ordinate Safety matters, liaise with the Health & Safety sub-committee and ensure reports are made at each Council meeting.
- 16 Review reports arising from visits by representatives of enforcing authorities, and advise management on the Folk Camps Society's response.
- 17 Monitor and report, as requested, on progress in carrying out health and safety action plans with Folk Camps Society's staff, specialists or associated contractors or enforcing authorities.
- 18 Make arrangements where appropriate for the routine testing of fire alarms, emergency lighting systems and fire fighting appliances on sites.
- 19 Take effective steps to ensure that fire escapes routes are clearly signed, maintained free from obstruction.

- 20 Make arrangements for safe evacuation of buildings or marquees in the event of fire or bomb threat.
- 21 Maintain an overview of modifications or upgrading works initiated by others to ensure that health and safety arrangements are not compromised.
- 22 Make arrangements for control of the risks arising from the storage and use of substances hazardous to health in accordance with COSHH; and ensure that effective steps are taken to implement and maintain appropriate control measures.
- 23 Prohibit the use of any unauthorised portable gas or electrical equipment or apparatus within the properties, and ensure routine maintenance and examination procedures are followed.
- 24 Provide clear instruction and guidance on the identification and reporting of any damaged thermal insulation material which is likely to contain asbestos fibres where these materials will affect Folk Camps Society's areas of activity.
- 25 To ensure that any hired-in marquee or ancillary tentage conforms to BS 7837 (flame retardant) and is licensed for this purpose. Also that the erection and stability of the above conforms to MUTA codes of practice.

### **2.3 Monitoring and Review of Company Health and Safety**

The Company Safety Adviser, in co-operation with other members, will visit sites periodically and, where necessary, submit a report of any hazards, breaches of statutory requirements and the like, observed during the visit; to help establish where the appropriate procedures in the Company Policy have not been complied with or may be deficient and where action can be taken to ensure similar problems do not recur.

He/she will be responsible for initiating an annual review and, where necessary, revision of the Company Policy for Health, Safety and associated matters.

Matters requiring review or revision of the Company policy and issues arising from new standards, litigation, accidents and the like, should be brought to the attention of the Council of Management.

The Company Health and Safety matters will be updated annually and have a complete review every two years.

## **2.4 Duties and Responsibilities of the Event and Administration Management Contractors**

1. The Event Manager is responsible to the Council of Management for implementation of the Company Safety Policy and the provision of our health and safety standards and procedures, to site staff and members. Hence the Event Management Contractor must:
  - 1.1 Read and develop an understanding of the Company Safety Policy
  - 1.2 Obtain sufficient knowledge of the relevant health and safety legislation to enable him to discharge his duties.
  - 1.3 Ensure that Site staff appointed are adequately trained and informed about relevant health and safety matters, and have the necessary resources to fulfill their obligations.
  - 1.4 Monitor the performance of site staff to ensure that they take all reasonable precautions to provide and maintain a safe working environment, and fulfill their delegated responsibilities.
  - 1.5 Arrange for health & safety matters to be raised and discussed at Council of Management meetings, and review the adequacy of existing standards and procedures.
  - 1.6 Set a good example to site staff, members and contractors when visiting properties by following the Company procedures and wearing appropriate protective clothing and equipment.
  - 1.7 Ensure all accidents are reported in accordance with the Company notification and reporting procedures.
  - 1.8 Collaborate with the Company's Health and Safety Adviser to audit conditions and performance at sites.
  - 1.9 Ensure that plant and equipment hired for sites is suitable for its intended use and in a safe and usable state.
  - 1.10 Ensure the integrity of potential sites with regard to underground and over ground hazards of Gas, Electricity, Water and Communications and if necessary contact the appropriate service company, if this is not known to the site owner, to ascertain the exact location of any hazard. This information is to be communicated to staff.
2. Advice and guidance relevant on the fulfillment of these duties can be obtained through the Company's Safety Adviser, the appropriate Enforcing Authority and/or appointed safety representatives at the location of intended sites.

## **2.5 Duties and Responsibilities of the Equipment Management Contractor**

1. The Equipment Manager is responsible to the Council of Management for implementation of the Company Safety Policy and the provision of our health and

safety standards and procedures to site staff and members. Hence the Equipment Manager must:

- 1.1 Read and develop an understanding of the Company Safety Policy.
  - 1.2 Obtain sufficient knowledge of the relevant health and safety legislation to enable him to discharge his duties.
  - 1.3 Ensure that site staff appointed are adequately trained and informed about relevant health and safety matters, and have the necessary resources to fulfill their obligations.
  - 1.4 Monitor the performance of site staff to ensure that they take all reasonable precautions to provide and maintain a safe working environment, and fulfill their delegated responsibilities.
  - 1.5 Liaise with the Event Manager regarding any health and safety matters to be raised and discussed at Council of Management meetings.
  - 1.6 Set a good example to site staff, members and contractors when visiting properties by following the Company procedures and wearing appropriate protective clothing and equipment.
  - 1.7 Ensure all accidents are reported in accordance with the Company notification and reporting procedures.
  - 1.8 Collaborate with the Company's Health and Safety Adviser to audit conditions and performance at sites.
  - 1.9 Ensure that plant and equipment hired for sites is suitable for its intended use and in a safe and usable state in accordance with relevant current regulations.
  - 1.10 Ensure the integrity of the sites with regard to utility services and put in place any measures as necessary to ensure the safety of the persons and contractors on the site.
2. Advice and guidance relevant on the fulfillment of these duties can be obtained through the Company's Safety Adviser, the appropriate Enforcing Authority and/or appointed safety representatives at the location of intended sites.

## 2.6 Duties and Responsibilities of Site Staff

1. **All Site Staff** – Leader, Warden, Caterer, Musician also any Assistants or trainees, are responsible for overseeing Folk Camps Society's policy implementation and the provision and maintenance of its standards and procedures within their appointed site. To this end they must:
  - 1.1 Read and understand the arrangements and procedures for health and safety as set out in the Company Safety Policy and bring it to the attention of persons under their direction and safe-keeping on sites.
  - 1.2 Develop sufficient knowledge of the relevant health and safety legislation to enable them to discharge their duties.
  - 1.3 Maintain an awareness of the health and safety duties and responsibilities of other site staff within their team and their impingement upon their duties.
  - 1.4 Liaise with the other site staff to ensure that the Company health and safety policy is implemented.

- 1.5 Monitor an overview of the conditions and activities within sites which have relevance to the health and safety of campers and members of the public, and bring any defects or inadequacies in performance to the attention of the person or persons who have responsibility for rectification.

## 2. Warden

Health & Safety matters within a WARDEN'S specific responsibility will include:

- 2.1 Defects which impair the integrity of the site or jeopardise safe access etc.
- 2.2 The provision and maintenance of safe access and places of use including the condition of floor surfaces, stairs, handrails, roof edge protection, lighting, method of working and the like.
- 2.3 Report damage to electrical installations, portable electrical equipment, generators, external safety devices, cables, gas equipment or plant to the appropriate person(s) and ensure their repair or prevent them from being used as appropriate.
- 2.4 The safe storage and use of highly flammable liquids, toxic substances. LPG or the disturbance of asbestos-containing materials.
- 2.5 Ensure Fire Prevention Zone of 10 metres around any marquee or hall. Monitor any changes on site to ensure fire safety and precautions under the Fire Safety Order 2006 are not compromised and that Folk Camps Society's safety policy is not being breached.
- 2.6 Maintain the integrity of clean water to Folk Camps Society sites and the continuity of that supply.
- 2.7 Ensure safe working at height (including ladders and portable apparatus).
- 2.8 Ensure safe manual handling of heavy or awkward loads.
- 2.9 Set up and maintain high levels of hygiene in all toilets and wash areas.
- 2.10 Ensure that Personal Protection Equipment (PPE) is available not only to the Warden, but also to those that have a need for it, especially those working with FCS equipment or carrying out duties on site.

## 3. Leader

Health & Safety matters within a LEADER'S specific responsibility will include:

- 3.1 Monitor any changes on site to ensure fire and safety systems are not compromised, and that Folk Camps Society's safety policy is not being breached.
- 3.2 Ensure that all activities proposed for, or by, members, have been fully risk assessed with, where necessary, a written Risk Management Plan(s) is in place.
- 3.3 Ensure that any off site locations proposed for Folk Camps Society activities have been thoroughly assessed and considered as if they were on site locations.

## 4. Musician

Health & Safety matters within a MUSICIAN'S specific responsibility will include:

- 4.1 Responsibility for Folk Camps Society PA system and the correct use of ancillary equipment such as microphones, etc., and any other plug-in instruments and the control of output of amplifiers. The integrity of musicians' own electrical equipment and those of others remains solely their own responsibility, even when connected to Folk Camps Society equipment, which is PAT tested annually.

- 4.2 Report damage to electrical installations, portable electrical equipment, equipment or plant to the appropriate person(s) and ensure their repair or prevent them from being used as appropriate.
5. **Caterer**  
Health & Safety matters within a CATERER'S specific responsibility will include:
- 5.1 Defects which impair the integrity of the kitchen area or site or jeopardise safe exit/access etc.
- 5.2 The provision and maintenance of safe exit/access to kitchen and places of catering use including the condition of floor surfaces, steps, handrails, lighting, method of working and the like.
- 5.3 Report damage to electrical installations, portable electrical equipment, equipment or plant to the appropriate person(s) and ensure their repair or prevent them from being used as appropriate.
- 5.4 The storage and use of highly flammable liquids, toxic substances in the kitchen site area or the disturbance of asbestos containing materials.
- 5.5 Ensure the correct storage of all foods and ensuring that hygiene regulations are strictly adhered to.
- 5.6 Ensure that instructions are given about how to handle safely large pans containing boiling water.
6. Advice and guidance relevant to the fulfillment of these duties can be obtained through the Company's Safety Adviser, the appropriate Enforcing Authority and/or appointed safety representatives at the location of intended sites.

## 2.7 Duties and Responsibilities of Members

All members have a legal responsibility, under the relevant health and safety legislation, to keep themselves informed of their responsibilities and duties with respect to health and safety at a Folk Camp. (Copies of the relevant documents are obtainable via the registered office of the Society).

Members must be in no doubt that considerations of safety are as important an aspect of management control as are any other management function. They should take reasonable care of their own health and safety and set a good example to other members, employees and contractors by following the Company's safety procedures and using appropriate protective equipment.

### Parental Responsibilities

Children and young persons remain the sole responsibility of their parents or designated guardians, both on or off Folk Camps Society sites. It is incumbent that parents and guardians make sure that the rules of health and safety and of good behaviour are both adhered to during their tenure with Folk Camps Society.

## **Safety Practice Notes**

To record any positive and practical steps that need to be taken to secure the best H & S policy for future use.