



## Health and Safety Policy

### **Introduction**

WOOL@J13 is a celebration of all things woolly held annually at Lower Drayton Farm by WOOL@J13. WOOL@J13 is part of R J Bower Ltd at Lower Drayton Farm, whose registered office is Lower Drayton farm, Penkridge, Stafford, St19 5RE

### **Policy Statement**

WOOL@J13 accepts its responsibility for providing and maintaining, so far as is reasonably practicable, at all times during the setting up and running of WOOL@J13, an environment that is both safe and healthy for all.

To this end WOOL@J13 will 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 seeks the full understanding and co-operation of all persons involved in the celebration for their commitment to the same.

WOOL@J13 will annually review this policy as required by the Health & Safety at Work etc Act 1974.

### **Responsibilities of Show Organisers**

The Organisers and R J Bower Ltd shall have overall responsibility for all aspects of Health and Safety and shall so far as is reasonably practicable ensure that everybody under their control is familiar with the WOOL@J13 Safety Policy and arrangements. The Show Organisers and R J Bower Ltd will 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 Safety Officer**

The Safety Officer shall be responsible in conjunction with the Organisers and R J Bower Ltd for preparing and revising (as appropriate) the Health and Safety Policy for WOOL@J13 and, in addition, shall:

- Provide guidance and advice on Health and Safety matters. In conjunction with the Organisers and R J Bower Ltd shall promote safety consciousness at all levels.
- Liaise with Medical, Fire Authority, HSE, Local Authorities and other appropriate bodies both before WOOL@J13 and as appropriate during the Show and afterwards.
- Carry out a pre Show inspection of the site (if possible in conjunction with the enforcing authorities).
- Carry out audits with the appropriate Organisers
- Be available during the Show to monitor compliance of WOOL@J13's safety requirements and to be the point of contact for health and safety matters.
- Investigate and record all accidents/incidents and provide statistics for the WOOL@J13 Organisers and R J Bower Ltd.

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 will liaise with the WOOL@J13 Organisers and R J Bower Ltd to deal with the problem.

These persons have specific responsibilities as listed below and, in addition, will assist with the implementation and enforcement of the Health and Safety Policy and arrangements, and will liaise with the R J Bower Ltd Safety Officer and WOOL@J13 Organisers in dealing with emergencies and major incidents at WOOL@J13.

#### **Site Services Manager**

- To ensure that all contractors on site abide with the Health and Safety Policy
- To ensure that all contractors provide suitable and sufficient risk assessments and method statements for work to be carried out. (in conjunction with the Safety Officer)
- To ensure that all building work is compliant with relevant legislation
- To ensure that that all Fire precautions are in place and have been agreed with the local fire authority
- To ensure that a suitable number of welfare facilities are provided

#### **Staffing Officers**

- To ensure that all staff and volunteers are aware of the safety procedures for WOOL@J13
- To ensure that an accurate register of staff and volunteers on site is maintained.
- To ensure that all accidents/incidents are recorded.
- To provide suitable personnel protective equipment when required.
- To ensure that all managers are aware of the responsibilities for emergency procedures.

#### **WOOL@J13 Logistics**

- To ensure that all vehicles brought onto site comply with relevant legislation
- To ensure that effective methods of communication are available at the Show (including set up and take down)

#### **WOOL@J13 Treasurer**

- To ensure that sufficient monies are made available in matters regarding Health and Safety.

#### **Exhibitors Contractors and Trade Stand Holders**

All persons taking part in the operation of the Show (exhibitors, trade stand holders, contractors etc.) have a shared responsibility to ensure that they comply with the requirements of this safety policy and arrangements.