

# Health and Safety Rules for Festival Helpers /Stewards

**The purpose of this document is to provide a simple reference for Health and Safety guidance that all stewards at Maindee Festival must adopt. It is intended to better ensure the health and safety of the Festival Crew and others at the event.**

**You should read this document and sign that you have done so, before starting work at the Festival.**

Supervision for activities will be the responsibility of area organisers. Stewards working in teams will be advised of how to conduct the required activities by their area organisers.

Stewards must not interfere with anything provided to safeguard their Health and Safety

Stewards must take reasonable care of their own Health and Safety.

Stewards must ensure that they are not under the influence of Alcohol or Drugs (other than prescription drugs). No machinery or vehicles should be used if under the influence of Alcohol or Drugs.

Stewards should not attempt activities that they are not physically capable of. Supervisors should be advised of any relevant conditions, and the limitations that it imposes.

Stewards must not conduct activities in a way other than that indicated by the appropriate area organiser as this may compromise their or other's health and safety.

Stewards must not use equipment (plant, equipment, vehicles) that they have not been trained in the use of, and unless instructed to do so by a supervisor.

Stewards should take particular care to act responsibly when conducting work at height. This must only be done when instructed to do so, and when the correct instruction has been provided. If working more than 6ft above the ground or a floor a safety harness must be used.

Stewards should take particular care to act responsibly when conducting work that requires the lifting of objects.

Stewards should ensure that they wear appropriate protective clothing etc. for activities. For most work no special equipment is required, but the following are items that may be appropriate:

Hard hats in "hard hat" areas. Generally this will be in areas where work is being conducted above – such as around stages when they are being constructed or dismantled.

Gloves – particularly when carrying items with sharp edges (such as fencing panels)

Sun cream should be worn when spending extended periods in the sun.

Ear Plugs should be worn in areas of high noise – such as around amplified music or loud drumming.

Care should be taken in wearing clothing and footwear that will generally avoid risk of injury from sharp or heavy objects etc.

Stewards should take care when working in areas that are poorly lit. If necessary supplementary lighting should be obtained, or work should be continued when there is more light.

Emergency evacuation / crowd control – the procedure on the back of the issued site plans should be read and understood. Stewards should always ensure that they have a copy.

If Stewards are attacked or threatened with a view to gaining access to an area of the site, stealing money or goods or for any other reason, they must act in such a way as to minimise danger to themselves.

Area supervisors will have been made aware of fire procedures and the use of fire extinguishers. Stewards should familiarise themselves with the location of these in their work area and in particular with the different types of fire extinguishers. It should be noted that the primary purpose of fire extinguishers is to assist a safe exit from a fire – and not to attempt to put out a fire completely. Care should also be taken to note what type of fires the different types of extinguishers should be used on.

Any Health and Safety issues or concerns should be reported to supervisors or to the site services crew.

**On reading this form completely Stewards should sign that they have done so, and that they will abide by the statements within it.**

**The complete Health and Safety Policy for the event is available at the Festival Office for inspection at any time.**

Signed:

Name (print):

Date: