

# Festival volunteering health, hygiene and safety policy (UK)

## Document control

<b>Title:</b> Festival Volunteering Health, Hygiene and Safety Policy	
<b>Scope:</b> UK	
<b>Version:</b> 1	<b>Author(s):</b> Rachel Marshall, Jacqui Gavin
<b>Date approved:</b> January 2023	<b>Document status:</b>
<b>Effective date:</b> January 2023	<b>Approved by:</b>
<b>Superseded version:</b> n/a	<b>Date of next review:</b> January 2024

## Version control

Date	Version	Reason for change	Author

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## 1 UK health and safety policy statement

The following statement is taken from WaterAid UK's Health and Safety policy and provides an overview of WaterAid's commitment to effective Health, Safety, and Security management.

WaterAid actively promotes the positive health and safety of our staff, volunteers and visitors. Everything we achieve is through our people and we want to do what we can to ensure their safety, health and wellbeing. We also recognise the importance of effective health and safety management in compliance with the UK health and safety legislation. This policy sets out our organisational aims for securing a safe and healthy workplace environment for our employees, volunteers, contractors, visitors and others that may be affected by our activities.

WaterAid will aim to:

- Provide a safe working and volunteering environment for employees, volunteers, contractors and visitors and provide a culture of good health and wellbeing.
- Promote high standards of health and safety management in accordance with the guidelines set out by WaterAid and consistent with relevant local and national legislation.
- Improve our health and safety practices each year through monitoring, training and establishing procedures which promote good health and wellbeing and the prevention of accidents.
- Ensure our work activities and locations are assessed for potential risk and that action to control risk is taken where necessary.
- Provide a health and safety management system to support the delivery of the health and safety policy.
- Bring to the attention of all employees and other relevant persons the health and safety policy and the arrangements contained within.

The health and safety policy will be reviewed annually or after any significant change to ensure that it remains relevant and up to date with legislation and WaterAid policies.

Successful health and safety management depends on every employee adopting a positive attitude towards safeguarding themselves and their colleagues. All of us have a contribution to make, to ensure the wellbeing of all who work with and for WaterAid.

**Tim Wainwright**

**Chief Executive**

## 2 Festival volunteering health and safety objectives

This policy document outlines the measures WaterAid has put in place to provide a safe environment for all its staff, volunteers and contractors in the festival environment. This document is supplementary to the WaterAid UK Health and Safety Policy.

WaterAid festival staff and volunteers work in an environment where there are increased risks associated with being in a temporary greenfield environment, large numbers of people gathering in spaces and working with cleaning materials.

Safety of volunteers and staff is a shared responsibility. While WaterAid has put in place the following precautions, we can only do so much to keep volunteers safe at our events, and this is equally influenced by the personal conduct of our volunteers, listed as part of our Volunteer Code of Conduct policy.

## 3 Roles and Responsibilities

WaterAid's commitment to festival volunteers:

- WaterAid is committed to ensuring we adequately inform volunteers of any risks volunteers may be exposed to when attending an event on our behalf, so as to support their decision on whether they are comfortable with these risks prior to attending the event.
- There will be a designated person, or team onsite where volunteers can report any health and safety issues to.
- Where an issue is raised, WaterAid will liaise with appropriate event or site management staff to rectify this issue as quickly as possible.

Volunteers' commitment to WaterAid if offered a place:

- Being aware of and familiarising themselves with the WaterAid festival volunteering health, hygiene and safety policy, together with adhering to their own role responsibilities, as detailed in the policy.
- Taking reasonable care for their own health and safety as well as that of others who may be affected by their acts or omissions.
- Attending and/ or completing all training assigned to them.
- Reporting any health and safety concerns observed in the campsite or work areas to the WaterAid festival team. Reporting any health and safety concerns NOT within a WaterAid managed area to security personnel onsite, and subsequently to the WaterAid festival team.
- Reporting any accidents/ incidents/ injuries/ near misses to the WaterAid festival team.
- Familiarising themselves with the arrangements for first aid, emergency evacuation and any other information passed on during the onsite briefing.

## 4 Measures

### Risk Assessments

WaterAid will only attend events that we have been assessed as having adequate health, safety, and security measures in place. The WaterAid festivals team will carry out suitable and sufficient risk assessments covering all hazards and risks associated with working and volunteering onsite at each festival. These are updated before and after each event to account for any learnings and onsite changes. This includes a COSHH risk assessment which assesses the safety of the cleaning chemicals used onsite.

### Incident Planning

As part of WaterAid's incident management procedures, we create a set of event specific incident management tools which include a number of strategic management plans and the formation of an onsite and offsite incident management team. This ensures that we have an effective way of managing all onsite incidents. These include:

- Event Management Plan: Contains specific details of venue, timings, communications, and actions to be taken during an incident. It also contains guidance where an incident requires escalation to the offsite incident management team (Off-IMT).
- Major Incident Plan: To be used in the response to any incident involving WaterAid or WaterAid staff and volunteers, which is of a scale, to involve the Off-IMT.
- An offsite incident management team (Off-IMT) which consists of a group of skilled staff who will be on call throughout the event.
- An onsite incident management team (On-IMT) which consist of a group of key event management staff who are working onsite for the duration of the event.

Please note that if a major incident occurs during a festival the WaterAid management team will be in contact with the relevant festival staff and/or emergency services to ensure any advice given is followed.

### Training

Volunteers will receive training in all aspects of their role, including how to carry out the role in a safe and efficient manner. This will be both online before the event and onsite before their first shift.

### PPE

WaterAid will take all reasonable measures to provide a safe environment in which our volunteers work, including the provision of appropriate and effective protective equipment. The equipment provided will depend on the role but may include (not exhaustive):

- Disposable gloves
- Heavy duty gloves
- Goggles
- Face Masks
- Sun cream

### **First Aid**

WaterAid will provide fully stocked first aid kits in a number of locations at each festival. These will be stored in the campsite and WaterAid areas onsite. The onsite management team will ensure that any first aid items that are used are replenished in a timely manner. At least one member of the WaterAid onsite management team will be comprehensively first aid trained. The onsite management team will pass on details and locations of the medical facilities onsite to all volunteers during the onsite briefing.

All festivals we attend have medical facilities onsite, as well as procedures for any medical emergencies.

### **Onsite support**

WaterAid will have a designated area onsite for wellbeing to focus on physical and mental health and safety, which can be used as a space to discuss and review health and safety issues and to treat minor injuries or illnesses that do not require professional medical attention.

In addition to onsite Health and Safety briefings, there will be a member of the management team on shift at all times, who will deal with any health and safety risks or issues that emerge, escalating up the management chain as required.

### **Cleaning**

WaterAid will ensure regular cleaning of equipment and materials in communal areas of the campsite. WaterAid will also make sure there are sufficient cleaning materials available at all WaterAid managed areas onsite so volunteers and staff working in these areas are able to regularly clean the equipment and materials in use.

Volunteers are expected to report any missing cleaning items to management staff as soon as possible or if additional materials are needed, or items need to be replaced.

### **Illness and infectious diseases (including COVID-19)**

- Volunteers will need to follow any government guidance and rules in place at the time of volunteering.
- Due to the festival environment being in a setting with increased interaction with the public, we encourage all volunteers to be fully vaccinated and if

possible, to limit risk of spreading the virus by taking a Lateral Flow Test (LFT) before coming to the event.

- WaterAid asks that staff and volunteers do not attend the event if they are unwell and / or experiencing any COVID-19 or flu symptoms.
- WaterAid staff and volunteers will need to comply with any extra measures put in place.
- While onsite at the event, particularly while on shift, it's important that WaterAid staff and volunteers wash or sanitise their hands regularly. Gloves must be worn and disposed of properly while carrying out any cleaning or handling any used PPE.