

HEALTH & SAFETY POLICY

Memorial Match & Charity day – Woodside Bolnore Village

Date: Saturday 25th May 2024

Location: The Woodside, 120 Middle Village, Haywards Heath, RH16 4GJ

Contact Name: Chris Monk

Day Contact Number: 07800827372

Purpose of Policy

1. We are committed to protecting the health and safety of all of our volunteers, vendors, participants and guests attending our event. This policy is intended to help us achieve this by clarifying who is responsible for health and safety matters and what their responsibilities are.
2. This is a statement of policy only.

Risk Assessment and Manual Handling

3. Risk assessments have been carried out, to cover all activities, events and vendors attending the event examining what could potentially cause harm to people.
4. Any issues or questions will be raised with the contact at the top of this policy document and any changes or amendments to the policy may be enforced on the day.

Vendors

5. Food vendors all have their own food hygiene policies and certifications. They will comply with all food allergen regulations on the day.
6. All vendors will have their own risk assessments, including fire safety if required.
7. Where required vendors will have their own public liability insurance.

Evacuation Procedure

8. Our evacuation procedure will be an assembly point on the far end of the field, opposite side to the main building.
9. Each volunteer will be made aware of the evacuation procedure and where the assembly point will be.
10. We will have dedicated fire marshals, who will check the building and surrounding area in the event of an evacuation. They will also help anyone who requires assistance.

First Aid

11. We will have designated first aid areas for basic first aid should it be required.
12. There will be sufficient access for emergency services should they be required.