



**MARSDEN  
JAZZ  
FESTIVAL**

**JAZZ IN THE  
YORKSHIRE PENNINES**

# Health and Safety Policy

**Amended July 2018**

## **Policy Statement**

Marsden Jazz Festival (MJF) is committed to minimising risks to volunteers, festival-goers, performers and others arising from activities directly associated with the festival. The festival makes every effort to ensure the health and safety of everyone associated with it in situations over which it has control.

## **Responsibility for Health & Safety (H&S) Management**

Overall responsibility for formulating and implementing the Health and Safety policy lies with the festival's trustees. Members of Marsden Jazz Festival will be consulted on the formulation of the H&S policy.

The owners/managers of pubs and clubs hosting festival events are responsible for health and safety within those venues.

The festival has Public Liability Insurance

## **Dissemination**

The H&S Policy will be made available to all members and will be published on Marsden Jazz Festival's website where it will be available to the public. In addition, the policy may be inspected at the Festival's Office (when open). Individuals may request a copy of the policy by email ([office@marsdenjazzfestival.com](mailto:office@marsdenjazzfestival.com)), telephone (01484 846969), or by writing to the Company Secretary, MJF Limited, Marsden Mechanics Hall, Peel Street, Marsden, Huddersfield, HD7 6BW. The H&S Policy can be supplied on request to funding bodies via the above address, or from MJF's website, [www.marsdenjazzfestival.com](http://www.marsdenjazzfestival.com).

## **What is MJF?**

Marsden Jazz Festival takes place in Marsden, Colne Valley, West Yorkshire over the second weekend in October, from Friday evening to Sunday evening. It includes ticketed and free events, open air concerts and concerts held in a variety of venues – from local pubs and clubs, to marquees, Marsden Mechanics and the Parochial Hall. There are also a number of activities such as the annual parade which contribute to the festival. The majority of the festival's events are located in Marsden village centre; there are also some events just outside the village. These venues are accessible via the free Jazz Bus.

During the festival, the focus for the organisation is Marsden Mechanics Hall. Members of the festival committee, including the chair, can be contacted via the office in Marsden Mechanics.

## **Sources of Risk & Precautions**

### *Events in pubs and clubs*

Over the course of the weekend, approximately 70 free events take place in the clubs and pubs of Marsden. Health and safety of customers/festival-goers at each venue is the responsibility of the venue's own management and staff. All venues are able to contact the festival organisers during the festival at Marsden Mechanics Hall.

### *Other indoor events*

H&S at events not in pubs and clubs is the responsibility of Marsden Jazz Festival. Stewards attend all ticketed gigs and are briefed on fire safety and evacuation procedures by the Chief Steward an hour before the start of each event. Chief stewards are responsible for familiarising themselves with the fire and emergency evacuation plan for the premises prior to this briefing.

### *Open-air events*

There is a marquee on the bridge leading to Wessen Court, another outside Marsden Mechanics Hall and the bandstand is used in the park. There is also an open-air market in the park and a duck race (on Sunday afternoon). In 2018, there will be a forest school session for children. A separate risk assessment will be written for this.

Festival volunteers steward the open-air events, assisted by voluntary safety wardens who are responsible for ensuring the safety of members of the public moving around the streets of Marsden, which, with the exception of Peel Street, Argyle Street, Weir Side and Market Place are not closed to traffic during the festival except temporarily during the Parade (see overleaf).

### *Duck Race*

The designated coordinator for the duck race assesses the weather and river conditions before commencing the race. Volunteers collecting ducks in the river are equipped with suitable protective clothing and reminded to wash hands after the event.

*Market in the Park:* Stallholders at the Market in the Park must ensure that their stalls, goods and vehicles do not present any risk to the public. They have been granted designated parking rights at Marsden Junior School. Vehicles are required to be off-site before the start of festival activities in the park and are not allowed back on site until market and musical activities in the park have finished. Stallholders have direct responsibility for:

- Their own litter collection and the removal of their own waste from the site.
- Hygiene and food safety where stallholders are offering food for sale.
- The safe transportation and use of generators on site where applicable.

#### *Sound & equipment*

Sound and lighting equipment in Marsden Mechanics Hall is supplied by MJF. Portable lighting equipment supplied by MJF is sometimes deployed in other festival venues, and additional equipment may be hired. Equipment owned/supplied by MJF is supervised by festival volunteers, kept separate from members of the public and turned off when no performances are taking place. Hired equipment is supervised by the sound engineer who supplies it (or one of his agents). With the exception of performances in Marsden Mechanics, bands are contractually obliged to bring their own equipment, for which they are responsible. Festival volunteers involved in sound and lighting are supervised in this activity.

#### *Access for emergency vehicles*

Apart from the closure of the following roads over the festival week-end, emergency vehicles have normal access:

- Argyle Street is closed from Friday morning to Sunday evening
- Iron Bridge (pedestrian route) is closed from Thursday lunch time to Monday lunch time (Marquee)
- Weir Side and Market Place are closed during the daytime on Saturday and Sunday and,
- Peel Street is closed during the daytime on Saturday only.

The closure of Argyle Street, Weir Side, Market Place and Peel Street is arranged formally with Kirklees Metropolitan Council/West Yorkshire Police, following established procedures.

The alternative route for emergency vehicles during the daytime on Saturday is:

- Via Town Gate and Church Lane.

Argyle Street, Weir Lane and Market Place are small side roads and obstructions to emergency vehicles are minor and easily overcome.

#### *General safety on the streets of Marsden*

Voluntary safety wardens oversee the safety of members of the public moving around Marsden during the festival. These wardens staff barriers at junctions of roads that are closed for the festival and only allow vehicular access by permit to bands unloading equipment or to emergency vehicles needing access to enclosed roads. (See following page for specific arrangements in relation to the Parade).

### *First Aid*

There will be a designated first aid point over the festival weekend. The location will be included in the Festival Venue Map (see middle pages of the festival programme).

### *Outdoor Lighting (in the Weir etc)*

Installed by qualified professionals, with due regard to suitability, electrical loading etc. Festival volunteers are supervised.

### *Parade*

Members of the committee act as chief stewards during the event, co-ordinating volunteers and the back up following car. The route of the parade is planned to minimise the need to use or cross main roads. In accordance with police procedures, road closure orders are obtained for the route of the parade.

### *Children*

Children are encouraged to attend Marsden Jazz Festival. They remain the responsibility of their parents/accompanying adults. The festival has a safeguarding policy, which is available for inspection as above.

### *Jazz Bus*

There is a Jazz Bus which is provided by a local bus company.

### *Recycling/Emptying Bins/Toilet Cleaning*

Volunteers are equipped with appropriate equipment – e.g. Heavy-duty gloves, cleaning materials, bin bags, bin keys. Children should not handle glass.

### **Contacts**

For further information, contact the Chair/Company Secretary via MJF Office – details as above.

### **Annual Review**

This policy is reviewed annually to ensure that it remains up-to-date and effective.

Policy reviewed: July 2018

Next review date: July 2019