



Sidmouth Science Festival

Health & Safety Policy

1. Policy Statement

Sidmouth Science Festival is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all employees, volunteers, contractors, participants, and members of the public attending our events. We recognise our duties under the **Health and Safety at Work etc. Act 1974**, and associated regulations, and will take all reasonable steps to provide a safe and healthy environment.

2. Roles and Responsibilities

We believe that health and safety standards will be maintained only with the co-operation of all volunteers and participants of the Sidmouth Science Festival. We also take into account the Health and Safety Policy of the venues that are used during the festival.

We shall:

- Monitor and review health and safety issues annually and update this policy if required
- Take all reasonable precautions for the safety of all concerned
- Take all reasonable precautions to prevent damage, accident or injury
- Ensure that risk assessments are carried out before the start of each festival and take appropriate action if necessary
- Record any accidents and inform any appropriate individual, school, organisation or authority.

3. Arrangements

Risk Assessment

- Risk assessments will be carried out for all venues, activities, and exhibitions
- Control measures will be implemented and monitored throughout the Festival.

Emergency Procedures

All staff and volunteers will be briefed on fire exits, assembly points, and communication channels.

Safeguarding & Public Safety

- Activities involving children, schools, or vulnerable adults will be governed by Sidmouth Science Festival Safeguarding Policy for Children and Adults at Risk
- Crowd management, queuing systems, and signage will be used as appropriate.

Monitoring & Review

- Safety checks will be carried out before and during the Festival
- Any incidents or near misses will be recorded and reviewed
- This policy will be reviewed annually or after any significant change.

Date Oct 2025

Sidmouth Science Festival – Incident Report Form

Date of Incident
Time of Incident

Location

1. Person Involved

Full Name

Role e.g. visitor, volunteer, exhibitor, staff

Contact Number

Email (if known)

2. Details of the Incident

Description of what happened

Type of injury (if any)

Cut / Scratch Burn Fall Other (please specify):

Part of body injured

3. Action Taken

First Aid given? Yes No

If yes, by whom?

Details of treatment

Emergency services called? Yes N

If yes, which service and time called

4. Witnesses (if any)

Name

Contact

Attach additional witness details if needed.

5. Report Completed By

Name

Position / Role

Signature

Date

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For Use by Festival Trustees Only

Reviewed by

Date reviewed

Follow-up actions required