



# Flower Clubs of Mercia and North Wales

nafasmnw.org.uk  
Charity Number 518603



## NAFAS HEALTH AND SAFETY GUIDELINES FOR NAFAS EVENTS

The following document was issued by NAFAS, 2008.

### SAFETY STATEMENT:

NAFAS recognises its responsibility to comply with obligations placed upon it by various Health & Safety Laws and Regulations and is committed to ensure the safety, health and welfare of its members in so far as is reasonably practicable while engaged on NAFAS business, as well as the safety and health of other people who may be affected by its activities.

It is important to realise that although NAFAS members are voluntary workers they should be afforded the same care regarding risks to health and safety as anyone who is in paid employment.

### NAFAS RESPONSIBILITIES:

To ensure that those involved in the planning, maintaining and supervising an event are fully aware of the health and safety procedures. Therefore there should be an item on the agenda relating to health and safety, with a designated person being responsible for this aspect of the event.

### THE VENUE:

- It is covered by a Public Liability Insurance
- A risk assessment which identifies possible hazards and the methods of eliminating or controlling the risks
- Details of fire precautions and procedures
- Location of fire extinguishers, exits and meeting points
- Named person/s as a contact in the event of a fire
- Location of a First Aid Box, accident/incident book
- Named person/s qualified to do first aid
- Adequate seating and gangways
- Location of toilets

### Comprehensive details of the working area:

<b>Stage:</b>	Dimensions Is it a fixed stage : raised platform : level : raked Access Curtaining : Flooring Tabling : display stands Obstructions of any kind
<b>Electrical:</b>	Power points : trailing wires Lighting Sound equipment : microphones Is a technician available
<b>Preparation Areas:</b>	Access : Water : Tables Obstructions of any kind
<b>Parking:</b>	Access : Lighting

**PERFORMERS:**

Comprehensive details regarding the stage/working area that the visiting demonstrator/speaker has to work in should be conveyed to the performer well in advance.

Specific requirements from the demonstrator/speaker/performer to be taken into consideration within the limits of the venue.

It is advisable that a performer has a check list of their requirements for a particular event, and to liaise fully with the organising committee.

**DUTY TO THE PUBLIC:**

At the start of any performance an announcement should be made as to where the Fire Exits are, and where to meet in the event of a fire.

**Stewards at Shows** should be fully briefed about first aid assistance and fire regulations for the venue.

**FIRST AID COVER** can be obtained from the local branch of St. John Ambulance or the Red Cross. Rates vary across the country.

A person who holds an up-to-date **First Aid at Work (FAW) Certificate** can be used instead of a member from an organisation.

More information available from Health & Safety Executive (HSE) – [www.hse.gov.uk](http://www.hse.gov.uk).