



Beltane Fire Society Festival Volunteer Health and Safety Agreement

Last updated: 2023

The document below, and the briefing which accompanies it, are a central part of the safety culture of the Beltane Fire Society. The agreement lays out the expectations that Beltane Fire Society has of its group organisers and the health and safety controls that they must adhere to.

They are referenced in our risk assessments and event safety plan, which are the documents we have to produce to evidence that we're a responsible operator. It's our way of keeping both you and the society safe, so please listen and read carefully.

Should you have any questions please contact the Festival Coordinator. Additional copies of the form may be found at

www.beltane.org/members-info/policies-guidance-and-forms

Group Responsibility

Every member of a group, and every participant in the festival, must attend a health and safety briefing. This should be done at the earliest possible date.

If a group's activities involve Acrobatics, Fuel Handling, Large Puppetry or there are other hazardous activities identified, the briefing will also cover good practice and expected techniques. These extra elements will be in your group's Risk Assessment.

Emergency Contact Information

In the event of an emergency it is important that we have the correct information for you in order to liaise with both the emergency services and your family/loved ones.

1. I have provided up to date contact information in the form below (QR code), including emergency contact details and a disclosure of any allergies or conditions which I feel should be declared to protect my safety at Society events.
2. I understand that, in the event of an emergency, the data I provide here may be shared with emergency services, Event Medical Contractors and a small number of selected volunteers as required in order to provide you with support and care. This information is shared on a need-to-know basis only.
3. I will notify coordinator@beltane.org, and volunteers@beltane.org should this change.

First Aid

GOs will be issued with a First Aid Kit for their group. This should be handed back in after your last rehearsal, at the walkthrough on the day, or at the GO debrief. There are first aid facilities at the venue on the event day.

1. I will not administer first aid unless I'm qualified to do so, unless directed to do so by emergency services, and will seek appropriate help if needed. I recognise that our first aid boxes are distributed for the purpose of dealing with very minor issues only.

2. I know that the Professional First Aiders will be in attendance on the night at the main Beltane/Samhuinn festival. They will be on the Car Park.

Basic Safety Principles

1. I will follow H&S policies as directed by the Festival management team, Stewards, Members of Tech or my GO.
2. I will not, during any performance or rehearsal, be under the influence of alcohol or any other recreational substance. If I am taking medication which may affect my judgement or senses I will seek advice from my GO.
3. If I am provided with Personal Protective Equipment (PPE) by the Society, I will use it as directed and will notify my GO/task supervisor if it is damaged, broken or rendered unusable.
4. If a task requires PPE, I won't try and carry out that task without it.
5. I will read a risk assessment of activities to be carried out by my group. I will make myself aware of any affected parties of both hazards, and appropriate control measures.
6. I will only perform in accordance with what has been agreed and as has been rehearsed in group practices and at the Walkthroughs.
7. As a participant, if I become aware of any task-specific risks, I will inform others so that they are aware.
8. I know that handling of equipment will be dealt with on a case-by-case basis, I won't handle unless I've been briefed.
9. I understand that I am responsible for bringing spare clothing in the event of bad weather or fuel spillage.

Fire Safety

As an event organised around fire, we pay more attention than other events to this aspect of the festival! Under the *Fire (Scotland) Act 2005*, we have a legal responsibility to carry out a fire risk assessment. As of 2015 we have changed our procedures for costume fire safety.

The fire triangle or combustion triangle is a simple model for understanding the necessary ingredients for most fires. The triangle illustrates the three elements a fire needs to ignite: **heat**, fuel, and an oxidizing agent (usually **oxygen**).



Fire triangle - Wikipedia, the free encyclopedia
en.wikipedia.org/wiki/Fire_triangle

1. I know about the fire safety triangle as illustrated above, and that by removing any ingredient from the triangle a fire can be extinguished.
2. I understand that BFS has a legal responsibility to carry out a fire risk assessment & implement suitable controls.
3. I recognise the particular risks associated with taking part in a fire festival and will ask questions when unsure.
4. I will ensure that those materials which I use for costume and which are to be placed in direct contact with skin are made from wholly natural fibres, and I will carry out a flame test where required, and before a bulk order of fabric is placed.
5. I understand that the flammability of items such as hairspray and synthetic/plastic fabrics poses an injury risk to both the person wearing the material and the person extinguishing the fire.
6. I know that if a fire is outwith my control, it is better for me to step away and maintain my own safety.
7. I will only undertake activities involving fire that have been sanctioned by my GO and have been rehearsed, represented at a walkthrough to all affected parties and included in my groups Risk Assessment.
8. Any live fire activities (including at weekend aways, social gatherings, busks and rehearsals) shall be undertaken with adherence to the Fire Prop and Spinning Safety Guidelines which are available in the GO Team Shared Drive (item 19)

Storage, Handling & Use of Fuel

1. I will use appropriate PPE when handling or using fuel.
2. Fuel spills can cause damage to the spillage area, and can contaminate water courses. To avoid this, I will make use of available spill kits.
3. I will only store fuel in a container designed for that purpose. The container will be free from damage, and stored in compliance with the *Water Environment (Oil Storage) (Scotland) Regulations 2006*.
4. I will not smoke or bring live flame into either fuel storage areas, or areas where I am directed not to do so by signage.

5. My use (storage and handling) of fuel for fire spinning, fire practice or other activity relating to my volunteering will be undertaken with adherence to the Fire Prop and Spinning Safety Guidelines which are available in the GO Shared Drive

Vehicle Safety

1. I understand that if I use any vehicles including my own while undertaking a task for BFS that I do so entirely at my own expense unless agreed in advance. Use of vehicles in personal time is outwith the scope of BFS.
2. Vehicle movement on the event site will be kept to a minimum, but I am aware that it may happen. Please contact your GO if you need to arrange vehicular access. **Maximum Speed 5mph.**
3. No vehicles are permitted to move on site during the event
4. Please beware of vehicle and plant movement during the build and derig of our festival site.

Accident or Incident Reporting

All accidents or incidents in which an injury or illness was sustained during a rehearsal or performance (including sprains and strains) should be reported to the event coordinator (coordinator@beltane.org) within 24 hours of an incident occurring.

Personal Protective Equipment

Some of your activities will require the wearing and use of PPE. Most of this can be obtained and returned free of charge from the Beltane stores. Buying PPE can be a bit expensive, not using PPE can result in severe and debilitating injuries, and this is why we can provide PPE for most activities.

BFS PPE must not be altered or misused in any way. Any defects or incidents which might affect the performance of the equipment must be reported.