



Beltane Fire Society

Group Organiser / Blue / Court

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 other senior volunteers 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 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.

Once the briefing has finished, please complete the accompanying form to confirm that you've understood, and agree to comply with and be bound by the points below.

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

Briefing Your Group

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

If your group's activities involve Acrobatics, Fuel Handling, Large Puppetry or there are other hazardous activities identified, the briefing must also cover good practice expected techniques, and control measures identified in your Risk Assessment. These extra elements need to be written into your group's Risk Assessment and appropriate sources of information and guidance consulted. from

The form that is handed out during the briefing must be completed fully by all participants. Even if this feels like duplication of the membership details that we ask you to fill out, it is a really important method of identifying participants with particular health issues or allergies, and allows us to proactively and safely be inclusive.

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, 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 First Aid 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 time limited basis only.
3. I will notify coordinator@beltane.org, and volunteers@beltane.org should any of my emergency or medical information change.

First Aid

GOs will be issued with a First Aid Kit for their group. This should be handed back in after the festival by the GO debrief (at the latest). There are emergency first aid facilities at the venue when the event is open to the public.

1. I will not administer first aid unless I'm qualified to do so, or unless directed to do so by emergency services, and will seek appropriate help if needed. I recognise that our first aid kitss are distributed for the purpose of dealing with very minor issues only.
2. I know that there will be an Event Medical Contractor in attendance at the main festival venue.

Basic Safety Principles

1. I will follow H&S policies as directed to by the Festival Coordinator, Production and Site Coordinator, The Front Of House Coordinator, a Tech or Steward GO (herein referred to as the Event Safety Team) and the guidelines available in the GO Handbook/Team Drive.
2. If I am provided with Personal Protective Equipment (PPE) by the Society, I will use it as directed and will notify a member of the Event Safety Team if it is damaged, broken or rendered unusable.
3. If a task requires PPE, I won't try and carry out that task without it. Where applicable, I'll make PPE available to group members.
4. I will carry out a specific and suitable risk assessment of activities to be carried out by my group. I will notify any affected parties of both hazards, and appropriate control measures.
5. If I'm unsure about completing a risk assessment, or if I identify an issue which I am not/do not feel legally competent to address, I will contact a relevant member of the Event Safety Team for advice.
6. As a senior participant I will inform those around me of task-specific risks, should I believe that they may not be otherwise aware of them.
7. I know that handling of equipment will be dealt with on a case-by-case basis, I won't undertake Manual handling tasks unless I've been briefed.
8. 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](https://en.wikipedia.org/wiki/Fire_triangle)
en.wikipedia.org/wiki/Fire_triangle

1. I know about the fire safety triangle as illustrated above, and 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 I will make sure that my group knows about these particular fire risks.
4. I will ensure that those materials which my group are using 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 and feathers pose 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 know that if I am running an activity involving live fire, I shall follow the BFS Live Fire Activity, Fire Prop Maintenance and Spinning Safety Guide provided in the GO Handbook/Team Drive.

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. I will make sure that my group are aware of these guidelines and those of the BFS Live Fire Activity, Fire Prop maintenance and Spinning Safety Guide

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, and I will make my group aware.

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 Safety Team within 24 hours of an incident occurring. While the festival is on, I must make use of the professional Event Medical services being provided by a contractor and can complete an Accident form while there on the night.

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.

PPE available

- **Safety Goggles/face maske...** must be used when using rotary power tools for cutting or drilling, for general metal work, and wood work. Definitely must be used for spinning heated charcoal or wire wool and should be used when handling fuel.
- **Gloves...** we have different types of gloves for different hazards: general work gloves, welders gauntlets (for welding or holding hot things), chemical gauntlets and gloves (for handling fuel), cut resistant working gloves (for use when using saws etc).
- **Ear Defence...** We have ear defenders for operating loud plant machinery and other extremely loud environments, as well as disposable ear plugs for small exposure to drumming, unfortunately drummers need to provide their own ear defence (as ours are inadequate for sustained exposure to noise) but BFS drummers can get a discount (see volunteers) at Drum Central which stocks professional grade ear protection.
- **Boilersuits...** for doing the dirtier jobs. These are normally reserved for the tech team, but can be made available upon request, a small charge may be applied for cleaning them.
- **Foot protection...** Currently BFS don't provide foot protection (because of the price). All tech team members and anyone volunteering on the site are expected to get a pair and must wear them on the site. BFS has a stock of donated Safety boots - check to see if you can borrow a pair before purchasing.
- **Respiratory protection...** From basic dust masks for wood work and cleaning, to P3 respirators for noxious fumes and welding.
- **Head protection...** hard hats and bump caps are available upon request.

- **Fire Protection...** we can provide flame check for your costumes and props - depending upon the specific risk assessment.
- **Something missing..?** if there is something that you need and it's not on the list, help us find it and we will try and get it in so you can make use of it.

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.