

Brighthouse Charity Gala Health & Safety Record Sheet

Each Charity/Organization will have their own Constitution and appropriate Health & Safety/Risk Assessment, Public Liability documents, these should be completed and submitted either electronically or postal with the below form by the required date.

Organisation Name:

Method Statement: [Brief description of activity]

Equipment to be Used:

Identify Hazard/Risk:

Hazard:	Measures/controls in place	Low	Med	High
Fire				
Trip				
Scolding				
Other/specify				
	Measures/controls in place	1x	Yes	No
Gas Cylinder[s]				
Pressure Cylinder[s]				
Fire Extinguisher[s]				
Fire Blanket[s]				
Equipment last safety check date				

Health & Hygiene Food Safety:

Health & Hygiene Food Safety Documentation Submitted:

Policy Type:	Policy number	Yes	No
Health & Hygiene/Food Safety Certificate			
Applicable Insurance Certificate			
Equipment Safety Check Certification			
Other/specify			

Public Liability:

<p>Name of Organisation –</p> <p>Public Liability Policy Reference – [attach copy of document see notes below]</p>
--

Named organisation signatures:

<p>Print Name: –</p> <p>Signature: –</p> <p>Date: –</p>
--

Please note: Reference to documentation should be either a photocopy [no original policies] alternatively your own organization risk assessment form including policy number[s] and signed no longer than 2 weeks to submission.

The above and the appropriate supporting documentation required to be with the BCG Committee by the **27th May 2016** at the latest.

Contact: Mary Crowther

Email contact: maryc.charities@gmail.com

Postal Address: BCG Secretary – Nicky Fox, Brighthouse Charity Gala, 20 Highfield Terrace, Cleckheaton, BD19 3AR

LEGAL ASPECTS OF THE GALA – PROTECTING YOURSELVES

As respected organisations wishing to raise funds and awareness we all endeavour to do the right thing. Unfortunately accidents infrequently do occur for which we need to protect ourselves. The following requirements are in place to protect the BCG Committee, member organisations, companies and the general public. Whilst the Committee appreciate that this will mean extra paperwork for some, it is necessary to protect all involved to ensure the success and longevity of the event.

Public Liability Insurance

A copy of your PLI needs to be handed and logged by the BCG Committee by the date required prior to the event (27th May 2016 at the latest). This needs to cover the entire period that you are involved with the Gala this year and be for at least £5,000,000. This will be provided to Calderdale MBC or any third parties on request.

Risk Assessments

A copy of your risk assessment for your event/attraction/activity will need to be passed to the Committee by 27th May 2016 at the latest. This is only for your activities on the ground (both your staff/volunteers and members of the public), your procession entry and for your staff/volunteers. This can be submitted in advance but due to the nature of the working document you may need to provide us another copy as you update it. A risk assessment, for the event as a whole will also be carried out by the BCG Committee.

A guide to writing risk assessments can be found at <http://www.hse.gov.uk/risk/>

To assist with completing your risk assessment the BCG Committee will provide on Wellholme Park and in the Procession first aid personnel, first aid equipment and security personnel. On site we will also provide a water supply [limited and not drinking water], Toilets, PA capability. Other than this, you will need to provide any equipment that your risk assessment identifies as being required.

Summary

If the Committee can be of any help or you require guidance, please feel free to make contact.

WE WILL REFUSE ENTRY TO ANY ORGANISATION, WHICH DOES NOT PROVIDE THESE DETAILS IN FULL.

Many thanks in advance for your cooperation.