



## Look before you leap

*health and safety made simple*

**Are you quite sure that what you do and that where you work is healthy and safe?**

Festivals, celebrations and shows, exhibitions and fundraising events, offices, workshops and studios all have the potential for being unsafe and unhealthy - to you and to your participants, visitors and audiences.

This event will help voluntary arts organisations understand what they need to do to make their work and work spaces safe and healthy places to be in.



# LINK



# EVENTS

## Look before you leap

*health and safety made simple*



The Voluntary Arts Network (VAN) is registered in Scotland as Co. No. 139147 / Char. No. SC 020345  
Reg. office: 2nd Floor, 54 Manor Place, Edinburgh, EH3 7EH  
Street address: 121 Cathedral Road, Cardiff CF11 9PH  
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This event will help voluntary arts organisations understand what they need to do to make their work and work spaces safe and healthy places to be in. It will look at both outdoor and indoor events (including festivals, exhibitions and shows) as well as a range of environments in which voluntary arts organisations and artists find themselves working (such as offices, studios, workshops, halls, theatres and community centres).

The day will be led by Abigail Cheverst and will offer a mix of training and practical workshop activities, discussion, a question and answer session and friendly, informal networking. It will give you the unique opportunity of sharing experiences with others undertaking similar tasks to yours.

### Topics will include

An overview of health and safety law, key health and safety issues for the voluntary arts, how to do a risk assessment, the safety management process and where to go for help and information.

### Facilitator

Abigail is a freelance trainer specialising in health and safety for the voluntary and community arts sector. She is professionally qualified in health and safety and has worked in the sector for over eight years. Abigail has published a range of books, articles and information sheets on health and safety for the arts including the only comprehensive guide for the sector: Health and Safety for Outdoor Community Events (published by VAN).

### Who can attend?

The event is specifically aimed at national voluntary arts umbrella bodies, but is open to anyone involved in voluntary arts provision (local or regional groups, local authority arts officers, Arts Council staff, policy makers, consultants) who has responsibility for staging an event or is concerned with assessing the safety of their workspace. You might be solely responsible for health and safety issues, or undertake the task alongside several others.

### How much?

Just £38 for voluntary arts groups / £48 for local authorities and other organisations.

Includes tea, coffee and fruit juice.

Bursary places are available for those who cannot meet this cost - please email [ginny@voluntaryarts.org](mailto:ginny@voluntaryarts.org) or [daniel@voluntaryarts.org](mailto:daniel@voluntaryarts.org) for a discussion.

Places are limited to 25  
Please phone 029 20 395 395 or email [info@voluntaryarts.org](mailto:info@voluntaryarts.org) for availability

### When and Where?

10 July 2008 - 10am to 4pm  
Toynbee Hall  
28 Commercial Street  
London E1 6LS

Maps and directions at:  
[www.voluntaryarts.org/linkevents](http://www.voluntaryarts.org/linkevents)

All information is subject to change.  
For latest details, please check the VAN website.

For more information, phone 02920 395395.

### Booking form (HS01)

Please return this form with payment to:

Voluntary Arts Network  
121 Cathedral Road  
Cardiff CF11 9PH

Please make cheques payable to Voluntary Arts Network. For additional attendees, please photocopy this form.

Name: .....

Organisation: .....

Address: .....

Postcode: .....

Telephone: .....

Fax: .....

Email: .....

Please tick which event you would like to attend:

London - 10 July 2008

Payment enclosed: .....

Please invoice me:  A £5 admin charge will be added for this service.

Any individual requirements we should know about? (e.g. access?)  
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Please sign me up to the VAN e-newsletter for notification of future events and weekly news, jobs and funding opportunities:

