



Health and Safety Internship

Since 2010 Body&Soul Music and Arts Festival has run annually in the grounds of Ballinlough Castle, Co. Westmeath, growing in size each year to a planned 15,000 when it will take place next on Summer Solstice in 2018. In addition, the team annually also run the Body&Soul Village at Electric Picnic in Portlaoise and work internationally taking part in the Latitude Festival in Suffolk with SOLAS.

The successful candidate will gain valuable experience in health and safety practices in an arts and culture environment. Health and Safety is a vital component of any Festival or Event and is dictated predominantly by legislation. Health and Safety has an overarching remit over all aspects and departments of any event/festival ranging from Fire Safety, Food Safety, Occupational Health and Safety, Crowd Management and Environmental Health and Safety.

This internship will allow you to develop a stronger understanding of Health and Safety in a live event/Festival context, as well as gaining practical experience of the tasks involved. At the end of the internship you will have a keen understanding of health and safety practices and implementation of these, both in pre-event planning as well as on-site experience. During the course of this internship you will be mentored by the Licensing Coordinator with input and support from the Event Operations Manager and the External Safety Consultants engaged by the Festival.

Reports to: Licensing Coordinator

Key Liaison with: Event Operations Manager & Team, Traders Manager, Traders, Event Control, Contractors and Suppliers, Internal Fire Safety Officer, External Health and Safety Representative, Collectives/Performers/Artists.

ROLE SPECIFICATION

Outline of role and responsibilities:

The successful candidate will assist the Health and Safety department in the lead up to the event, onsite during the build and on event days. Duties include (but are not limited to):

Pre-Event:

- Developing and producing a tracking and filing system for the collection, collation and checking of all Safety Documents for concessions, contractors, artists, collectives and performers;
- Collecting Safety Documents from concessions, contractors, artists, collectives and performers. ie RAMS, Insurance, HSE Certs, Fire Certs;

- To support the Licensing Coordinator in ensuring all collected documentation is reviewed by Health & Safety Officer and Fire Officer;
- Collection and filing of site crew safety tickets, driving licenses – Training/Safety Matrix;
- Have the opportunity to observe and attend relevant meetings such as Statutory Bodies, Residents etc;
- Work on the revision of staff briefing documents and ensuring a final edit is complete under the guidance of the Licensing Co-ordinator;
- Collation of order information for Site Safety signs as per Safety Officer / Operations Manager's instructions.

On-site:

- Managing the filing of and presentation of all H&S documents as required by the Safety Officer(s) / Fire Officer / Event Control;
- Producing and ensuring the daily dissemination of all relevant documents / information packs / maps and records to all H&S induction points onsite;
- Supporting the Operations department and the Licensing department as needed on a day-to-day basis;
- Event Control logging while the event is live.

Candidate:

- Interest or background in Health & Safety in an Outdoor Event/Festival context
- Excellent administration skills with an excellent eye for detail
- Good communication skills both written and verbal skills
- Proficient in Word/Excel/Google Sheets, Google Drive, Google Calendars, Dropbox with excellent organisational skills and ability to manage time effectively
- Work as part of a dynamic team in a range of different situations.

Terms and Conditions of the Internship:

- The Internship is unpaid but a contribution to expenses incurred related to doing the job will be reimbursed .
- Position based in our Dublin city centre office.
- Normal working day 10am-6pm.
- Placement will be for 3 months from 02 April to 06 July 2018 broken down as follows:
 - 3 days per week: 02 April to 12 June
 - onsite* from 13 to 27 June
 - 3 days for final week commencing 02 July

*onsite involves relocating to the Festival site in Ballinlough for the duration. Event accommodation and catering will be provided during this period.

TO APPLY

Please submit a copy of your CV and a cover letter outlining why you are interested in this internship.

Applications to be submitted to office@bodyandsoul.ie with Health & Safety Internship in the subject line.

Closing date for applications is Friday 17 November 2017 at 5pm.