**Health and Safety policy**

This is a template Health and Safety Policy for use by Making Music members. It is based on the template provided by the Health and Safety Executive and is designed to be a starting point for your policy:

* The policy has been designed for a ‘typical’ member group. In all sections you may want to adjust the wording or emphasis to suit the particular circumstances and activities of your group.
* In the responsibilities section you can list more than one person as having practical responsibility at events and activities.
* All sections in [square brackets] need to be updated with your group’s details.

We suggest you read our general Health and Safety [guidance](https://www.makingmusic.org.uk/resource/conflict-interest-policy-guidance) before using the policy.

**Introduction and scope**

[Group name] is committed to providing a healthy and safe environment for all those involved in the musical activities it organises.

* This includes but is not limited to; members, staff (including freelance), volunteers and members of the public.
* This includes but is not limited to; rehearsals, concerts and fundraising events.

**Responsibilities**

* Overall responsibility for health and safety sits with the [Group name] Committee.
* Practical responsibility for health and safety at events and activities organised by [Group name] sits with [name and role].

**Statements of general policy**

1. [Group name] will seek to prevent accidents and cases of ill-health by managing the health and safety at events and activities it organises.

Actions to be taken: relevant risk assessments to be completed for events and activities. Where regular venues are used the risk assessment will be reviewed on an annual basis or sooner if required.

1. [Group name] will provide clear instructions and information to ensure that members, staff and volunteers are competent to do their work in a healthy and safe manner.

Actions to be taken**:** tasks performed by members, staff and volunteers to be risk assessed and appropriate instruction to be provided (e.g. preparing and serving hot drinks, erecting staging).

1. [Group name] will engage and consult with members, staff and volunteers on health and safety conditions.

Actions to be taken: members, staff and volunteers to be briefed on health and safety risk assessments for new venues/activities and updated on any changes in risk assessment for regular venues/activities. Establish clear lines of communication for members, staff and volunteers to raise health and safety concerns.

1. [Group name] will implement emergency procedures – evacuation in case of fire or other significant incident.

Actions to be taken: ensure at least one individual is responsible for knowing fire procedures for hired venues and for communicating them to those present.

1. [Group name] will maintain safe and healthy conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.

Actions to be taken: ensure satisfactory health and safety conditions at hired venues and for hired equipment. Ensure that any equipment owned by [Group name] will be stored safely.

**First Aid**

* [Group name] will ensure they are aware of First Aid procedures, kits and equipment at hired venues.
* Where practical [Group name] will recruit members and volunteers with First Aid experience
* Where appropriate (e.g. for larger events) [Group Name] will train members or volunteers in First Aid or work with professional First Aid organisations.

**Sound safety**

[Group name] takes the responsibility of protecting the hearing of members, staff, volunteers and audience members seriously. We will:

* Ensure there are open lines of communication for individuals to raise concerns about hearing
* Take concerns seriously; the Committee and Music Director will work with the individuals to find ways to minimise risk.
* Take into account the protection of our audience’s hearing when designing stage and audience layout for concerts.