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**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/how-approach-health-and-safety) before using the policy.

Published: July 2017

Updated: April 2022

**Introduction and scope**

[Group name] is committed to providing a healthy and safe environment for all those involved in the 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, performances and fundraising events.

**Responsibilities**

* Overall responsibility for health and safety sits with the [Group name] [Committee/Trustees/management team]
* 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. Have procedures in place to ensure concerns raised are investigated and acted on where appropriate.

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 for the safe storage of equipment

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/Trustees/Management Team] and Music Leaders 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 performances.

We hope you find this Making Music resource useful. If you have any comments or suggestions about the guidance please [*contact us*](/about-us/contact-us). Whilst every effort is made to ensure that the content of this guidance is accurate and up to date, Making Music do not warrant, nor accept any liability or responsibility for the completeness or accuracy of the content, or for any loss which may arise from reliance on the information contained in it.