

SADDLEWORTH MUSICAL SOCIETY

Charity Number 503676

HEALTH AND SAFETY POLICY AND PROCEDURES

1. POLICY

Saddleworth Musical Society is a voluntary organisation and does not employ anyone. As such, the Society is not bound by the Health and Safety at Work Act and criminal law. The Society does, however, recognise its duty of care under common law to do whatever it can to ensure the Health and Safety of its volunteers, members and visitors and will take all reasonable and practicable steps to ensure all activities of the Society are safely conducted.

2. RESPONSIBILITIES

Saddleworth Musical Society Committee ('The Committee') has overall responsibility for health and safety within the Society. The Committee will

- establish and review a health and safety policy and the procedures required to implement it (including risk assessments as appropriate)
- appoint a competent person to oversee the implementation of the policy and procedures
- ensure volunteers, members and visitors adhere to agreed policy and procedure
- work in partnership with contractors, transport operators and venue managers to ensure safe practices
- ensure safety roles (first-aiders and fire marshals) are in place and equipped for their role
- ensure funding and resources to put health and safety in the Society into practice

The Competent Person (currently Elaine Shaw) will:

- oversee implementation of Health and Safety practices in the Society (as determined by the policy and procedures)
- make recommendations for change as necessary
- undertake accident / near miss investigations (with the Chair) and report findings and recommendations to the Committee
- communicate with contractors, transport operators and venue managers on behalf of The Committee to establish safe practices
- maintain an accessible up to date first-aid box

Volunteers and Members will

- be aware of the contents of this policy
- comply with the policy and follow its procedures
- take care of themselves and others who may be affected by their actions or omissions
- report all accidents and near misses in the accident book
- be aware of the fire procedures for the area in which they are operating or performing
- identify and report anything which they think is unsafe

3. REVIEW

This policy and associated procedures will be reviewed annually.

Last reviewed **October 2022**



Signed[Chairman]

Review due **October 2023**

4. PROCEDURES – KEY PROVISIONS

a) Risk Assessments

The Competent Person will ensure that a general risk assessment is undertaken to cover the activities of the Society. In the main there is a low level of risk associated with routine rehearsal time but may be more complex in the event of performances and their specific demands. The Concert and Show Managers, Stage Manager, Front of House Manager and venue managers will be consulted on additional performance risk assessments as appropriate. Recommendations for action arising from the assessment will be shared with members and volunteers to ensure co-operation. The Society's General Risk Assessment can be found at Appendix 1 and the Performance / New Venue Risk Assessment at Appendix 2. This addresses the additional risks that from experience are associated with performances or locating the choir in a new venue. Appendix 3 is separate Fire Risk Assessment. Individual performances and/or new venues may introduce specific risks not previously accounted for and a revised risk assessment may be appropriate. Assessments will therefore be regularly reviewed and kept up to date in line with current activity.

b) Training

Some aspects of the Society require a degree of instruction / training. These will be identified when assessing risk and instruction/training provided by the appropriate person.

c) Fire Safety and Evacuation

The Society rehearses and performs in venues that are under the control of the premises owners/management. Before use, it is the responsibility of the Society to ensure that

- the venue provides a current fire risk assessment and evacuation procedure
- the venue has electrical and gas safety certificates
- in respect of performances utilising pyrotechnics / hazardous/ flammable substances, specific controls are identified and put in place
- a fire detection system is in place and operable
- a no smoking policy is in place
- there is adequate emergency lighting, signage and clarity about assembly point location(s)
- a Society fire evacuation plan is in place and understood by all volunteers, members and audience
- the evacuation plan identifies and caters for those requiring a personal emergency evacuation plan
- a sufficient number of Fire Marshals are assigned to assist in the event of an evacuation

Appendix 3 is a risk assessment for fire safety and evacuation.

d) First Aid

Wherever practicable, there will be one trained first-aider at all rehearsals, performances and public events, with access to an appropriately maintained first-aid box. Subject to a risk assessment for specific events, the need for more supporting first-aiders may be identified.

e) Slips, Trips and Falls

The Society recognises the importance of good housekeeping and clear instruction to avoid accidents arising from bags/personal belongings, cables, uneven or wet floors, set design and raised seating. Slips, trips and falls are a high-risk area for the Society i.e. most likely to happen

and with potentially catastrophic results, and therefore require constant vigilance by everyone to mitigate any risk.

f) Manual Handling

Generally, volunteers and members of the Society will not be expected to lift or handle anything heavier than a rehearsal chair (and this is not a requirement of anyone who does not feel physically able to do so). If the occasion arises that heavier items must be moved, only authorised persons may do so. Authorisation may be subject to additional instruction / training and assurances about a person's physical ability to assist. In the case of stage performances, the Stage Manager will have overall authority to determine assistance with manual handling / lifting.

g) Working at Height – Use of Ladders for Light Work

Only authorised Society volunteers /members may use ladders for light work. This may only be authorised by the Concert, Show or Stage Manager and in accordance with the controls identified in Appendix 2. All ladders will be checked for any defects before use and removed and replaced if found to be faulty.

h) Children (Safety including Child Protection)

The Society seeks to promote a love of music and performance by young people. It is recognised that this commitment comes with a high degree of responsibility to protect them and keep them safe. The Society has a separate Safeguarding and Child Protection Policy. In the event that a performance involves young people, a separate and specific assessment will be undertaken to address the risks and the steps the Society will take to safeguard young people's well-being. A Society member will be identified to take responsibility for ensuring that appropriate controls are in place.

i) People With Additional Need

The Society aims whenever practicable to make provision for volunteers, members and audience with additional need e.g. reduced mobility, visual impairment. This may impact on controls in place for slips, trips and falls, wheelchair access, fire evacuation first aid. Planning for rehearsals and performances will take account of potential need.