

# **SADDLEWORTH MUSICAL SOCIETY**

( CHARITY NUMBER 503676 )

## **HEALTH AND SAFETY POLICY**

### **Introduction**

The Saddleworth Musical Society Management Committee has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of Committee members and general members to uphold this policy and to provide the necessary funds and resources to put it into practice.

The Saddleworth Musical Society Management Committee is committed to ensuring that all its activities are safe and it will do whatever it can to provide for the health, safety and welfare of all volunteers, members and visitors ensuring that risks to volunteers, members and visitors are minimised at all times.

It will observe the Health and Safety at Work Act 1974 ("HASAWA") and all relevant regulations and codes of practice made under it.

This policy will be reviewed annually by the Management Committee.

### **1. The General Responsibilities**

The Committee member responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary is **Elaine Shaw**.

All accidents or unsafe incidents will be investigated by The Chair and Elaine Shaw on behalf of the Committee as soon as possible and then be reported to the Committee at the next available committee meeting.

**The Competent Person ( Elaine Shaw )** is responsible for

- Assessing the risk to the health and safety of volunteers, members and visitors and identifying what measures are needed to comply with its health and safety obligations;
- Ensuring that venues or vehicles used for trips are safe and without risk to health including safe ways of entering and leaving;
- Ensuring that equipment is safe and well maintained;
- Providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required;

- Encouraging volunteers and members to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation
- Establishing emergency procedures as required

## 2. **Member / Volunteer Responsibilities**

All Saddleworth Musical Society Members and Volunteers will ensure that:

- They are aware of the contents of this safety policy
- They comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to any Committee member at once.
- They record accidents or near misses in the accident book kept in The Risk Assessment Folder.
- They are aware of all fire procedures for the area in which they are operating or performing
- If they identify anything which they think could be in any way unsafe, they will report it to the responsible committee member or the Chair.

## 3. **Risk Assessments**

The responsible committee member **Elaine Shaw** will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is

- an event to organise
- a change in legislation
- a change of premises
- a significant change in work carried out
- a transfer to new technology
- any other reason which makes original assessment not valid.

## 4. **Training**

To comply with legislation and to promote the health, safety and welfare of members and volunteers, health and safety training will be provided as follows:

- on the introduction of new technology

- when changes are made to venues
- when training needs are identified during risk assessments.

## **5. Resolving health and safety problems**

Any member or volunteer with a health and safety concern must first tell the responsible Committee member.

If, after investigation, the problem is not corrected in a reasonable time, or the responsible committee member decides that no action is required but the member or volunteer is not satisfied with this, the volunteer may then refer the matter to the Chair of the Management Committee. This must be in writing.

If the volunteer is still dissatisfied, the matter will be entered on the agenda for the next meeting of the Management Committee.

Signature of Chair:- Carole L Cressey

Date :- 21<sup>st</sup> March 2018

Date policy reviewed and approved by Management Committee :- 21<sup>st</sup> March 2018

Date next review is due by Management Committee : - 21<sup>st</sup> March 2019.