

Health and Safety policy

Introduction and scope

Music Craft C.I.C 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, freelance staff, volunteer supporters and members of the public.
- This includes but is not limited to; lessons, rehearsals, concerts and fundraising events.

Responsibilities

- Overall responsibility for health and safety sits with the Music Craft C.I.C Company directors
- Practical responsibility for health, safety and risk at events and activities organised by Music Craft C.I.C sits with the Safety Officer.

Statements of general policy

1. Music Craft C.I.C will seek to prevent accidents and cases of ill-health by managing the health, safety and risk 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.

2. Music Craft C.I.C will provide clear instructions and information to ensure that members and volunteer supporters are competent to do their work in a healthy and safe manner.

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

3. Music Craft C.I.C will engage and consult with members and volunteer supporters on health and safety conditions.

Actions to be taken: members and volunteer supporters 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 and volunteer supporters to raise health and safety concerns.

4. Music Craft C.I.C 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.

5. Music Craft C.I.C will maintain safe and healthy conditions, ensure that any equipment hired or loaned to them is safe for use by members and ensure safe storage/use of substances that may be required for the repair or maintenance 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 Music Craft C.I.C will be stored safely.

First Aid

- Music Craft C.I.C will ensure they are aware of First Aid procedures, kits and equipment at hired venues.
- Where practical Music Craft C.I.C will recruit members or volunteer supporters with First Aid experience OR
- Where appropriate (e.g. for larger events) Music Craft C.I.C will train members or volunteer supporters in First Aid or work with professional First Aid organisations.

Sound safety

Music Craft C.I.C takes the responsibility of protecting the hearing of members and volunteer supporters 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.