



Health and Safety Policy - Sunderland Youth and Community Orchestra CIC

Policy Statement

This is the health and safety policy statement of:

Sunderland Youth and Community Orchestra CIC (SYCO CIC)

Our health and safety policy is to:

- Prevent accidents and cases of ill health associated with work and / or volunteering, and / or participation in the activities of the orchestra, as well as to provide adequate control of health and safety risks arising from such work, volunteering, and participation activities.
- We will achieve this by undertaking relevant risk assessments and ensuring action required to remove /control risks will be carried out.
- We will check that the implemented actions have removed or reduced the risks and will report the findings of the risk assessments to all relevant employees (including freelancers), volunteers and participants.
- We will review assessments annually or when the work activity changes, whichever is soonest. The individuals identified in this policy have been allocated specific responsibilities.

Introduction and scope:

SYCO CIC is committed to providing a healthy and safe environment for all those involved in the musical, and any other, activities that it organises. This includes but is not limited to:

- Playing members, freelance hired players, tutors, directors, steering group members, employees, engaged consultants, volunteers, and members of the public.

and during:

- Rehearsals, public and private concerts, tutoring, teaching, ensemble playing in schools and other venues, promotional and fundraising events.

Responsibilities:

Overall responsibility for health and safety sits with the SYCO CIC Board of Directors.

Practical responsibility for health and safety at events and activities organised by SYCO CIC sits with SYCO CIC Director, Mrs Karen Louise Gallon (designated Safeguarding lead).

Statements of general policy:

1. SYCO CIC will seek to prevent accidents and cases of ill-health by managing health and safety provisions at all the 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. SYCO CIC 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).

3. SYCO CIC will engage and consult with relevant participants in its activities on health and safety conditions.

Actions to be taken:

- Participants 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 all participants to raise health and safety concerns.

4. SYCO CIC 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. SYCO CIC will maintain safe and healthy conditions, provide and maintain furniture, equipment and machinery, and ensure safe storage / use of instruments, equipment, and substances.

Actions to be taken:

- Ensure satisfactory health and safety conditions at hired venues and for hired equipment. Ensure that any equipment owned by SYCO CIC will be stored safely.

First Aid

SYCO CIC will ensure they are aware of First Aid procedures, kits and equipment at all times, including at hired venues.

Where identified in the risk assessment, SYCO CIC will identify members and volunteers with suitable experience or work with other agencies to provide First Aid cover.

Sound safety:

SYCO CIC 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 Steering Group 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.

6. Safeguarding - Child and Vulnerable Adult Protection Policy

Safeguarding and the protection of children and vulnerable adults falls under our detailed "Safeguarding - Child and Vulnerable Adult Protection Policy for Sunderland Youth & Community Orchestra CIC (SYCO CIC)", attached. This gives SYCO CIC's policy statement and provisions, including direct contact numbers in cases of emergency.

Appendix 1 of this policy gives instructions on what to do if you have a safeguarding concern, including direct contact numbers.

Appendix 2 addresses additional safeguarding provisions to be applied when pandemic health and safety restrictions are deployed nationally.

Appendix 3 is a Risk Assessment format to be completed for all activities of the orchestra.

7. For Safeguarding provisions to be applied when pandemic health and safety restrictions are deployed nationally, please see Appendices 2 and 3 of "Safeguarding - Child and Vulnerable Adult Protection Policy for Sunderland Youth & Community Orchestra CIC (SYCO CIC)", attached.

8. Actions Review:

- Relevant risk assessments to be completed for events and activities.
- 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).
- Participants 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 all participants to raise health and safety concerns.
- Ensure at least one individual is responsible for knowing fire procedures for hired venues and for communicating them to those present.
- Ensure satisfactory health and safety conditions at hired venues and for hired equipment. Ensure that any equipment owned by SYCO CIC will be stored safely.
- Ensure that First Aid and Sound Safety provisions are followed
- Ensure Safeguarding procedures are followed.
- Ensure C-19 pandemic restrictions and safety procedures are followed.
- Ensure this policy is reviewed annually.

Signed:

(Director)

Review Date:

Signed:

Review Date:
