

HEALTH AND SAFETY POLICY

1. STATEMENT OF INTENT

- a) The Music Works recognises and accepts its responsibility as an employer and as a provider of activities for ensuring a safe and healthy workplace and work environment for all its employees, freelance music leaders, volunteers, participants and others affected by its actions.
- b) The Music Works will take such steps as are reasonably practicable to meet this responsibility.
- c) Project managers, music leaders volunteers and any other staff working for The Music Works must also such steps as are reasonably practicable to meet this responsibility.

2. ORGANISATION, ARRANGEMENTS AND PROCEDURES

RESPONSIBILITIES

TMW Directors will appoint a Director to have lead responsibility for health and safety. They will carry out an annual review and audit which will include looking at reports of any incidents since the previous review and audit and reporting to the Board

The CEO is responsible for monitoring Health and Safety and for reporting all incidents and issues, as soon as possible, to the Director with responsibility for Health and Safety. This Director will have joint responsibility with the CEO for ensuring that all issues are reported to the Board.

The administrator is responsible for ensuring that all staff, freelance music leaders and volunteers receive a copy of this policy, the policy for the protection of vulnerable people and any updates. Also that TMW receives acknowledgement that they have received and read both polices.

Senior music leaders have specific responsibility for ensuring health and safety in activities they oversee and should discuss any concerns with the CEO at the earliest opportunity.

All staff, music leaders and volunteers have responsibility both for their own health and safety and for the health and safety of those they work with. Any concerns should be reported at the earliest opportunity to the senior music leader or project manager

If **anyone** feels their concerns are not being taken seriously or that no appropriate action is being taken they should report direct to the CEO or the board.

PROTECTION OF CHILDREN AND VULNERABLE ADULTS

See separate policy. This includes full policy for safeguarding of children and vulnerable adults including policies about giving lifts and for dealing with children and vulnerable adults left at venues at the end of an activity.

ACCIDENTS

All accidents or other incidents must be reported to the CEO as soon as is practical after the event and confirmed in writing. This is best done by email.

FIRST AID

A first aid box is kept in the SoundSpace control room. All other venues used by The Music Works should have their own first aid box and there should usually be access to trained first aiders. All music leaders should ensure that they know how to access help at their venue.

TRAINING

The CEO is responsible for ensuring that staff freelancers and volunteers receive adequate training concerning Health and Safety.

SPECIFIC HAZARDS.

Music leaders, volunteers and other staff should pay particular attention to ensuring that the following risks are minimised and procedures followed:

Tripping, falling equipment.

- ✓ Equipment is set up in such a way as no one has to walk over any cables if at all possible.
- ✓ Gaffer tape is available and carried with equipment whenever it is likely to be needed. Cables across where people have to walk are taped down.
- ✓ Heavy equipment on stands is set up so that it cannot fall on anyone. Stands should be fully extended at the base and lighting safety chains used. Straps are used to secure speakers at gigs where necessary.

Noise

- ✓ Volume levels are kept down in all situations.
- ✓ Music leaders and volunteers take responsibility for their own hearing safety and seek medical advice if at all concerned.
- ✓ If music leaders or volunteers have to be in a loud environment, or where there is a risk of sudden loud noise, then earplugs should be used. All freelancers should have their own earplugs. Some supplies are kept in the SoundSpace control room and are available from the CEO, or SoundSpace manager.
- ✓ Music leaders also have a duty to take care of the health and safety of others. A meter is available to make approximate checks of volume levels. This is stored in the SoundSpace control room and is available for use at other venues.

- ✓ Music leaders will be supported in banning for one session any individual or band who fails to respond to requests to reduce volume levels. Further action will be taken against repeat offenders in consultation with the CEO.

Lifting and handling of instruments and equipment

- ✓ It is the responsibility of all music leaders, staff and volunteers to ensure that they know how to lift safely and that equipment is not in excessively heavy loads. TMW will provide relevant information on request and will provide expenses for attending training.
- ✓ Loads should ideally easily be lifted by one person, following HSE guidance. Heavy items must be lifted by two people. These include the Mackie SRM 450v1 powered speakers, the Mackie bass bins and the Studiospares 15A powered speakers.
- ✓ If music leaders feel safer lifting particular loads with another person then arrangements should be made to ensure that there is someone available or that different equipment is used.
- ✓ Music leaders and volunteers should ensure that they do not get into situations where you have to make awkward lifts. Estate cars and vans are much better than hatchbacks. Avoid equipment that needs two people to lift. It is possible that the other person may fail to turn up.
- ✓ Contact the CEO immediately if you have concerns about what you are asked to do. **If in doubt don't do it!**

Working at height (anything over 6" above ground)

- ✓ Use appropriate equipment that complies with British Standards, following all recommended procedures.

Mains Electricity

- ✓ All mains leads used in TMW activities should have "unbreakable" plugs.
- ✓ Visually check the conditions of cables and connections before use, and also check areas where mains power enters equipment.
- ✓ Make sure all plugs are inserted properly.
- ✓ If there is any suspicion of damage or a fault, the lead or equipment should be removed from use, clearly marked so that there is no risk of others using it, and the relevant project manager informed.

Fire

- ✓ The Studio Manager is responsible for overseeing fire prevention and fire drills at Cinderford SoundSpace. There is a written fire policy. Staff and volunteers working in the building should ensure they are familiar with it. Responsibility in buildings operated by other organisations rests with those organisations.
- ✓ Music leaders and volunteers are responsible for familiarising themselves with fire procedures in any building where they are working for TMW – particularly if they are working out of sight of staff based in that building.
- ✓ Any concerns about fire safety must be reported to the CEO without delay.

Personal safety

- ✓ TMW staff who are working in a supervisory capacity are expected to intervene if children or young people in our care are at risk of immediate harm and intervention could clearly limit that harm (see also policy for protection of vulnerable people) BUT careful judgement needs to be made.
- ✓ Putting yourself at risk could leave other children or young people at higher risk. Music leaders must ensure the safety of the majority. It is usually preferable to seek help from police, other emergency services or other adults before intervening in any situation where you could be at risk.
- ✓ The senior music leader in any setting must ensure that they are in reach of a phone or have a charged mobile phone (in areas with reception) and keep on them the relevant emergency numbers for the CEO and other staff who can provide back up in your particular work situation.
- ✓ Music leaders should never be in a sole worker situation without having discussed it in advance with the CEO and agreed suitable back up procedures.

Driving

- ✓ If you are driving as part of your work for TMW, your vehicle insurance must include business use.
- ✓ You should never drive a motor vehicle as part of your work for TMW if you are creating increased risk to yourself or others due to tiredness, medication, intoxication or any other cause.
- ✓ Any consequent problems should be reported to the CEO.

Drugs and alcohol

- ✓ It is never acceptable for staff, music leaders or volunteers who are working for TMW to be under the influence of drugs or alcohol or to have illegal substances in their possession.
- ✓ It is not acceptable for illegal substances to be brought into TMW premises or activities by participants.
- ✓ Any suspicions or concerns related to alcohol or illegal substances should be reported to the CEO without delay.

SECURITY

Individual staff members and volunteers are responsible for the security of their own music equipment and personal belongings. TMW equipment should not be left in a motor vehicle for more than 1 hr during the hours of darkness. If this is unavoidable due to risks of lifting heavy equipment or for any other reason, then inform the CEO by telephone or email as soon as possible.

RISK ASSESSMENT

The Music Works has standard risk assessments for music workshops and for gigs. In some situations a more specific risk assessment will be needed. All music leaders must:

- i) Ensure in advance that they have read, understand and are happy to work in accordance with any risk assessment relevant to situations where they are working.

- ii) Carry out their own risk assessment, or ask for one to be carried out, in situations where they think there may be substantial different or additional risks to those contained in the standard risk assessment.
- iii) Inform the CEO of any concerns or new risks.

ENSURING PEOPLE HAVE RECEIVED AND READ THE POLICY (and policy for protection of children and vulnerable adults).

All staff and volunteers with responsibilities for other have a personnel file. The check list on all personnel files will include a date and signature for sending a copy of both policies and a date and signature for receiving confirmation that the policies have been received and read. All music leaders must confirm receipt and reading before work commences. Payment of fees and expenses can be withheld from any staff or volunteers if there are unreasonable delays in returning confirmation.

Checklist for music leaders

- Equipment is set up safely
- Volume is kept within safe limits.
- Ear plugs are worn if needed.
- You understand and practice safe lifting
- Mains connectors and entry points are checked – only unbreakable plugs.
- Any doubtful leads or equipment is removed from use.
- You are familiar with policy for protection of vulnerable people.
- All relevant emergency telephone numbers are kept on you.
- You have access to a phone (landline if there is no mobile reception).
- You know where first aid box is and where first aid help can be found
- You know the fire procedures for your venue
- You have been given adequate training on health and safety issues.
- Sole working has been discussed in advance, back up is in place.
- You don't drive if not safe.
- No alcohol or illegal substances.
- Your possessions and equipment are kept safe
- TMW equipment is not left in cars
- Risk assessments in place and suitable for your situation.
- ALL INCIDENTS OR CONCERNS ARE REPORTED.**

Policy adopted: 2007 rev. Oct 2009 , Nov 2010, Nov 2011, Nov 2012, Nov 2013.