

# Health and Safety policy – Haslemere Musical Society (Draft)

## Introduction and scope

Haslemere Musical Society (HMS) 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, professionals, volunteers and members of the public.
- This includes but is not limited to; rehearsals, concerts and fundraising events.

## Responsibilities

- Overall responsibility for health and safety sits with the HMS Committee.
- Practical responsibility for health and safety (H&S) at events and activities organised by HMS sits with all persons involved (except members of the audience), with the guidance, advice and assistance of the H&S team defined in the Society's List of Duties.

## Statements of general policy

1. HMS will seek to prevent accidents and cases of ill-health by managing the health and safety at events and activities it organises. Relevant risk assessments will 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. HMS will provide clear instructions and information to ensure that members, professionals and volunteers are competent to do their work in a healthy and safe manner. Tasks performed by members, professionals and volunteers to be risk assessed and appropriate instruction to be provided (e.g. preparing and serving hot drinks, erecting staging).
3. HMS will engage and consult with members, professionals and volunteers on health and safety conditions. Members, professionals and volunteers 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. Clear lines of communication will be in place for members, professionals and volunteers to raise health and safety concerns.
4. HMS will implement emergency procedures – evacuation in case of fire or other significant incident. HMS will ensure at least one individual is responsible for knowing fire procedures for hired venues and for communicating them to those present.
5. HMS will maintain safe and healthy conditions, provide and maintain equipment and ensure safe storage/use of substances where applicable. HMS will ensure that any equipment owned by HMS will be stored safely.

## First Aid

- HMS will ensure they are aware of First Aid procedures, kits and equipment at hired venues.

- Where practical HMS will recruit members and volunteers with First Aid experience
- Where appropriate (e.g. for larger events) HMS will ensure suitably trained members or volunteers are available or work with professional First Aid organisations.

## **Sound safety**

HMS takes the responsibility of protecting the hearing of members, professionals, 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 Committee and Music Director will work with the individuals to find ways to minimise risk.
- Consider the protection of our audience's hearing when designing stage and audience layout for concerts.

Status: Draft

Policy adopted on [date to be inserted]