



www.musica-workshops.com
registered charity no.1150769

HEALTH AND SAFETY POLICY

Health and Safety Policy

1. Purpose

Musica accepts responsibility under the Health and Safety at Work Act, 1974, to ensure so far as is reasonably practicable the health and safety of their employees, volunteers, members, guests etc while in the venues being used for workshops or on organisation business.

Musica also recognises that Health and Safety is a business function and must, therefore continually progress and adapt to changes. The approach to Health and Safety will be based on the identification and control of risks.

Planning, monitoring and review of the Health and Safety policy will be carried out on a regular basis taking into account changes in legislation and good practice.

To this end Musica will:

- ensure that there are adequate arrangements put into place for the effective planning, development and review of this policy.
- consult with our employees and representatives on matters affecting their health and safety.
- devote the necessary resources in the form of finance, equipment, personnel and time to ensure health and safety.
- ensure that it constantly improves health and safety standards and performance. It will endeavour to ensure that all statutes, regulations and codes of practice are complied with.
- ensure that minimum standards that will be adopted by Musica are those required by law, although Musica will always seek to exceed these where there is a demonstrable benefit.
- provide so far as is reasonably practicable a working environment, equipment and systems of work which are free from hazard and without risk to health.
- ensure that all electrical equipment supplied has been appropriately PAT tested (Portable Appliance Testing) to ensure that it complies with the necessary health and safety standards.
- visual checks will be carried out on electrical equipment to establish that there is no visual damage, defect or discolouration to plugs, transformers or cables and leads.
- ensure all employees and representatives are competent to do their tasks, and to give them adequate training.
- make arrangements for ensuring so far as is reasonably practicable, safety and absence from risk to health in handling and storing articles and substances in line with COSHH requirements.
- minimise the risk of accidents and cases of work-related ill health.
- maintain safe and healthy working conditions.

- provide such training and instruction, information and supervision, as is necessary to ensure so far as is reasonably practicable the health and safety at work of their employees.
- ensure that the premises being used by Musica are safe and without risk to health and with adequate access and egress.
- make adequate arrangements so far as is reasonably practicable for facilities and arrangements for employees' welfare at work.
- provide and maintain so far as is reasonably practicable arrangements for the emergency evacuation of premises under their control in case of fire or another emergency.
- complete risk assessments for venue/building prior to any workshop taking place.
- ensure Health and Safety encourages direct service user involvement through provision of informational literature (user handbooks, information posters) and reporting systems (maintenance and safety recording folders)
- ensure that any venue from which it operates has its own Health and Safety Policy and insurance available for inspection.

The day-to-day administration of the policy shall be the responsibility of the Trustees. They may, in clearly defined terms, delegate such authority in writing to the staff member of any of the premises administered by Musica. He or she shall be responsible for bringing such items as are covered by the Health and Safety at Work Act, 1974, and by this policy, to the attention of the Trustees.

The day-to-day responsibility for safety at any venue used will be vested in the respective Musica Project Managers and or activity leaders according to the circumstances of the respective venues. The Musica Project Managers will, while working, observe any rules laid down by Musica for its employees or sub-contractors, and as notified to the Project Manager, those relating to Health and Safety including fire precautions and other emergency procedures. They shall be responsible for ensuring that any known safety defects or deficiencies are rectified.

This Policy is written with particular consideration to the following legislature and regulations and Musica believes that this policy meets the following listed requirements:

- H&S at work act 1974
- Disability discrimination act 1995

2. Persons affected

This policy applies to all Musica representatives, paid or unpaid volunteers, users and guests.

Contractors

All contractors will be expected to make available their own company policy on health and safety and will be expected to demonstrate their compliance with Musica's policy

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for Health and Safety. All sites and venues on which Musica representatives, volunteers and staff are located will be expected to make available their own policy on health and safety and will be expected to demonstrate their compliance with the Organisations policy on Health and safety.

3. Definitions

As set out in accompanying procedures. This policy is to be read in conjunction with the following policies and procedures.

Risk Assessment Drugs Policy

Lone Working

H&S Action Report Forms are stored by the Admin Assistance.

4. Responsibilities

Musica, in accepting its responsibilities, calls upon representatives, employees, volunteers, users and guests to:

- observe Musica's Health and Safety Policy, Local Health and Safety Arrangements and Procedures at all times
- report to a Project Manager all accidents (including near misses) and damage whether or not personal injury has occurred.
- report promptly to a Project Manager all hazards and health and safety concerns of which they become aware.
- take reasonable care of their own health and safety and of the health and safety of their fellow representatives, employees, residents, members and visitors to the Musica venue who may be affected by their acts and omissions and to co-operate with Musica.
- co-operate with the senior staff in carrying out any duty or requirement imposed upon them under the Act including participating in evacuation drills and other health and safety procedures.
- not interfere intentionally or recklessly with, or misuse any equipment or materials provided to ensure a healthy and safe environment at work.

Musica reserves the right to discipline persons contravening any of the sections above.

5. Procedure

It is the responsibility of all Musica representatives, employees, volunteers, users and guests to:

- assist in ensuring the Health and Safety of all persons legitimately engaged in activities at the workshop venue.

- familiarise themselves with all aspects of Musica's Health and Safety policy.
- obey all instructions given by Musica Management, for the protection of its representatives, employees, members and guests.

- undertake the operation of any electrical, mechanical or other equipment only if specifically authorised to do so.
- adhere to the Manufacturers, Suppliers and Musicas instructions when using lifts, hoists and all forms of electrical and mechanical equipment used at the Musica workshop venues.
- undertake maintenance of or repair of electrical or mechanical equipment only if authorised.
- use protective clothing, safety guards and all other aids supplied by Musica for specific tasks.
- study and be familiar with Musica or the venue's regulations in regard to Fire Precautions and other Emergency procedures.
- be familiar with the procedure for the reporting of accidents of any type and to conform to that procedure.
- ensure that items of personal electrical equipment used on the premises have first been tested by the maintenance adviser and authorised as safe to use. This is for insurance purposes.
- ensure that all goods are stored in a safe manner and in the correct place, having particular regard to storage conditions required for hazardous goods.
- not leave goods or equipment in such a position that might constitute a danger, especially in such places as corridors or stair wells.