Health and Safety policy

This is a template Health and Safety Policy for use by Making Music members. It is based on the template provided by the Health and Safety Executive and is designed to be a starting point for your policy:

- The policy has been designed for a 'typical' member group. In all sections you may
 want to adjust the wording or emphasis to suit the particular circumstances and
 activities of your group.
- In the responsibilities section you can list more than one person as having practical responsibility at events and activities.
- All sections in [square brackets] need to be updated with your groups details.

We suggest you read our general Health and Safety guidance before using the policy.

Introduction and scope

[Group name] 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, staff (including freelance) 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 [Group name] Committee.
- Practical responsibility for health and safety at events and activities organised by [Group name] sits with [name and role].

Statements of general policy

 [Group name] will seek to prevent accidents and cases of ill-health by managing the health and safety at events and activities they organise.

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.

[Group name] will provide clear instructions and information to ensure that members, employees 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)

 [Group name] will engage and consult with members, employees and volunteers on health and safety conditions.

Health And Safety Program Manual

Joacim Rocklöv

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