

B Sharp

Health and Safety Policy

Policy Statement

B Sharp is committed to protecting the health and safety of our staff, volunteers and participants as well as other people who are directly affected by our activities, such as members of the public at our events.

Designated Officer

The B Sharp designated officer responsible for Safeguarding and Child Protection is the Director

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Policy Review

January 2020 (or in response to a change in legislation)



Responsibility

1. Ultimate responsibility for health and safety at all events and activities lies with the Chair and the Director, the Director being the nominated officer and first point of contact.
2. This responsibility is delegated to a named person (Youth or Music Leader) at each activity or event who is responsible for ensuring this policy is upheld. This person's name appears on the risk assessment and all staff and volunteers are made aware of who is taking this role on the day.



Training and Information

1. We inform our staff and volunteers (through induction, training and supervision) that achieving a healthy and safe workplace (activity or event venue) as set out in the Health and Safety at Work Act 1974, is a collective task shared between the organisation, its staff and volunteers (including music leaders and young music leaders) and participants.

We tell them:

- You must take reasonable care and personal responsibility for your own health and safety and that of others who may be affected by your acts or omissions.
- You must cooperate with your leader/manager/event organiser and enable them to comply with health and safety requirement.
- You must follow all instructions, especially in the event of fire or other emergency where evacuation and mustering is required.
- You must not interfere with anything that has been put in place to safeguard your health and safety.
- You must use equipment correctly in accordance with any training and instructions.
- If you identify a cause for health and safety concern, you must report it to your nominated health and safety officer.



Risk Assessments

1. We carry out a general risk assessment for our regular, weekly events which is reviewed at least once a year
2. We carry out a risk assessment before each of our one-off events.

3. We take appropriate actions to minimize hazards and inform our staff and volunteers of any precautions they need to take.
4. At shared events with other partners (schools, for example) we obtain a risk assessment of the elements for which the partner is responsible.



Emergencies

1. We make our staff and volunteers aware of the location of fire alarms (and how to trigger them to call for help) emergency exits and the location of mustering points.



First Aid and Accidents

1. We identify the location of the First Aid box at each venue; in external venues, we bring our own First Aid requirements.
2. A nominated First Aider is present at all our activities and events.
3. Accidents are recorded in the accidents' book and the Director is informed.

Procedure for responding to accidents

1. If the CYP is injured during a B Sharp activity or event (in a B Sharp venue or school or similar setting) we will (after having tended to the accident):
 - Make a record of the injury in the accident book.

- Have the record countersigned by the teacher or another responsible adult in a school or similar setting.
2. If the CYP arrives at a B Sharp activity or event with signs of ill treatment or injury, we will:
- Discuss it with the parent, or
 - Discuss it with the teacher, or
 - Raise a concern with a responsible adult, or
 - Raise a concern with the B Sharp Director. In all cases above, the Director must be informed.
3. We will make a full and complete record of the signs of injury and date and time observed which will be countersigned by a responsible adult. This will:
- Protect us and our staff in case of false accusations in the future.
 - Provide evidence in the case of needing to inform the authorities.



Equipment

1. We make provision for the safe storage and retrieval of equipment.
2. We train our staff, volunteers and participants on the correct and safe way to handle equipment.



Safeguarding Children

1. We ensure the welfare of our young participants through our *Safeguarding and Child Protection* policy, systems and procedures.
2. All our projects, activities and events are properly supervised with the following ratio of responsible adults to children and young people:

- Aged 11 - 18 years; 1 x responsible adult to 15 CYP
- Aged 10 and under; 1 x responsible adult to 8 CYP

3. Our event/activity registration forms ask parents to inform us:

- If their child is to be collected after an activity or is able to make their own way home.
- If they are to be collected, by whom.
- If their child has permission to leave the venue (older young people during a rehearsal/performance break, for example).

