Salisbury Area Young Musicians, Friends of Salisbury Area Young Musicians and FSAYM Ltd

Health and Safety Policy

For the purposes of this document, Salisbury Area Young Musicians (SAYM) includes Friends of Salisbury Area Young Musicians (FSAYM) and FSAYM Ltd except where specifically stated

1 Intent and Responsibilities

- FSAYM Ltd is responsible for setting out the overall policy for Salisbury Area Young Musicians (SAYM)
- The Planning and Implementation of this policy is the direct responsibility of the SAYM Manager
- The aim is to provide a safe and healthy working and learning environment for all contractors, volunteers, young musicians and visitors in both rehearsals and concerts.
- The SAYM Manager is responsible for ensuring that the Health and Safety Policies of the schools and venues where rehearsals and concerts are held are known, disseminated and followed

2 Shared Responsibilities

- All contractors and volunteers are to be aware of what is expected of them in relation to each rehearsal and concert venue
- All contractors and volunteers have responsibilities to report possible hazards to the management of rehearsal and concert venues
- All contractors and volunteers must conduct themselves in a safe manner, not subjecting themselves to unnecessary risks
- All contractors and volunteers should make themselves familiar with the Health and Safety document
- In the event of emergency, all contractors and volunteers must follow given instructions from the management of the rehearsal or concert venue

All contractors and volunteers have a particular responsibility to ensure that:

- Young musicians and others under their jurisdiction are instructed in safe working practices
- Safe methods of working exist and are implemented in their rehearsals and concerts
- Health and Safety regulation, rules, procedures and codes of practice are being applied effectively

3 Responsibilities

FSAYM Ltd recognise the need to implement and monitor Health and Safety matters.

FSAYM Ltd will also ensure that the SAYM budget reflects the finance necessary to implement Health and Safety imperatives.

The requirements placed on SAYM contractors and volunteers are summarised as follows:

3a Responsibilities of the SAYM Manager

The SAYM Manager is responsible and accountable to FSAYM Ltd for the implementation of Health and Safety Policy for SAYM. In addition to the responsibilities of all contractors and volunteers, the SAYM Manager has specific responsibilities that include:

- The day to day management of Health and Safety matters
- Ensure the Health and Safety policy is effectively implemented and understood
- Monitoring of the policy so that revisions are made to meet changing requirements and circumstances
- Seeking advice from outside agencies when required
- Stopping what is considered unsafe practice or use of any equipment that is deemed to be unsafe
- Ensure all contractors and volunteers know the Fire Evacuation Procedures for venues where activities take place
- Ensure that the planning for all rehearsal and concert activities makes adequate provision for Health and Safety matters
- Ensuring that all records are update-to-date and available for inspection should they be required
- Coordinate the undertaking of risk assessments covering all SAYM activity
- Ensure compliance of risk assessments to SAYM Health and Safety Policy and that of the rehearsal and concert venues
- To ensure all contractors and volunteers engage with the Health and Safety policy
- Arranging inspections of rehearsal and concert activity and of SAYM property to indentify unsafe activity and to arrange rectification within an appropriate timescale.
- Arranging through liaising with other contractors and volunteers the routine maintenance of equipment
- To investigate all accidents and near misses
- To ensure all contractors and volunteers comply with drills and practices as required by the rehearsal and concert venues
- To advise FSAYM Ltd on Health and Safety matters

3b The Responsibilities of Contractors

- take reasonable care for their own Health and Safety and that of others who may be affected by their acts and omissions
- To ensure that rehearsal spaces are set up safely
- To ensure that furniture and large equipment is moved safely
- To know the evacuation procedures at the rehearsal and concert venues they are working in
- To take a register at the beginning of every rehearsal and concert that can be used in the case of an emergency
- In the event of an emergency evacuation of a rehearsal or concert venue, check the register and supervise children until a return to the venue or collection by parent or carer.
- To comply with drills and practices at the rehearsal and concert venues
- To inform both the SAYM Manager and the venue representative about any Health and Safety concerns as they arise
- promptly report any accident, to the manager so it can be recorded in the Accident Book and co-operate in any associated investigation
- not leave a child unattended at an SAYM venue after sessions have finished

4 Information and resources

SAYM will ensure that the content of this policy is available to all contractors and volunteers trustees, committee members and parents and their young musicians

This policy will be held on the SAYM Website

5 Monitoring and review of the Policy

This policy will be monitored by FSAYM Ltd and reviewed annually

This policy last reviewed on:

24 September 2019