

Adopted 8 January 2013



Health and Safety Policy

Furness Music Centre takes care to ensure that the health and safety of its staff, volunteers and members are not put at risk. To that end the purpose of this policy is to promote practices that will ensure that everyone involved with Furness Music Centre is able to enjoy its activities safely.

The Trustees of Furness Music Centre have overall responsibility for the health and safety of its staff, volunteers and members. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Director of Music and the Choral Director as the senior staff of Furness Music Centre. This Health and Safety Policy has been produced using the guidance in 'Health and Safety Made Simple - The basics for your business', reference INDG449, published by the Health and Safety Executive in July 2011.

This policy is endorsed and adopted by the trustees of Furness Music Centre. The Policy will be reviewed and amended should the activities of Furness Music Centre materially change, or should the locations of these activities be changed. The Risk Assessment will be reviewed should any further risks be identified or should an accident occur.

Policy

Statement of general policy	Responsibility	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	The Trustees	This policy will be reviewed by the Trustees should the activities undertaken by Furness Music Centre or the location of these activities change
To provide adequate training to ensure employees are competent to do their work	The Trustees	No specific health and safety training is considered necessary
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	The Trustees	Staff, volunteers and members can approach any Trustee with any health and safety concerns at any time. All contracted staff are qualified and experienced in teaching and will provide appropriate advice to members on posture and other related aspects
To implement emergency procedures - evacuation in case of fire or other significant incident.	Director of Music Choral Director Trustees	All staff and members attending Furness Music Centre are to evacuate The Muse in the event of a Fire Alarm and muster in the car park opposite. The staff will sweep the building to ensure all members are safely evacuated and that no-one remains in the building. The staff or Trustees will then contact the Dowdales Site Services team who will advise whether the building can be safely re-occupied
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Not Applicable	Furness Music Centre does not own or operate plant or equipment, and does not use any substance requiring control under the Control of Substances Hazardous to Health (COSHH)
Display of a health and safety law poster is	Not Applicable	As an organisation with fewer than five staff, Furness Music Centre is not obliged to display a Health and safety law poster
Maintenance of First Aid Equipment	The Trustees	First Aid equipment is located in the Furness Music Centre cupboard in Music Room 2 in The Muse. If an accident requiring first aid occurs, assistance will be requested from members who have first aid or other medical training
Accidents and ill health at work reported under RIDDOR	Not Applicable	Staff and members of Furness Music Centre are highly unlikely to receive an injury that is required to be reported under RIDDOR and therefore no specific procedures have been put in place. In such a highly unlikely event, the Trustees will meet to determine their legal and regulatory responsibilities and will then act in accordance with these regulations



Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff, members and visitors may be injured if they trip over objects or slip on spillages	Furness Music Centre rents The Muse from Dowdales School, who have effective Health and Safety procedures in place to identify and address trip hazards. Any immediate hazards identified by staff or trustees are made safe	Report any identified hazards to Dowdales School	N/A		
Muscle strain	Staff and members when moving equipment – especially chairs	Members are asked to move their own stands and chairs following a rehearsal, removing the need for people to move multiple chairs. Staff and members only carry a maximum of four chairs at a time. Younger members are not asked to move chairs or equipment	No			
Strain injuries related to playing instruments	Staff and Members	Staff are qualified and experienced teachers and provide appropriate advice to members on posture and other related aspects to avoid strain injuries	No			