



SOAR VALLEY MUSIC CENTRE POLICY DOCUMENT

HEALTH & SAFETY POLICY

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1. General Policy Aims

Under the Health and Safety at Work Act 1974 employers are responsible for the health safety and welfare at work of their employees. Employees are also under a duty to ensure as far as reasonably practicable the health and safety of anyone else on the premises, including participation in off sites visits.

1. Soar Valley Music Centre recognises and accepts its responsibility to provide a safe and healthy working environment for all of its employees and young people on any of our courses or projects.
2. Soar Valley Music Centre will, so far as is reasonably practicable within its powers, continue to take steps to meet this responsibility, paying particular attention to the provision and maintenance of:
 - i) plant, equipment and systems of work that are safe;
 - ii) safe arrangements for the use, handling, storage and transport of articles and substances;
 - iii) information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own safety and health at work;
 - iv) a safe place of work, and safe access to, and egress from it;
 - v) a healthy working environment;
 - vi) adequate welfare facilities.
3. Soar Valley Music Centre will also ensure, so far as is reasonably practicable, that its work activities do not endanger the health and safety of the general public.
4. Without detracting from the primary responsibility of managers and supervisors for ensuring safe conditions of work, Soar Valley Music Centre will, so far as is reasonably practicable, provide competent technical advice on health and safety matters where this is necessary to assist line management in its task.

2. Risk Assessment

The management of Health and Safety at work regulations in 1992 made under the 1974 Act require employers to conduct risk assessments.

Any centre which Soar Valley Music Centre uses to conduct work or a project will either be risk assessed by a designated member of staff for Soar Valley Music Centre or provide a copy of a risk assessment already carried out by a member of staff.

3. Responsibilities

- A. **The Senior Management Team** is responsible for the co-ordination of Soar Valley Music Centre's Health and Safety Policy which will be approved by the board of Trustees.
- B. **All Staff** are responsible for implementing the policy in their areas of activity and to ensure that work under their jurisdiction is undertaken with due regard to the health and safety of staff involved. They must also ensure that they co-operate with colleagues to ensure safe and healthy working. They must all report any issues to Chris Dunn who is the nominated person for Health & Safety within the college.
- C. **All Young people** have a duty to comply with any instructions given by staff in order to uphold the policy to ensure safe and healthy working.

This statement will be reviewed, added to and modified as appropriate to sustain its effectiveness, and such changes will be brought to the notice of employees. It may be supplemented in appropriate cases by further statements relating to the work of particular departments or groups of workers.

Related Policies & Procedures

- First Aid Policy
- Accident Reporting Policy
- Fire Evacuation Procedures
- Taking Groups away policy
- Electricity at Work Policy
- Manual Handling Policy
- Working at Heights Policy