



**Organisation:** Scunthorpe Cooperative Junior Choir (SCJC)

**Address:** The Oasis Academy, Henderson Avenue. Scunthorpe

## **HEALTH & SAFETY POLICY DOCUMENT**

Health & Safety at Work etc Act 1974

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees and volunteers on matters affecting their health and safety
- To ensure all employees and volunteers are competent to do their tasks, and to give them adequate training
- To provide and maintain safe equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees and volunteers in relation to Health and Safety legislation and requirements
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

### **Responsibilities**

Overall and final responsibility for health and safety is that of the Committee.

Day to day responsibility for ensuring this policy is put into practice is delegated to the Chair person.

All employees and volunteers have to:

- co-operate with supervisors and managers on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own and others' health and safety
- report all health and safety concerns to an appropriate person (as detailed in this policy statement)
- comply with not smoking on any premises used by the choir.
- comply with all H&S mitigations and precautions identified on Risk Assessments for events and rehearsals.

## Health and safety risks arising from work activities

Risk assessments will be undertaken by:

- The designated Committee member responsible for Health & Safety in association with the Musical Director.
- The findings of the risk assessments will be reported to the Chairperson.
- Action required to remove/control risks will be approved by the Committee
- The Chairperson will be responsible for ensuring the action required is implemented and that risks have been removed/reduced
- The designated committee member will check that the implemented actions have removed/reduced the risks
- Assessments will be reviewed annually or when the work activity changes, or in line with Covid security requirements or legislation.

### Consultation

Consultation with music staff and volunteers is provided by committee meetings as a permanent item on the agenda.

### Safe plant and equipment

The Chairperson will be responsible for confirming with the people who hire out the premises to ensure that they:

- identifying all equipment needing maintenance
- ensuring effective maintenance procedures are drawn up
- ensuring that all identified maintenance is implemented
- organising the testing of all electrical equipment and records maintained

Any problems found with equipment should be reported to the Chairperson

The Chairperson will check that new equipment meets health and safety standards before it is purchased.

## **Information, instruction & supervision**

- The Health and Safety Law posters are displayed at the Registration desk
- Health and safety advice is available from the Chairperson
- Supervision of employees, trainees and volunteers will be arranged, undertaken, and monitored by the Chairperson
- The Chairperson is responsible for ensuring that all employees and volunteers working at locations under the control of other employers, are given relevant health and safety information

## **Accidents, first aid and work-related ill health**

- First aid boxes are kept at the Registration desk
- Names of the first aiders for each location will be displayed on posters.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The books are kept at the Registration desk
- All committee members, volunteers and music staff are responsible for reporting accidents, diseases and dangerous occurrences to the Chairperson with Health and Safety responsibility.
- **PPE to be provided to first aiders**

## **Monitoring**

To check working conditions, and ensure our safe working practices are being followed, inspections will be ongoing.

The Chairperson is responsible for:-

- investigating accidents
- reporting work-related causes of sick absences to the Committee for investigation
- acting on investigation findings to prevent a recurrence

## **Emergency procedures-fire and evacuation**

The Chairperson is responsible for ensuring the fire risk assessment has been completed by the premises hiring staff – and is undertaken and implemented

- Escape routes are checked by the Fire Marshalls frequently
- Annual organisation and checking of fire extinguisher maintenance is the responsibility of the premises hire staff every year
- Alarms are tested by the school premises staff.
- The Fire Marshalls are responsible for emergency evacuation which will be tested once a year.

**Date of Policy:** 03<sup>rd</sup> September 2016  
**Date of Review:** 30 November 2021  
**Planned Review:** 30 November 2022

Signed: .....*Jacqui Brewster*.....Date : ...30/11/2021.....

**Jacqui Brewster (Chair)**