

Health and Safety Policy for the Maldon Orchestra

Policy prepared by the Management Committee

Adopted: 7th June 2018 Reviewed: August 2022 Next review: August 2023



The Maldon Orchestra is committed to providing a healthy and safe environment for all those involved in the musical activities it organises.

- This includes but is not limited to; members, staff (including freelance), volunteers and members of the public.
- This includes but is not limited to; rehearsals, concerts and fund-raising events.

Responsibilities

- Overall responsibility for health and safety sits with the Maldon Orchestra Management Committee.
- Practical responsibility for health and safety at events and activities organised by the Maldon Orchestra sits with **Belinda Allen** as the Health and Safety Officer.

Statements of general policy

1. The Maldon Orchestra will seek to prevent accidents and cases of ill-health by managing the health and safety at events and activities it organises

Actions will be taken: relevant risk assessments to be completed for events and activities. Where regular venues are used the risk assessment will be reviewed on an annual basis or sooner if required.

2. The Management Committee of the Maldon Orchestra will provide clear instructions and information to ensure that members, staff and volunteers are competent to do their work in a healthy and safe manner.

Actions to be taken: tasks performed by members, staff and volunteers to be risk assessed and appropriate instruction to be provided (eg. Preparing and serving hot drinks, erecting staging)

3. The Management Committee of the Maldon Orchestra will engage and consult with members, staff and volunteers on health and safety conditions.

Actions to be taken: members, staff and volunteers to be briefed on health and safety risk assessments for new venues/activities and updated on any changes in risk assessment for regular venues/activities. Establish clear lines of communication for members, staff and volunteers to raise health and safety concerns.

4. The Maldon Orchestra will implement emergency procedures – evacuation in the case of fire or other significant incident.

Actions to be taken: ensure at least one individual is responsible for knowing fire procedures for hired venues and for communicating them to those present. Attendance registers should be taken outside to check evacuation.

5. The Maldon Orchestra will maintain safe and healthy conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.

Actions to be taken: ensure satisfactory health and safety conditions at hired venues and for hired equipment. Ensure that any equipment owned by the Maldon Orchestra will be stored safely.

First Aid

- The Maldon Orchestra will ensure they are aware of First Aid procedures, kits and equipment at hired venues.
- Where practical, the Maldon Orchestra will recruit members and volunteers with First Aid experience.
- Members should voluntarily disclose any relevant underlying medical conditions which will be held in accordance with the GDPR Policy.

Sound safety

The Maldon Orchestra has the responsibility of protecting the hearing of members, staff, volunteers and audience members. We will:

- ensure there are open lines of communication for individuals to raise concerns about hearing.
- take concerns seriously; the Committee and Music Director will work with the individuals to find ways to minimise risk.
- take into account the protection of our audience's hearing when designing stage and audience layout for concerts.