

# M4P Health and Safety policy

## Introduction and scope

Music for People (Summer School of Music), known as M4P 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; students, tutors (including freelance), volunteers and members of the public.
- This includes but is not limited to; rehearsals, concerts and fundraising events.

## Responsibilities

- Overall responsibility for facilitating health and safety practices rests with the M4P Committee.
- Responsibility for health and safety also rests with all individuals who attend our activities.
- Practical responsibility for health and safety at events and activities organised by M4P currently sits with Hilary Levan, our Health & Safety Officer.

## Statements of general policy

1. M4P will seek to prevent accidents and cases of ill-health by managing the health and safety at events and activities it organises.

**Actions to 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. (see attached document for guidance)

2. M4P 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 (e.g. moving large pieces of equipment, arranging seating for rehearsals or concert performances.) M4P will engage and consult with members, staff and volunteers on health and safety conditions.

**Actions to be taken:** students, tutors 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 students, tutors and volunteers to raise health and safety concerns.

3. M4P will follow the emergency procedures guidelines, as laid down by Giggleswick School. E.g. Evacuation of premises in case of fire or other significant incident.

**Actions to be taken :** A Representative of Giggleswick School will give a General Health and Safety talk during the opening meeting of the M4P Summer School, to outline fire procedures, evacuation and assembly areas within the Campus.

In addition, individual students are responsible for ensuring that they have read the Fire Safety Notices in each residential block and are aware of evacuation procedures in the event of a fire.

Giggleswick School operates a No Smoking in any Building policy which will be observed by students, tutors, volunteers and any members of the public during the M4P Summer School week. A Smoking Policy reminder will be given by a Giggleswick School representative during the welcome meeting.

Restrictions on vehicle speeds and car parking will be explained during the opening meeting of the M4P Summer School by a Giggleswick School representative.

Vehicle index numbers will be noted when students are registering on arrival at the School.

4. M4P 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 M4P will be stored safely. Giggleswick School shall ensure that any electrical equipment that they provide for use by the M4P Summer School, with prior permission, will have been checked for electrical safety. All electrical equipment provided by M4P for use by students, or to which school participants are likely to be exposed, shall be PAT tested where appropriate.

Students are advised that any small personal items which they wish to use during the Summer School, must be in good condition and comply with the voltage requirements at the sockets used. In addition, the Committee provides a letter in everyone's Welcome Pack highlighting various elements of health and safety around performance and rehearsal.

### **First Aid Provision**

Two certified M4P First Aiders shall be available for the duration of the M4P Summer School. At least one of these individuals shall be available on campus at all times. These individuals shall be introduced at the introductory M4P Summer School meeting, as well as any medically qualified individuals who wish to make themselves known. It is not intended that a particular site will be staffed by First Aiders, as the individuals will be participating in Summer School activities in numerous locations. The First Aiders will each carry a dedicated mobile phone, which it is their responsibility to ensure is kept fully charged and carried about their person at all times. A fully equipped First Aid Kit will be kept in a prominent location for use by the named First Aiders and other qualified personnel.

A designated mobile phone will be kept with the First Aid Kit. This phone will have 2 pre-programmed numbers, which will connect the caller to one or other of the First Aiders. A telephone list for dialling local medical and emergency services will be located with the First Aid Kit. All students and tutors will also be issued with the numbers to ring, should they need the assistance of a First Aider.

### **Sound safety**

M4P takes the responsibility of protecting the hearing of members, staff, volunteers and audience members seriously. 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.

## **Risk Assessment**

Giggleswick School will have its own Risk Assessments for the Communal areas which are likely to be used by participants at the M4P Summer School. If any specific concerns are raised by students or tutors, a separate Risk Assessment will be carried out to ensure that all possible steps are taken to minimise risk to individuals.

Areas for consideration when carrying out a Risk Assessment are outlined below:

### **Areas for Consideration when undertaking a Risk Assessment**

If you use a regular concert venue it is sensible to review your risk assessment before each concert – even if it is just to confirm nothing has changed.

- Likely causes of slips, trips and falls:
  - Electric cables - ensure they are covered and clearly marked
  - Equipment (e.g. instrument cases) not stored sensibly
  - Risk of spills (refreshments etc.) – know where the cleaning-up facilities are and have them to hand - should you limit refreshments to certain areas? Is there a wet floor sign?
- Setting up, moving and using equipment/heavy objects:
  - Are enough people allocated to moving/setting up equipment?
  - Does everyone know their role and have clear instructions?
  - Are work areas clear?
  - What equipment will you need? (e.g. ladders)
  - Who will carry out final checks?
  - Is the equipment working properly?
  - Do you need professionals to set-up up any equipment? (e.g. staging)
  - Does any equipment need to be cordoned or have a warning sign? (e.g. hot lights)
  - Will anyone have to work at height?
- Venue requirements:
  - Fire - know the exits and assembly points, keep them clear - make the audience aware
  - Are there adequate toilet facilities?
  - Is there sufficient lighting?
  - Access for unloading equipment – is there enough space to safely unload and carry equipment?
- Weather - for outside performances consider the weather:
  - Sun - is there enough shade for people – can you provide free water?
  - Wind - risk of equipment (e.g. music stands)
  - Rain - electrical equipment
- First Aid - see above
- Sound levels – see above