

WIRKSWORTH MUSIC CENTRE CHARITABLE TRUST HEALTH AND SAFETY POLICY



INTRODUCTION

This policy concentrates on the need to identify hazards which are potentially greater than the hazards which our children, staff, parents and / or visitors encounter in their normal daily lives.

Health & Safety is a key consideration for the Music Centre trustees. They will ensure safe working and learning conditions at Music Centre activities and provide appropriate information, training and supervision.

This policy is in two parts. Part 1 identifies those hazards which are present at the normal music centre sessions. Part 2 identifies more occasional hazards, such as those present on a trip to a concert.

The policy does not deal with safeguarding which is covered by the Music Centre's separate Safeguarding Policy.

PART 1 HAZARDS NORMALLY PRESENT

A. Safety of children

Hazards to children which may be unique to Music Centre are:

- Children misusing musical equipment.
- Children handling items which belong to a building in which Music Centre operates.
- Children playing unsupervised.

These hazards can normally be addressed by adequate supervision. Therefore, the following procedures will apply.

- Adult volunteer helpers will record every child who arrives at the centre.
- There will always be a Duty Manager, or an appointed adult, present at music centre either at reception or at tuck shop throughout opening hours.
- This person will be continuously aware of and take steps to reduce potential risks to the children's health and safety.
- Children will be supervised at all times, including sessions and breaks.
- During supervised sessions, the teacher or supervisor will remain continually aware of any potential hazards to the children.
- The teachers or supervisors will instruct the students that, if they leave Music Centre before the end of a normal session – or do not intend to return for the start of a session – they must inform the Duty Manager, or an appointed adult at reception/tuck shop.

- In certain situations e.g. at choir, the duty manager may be the teacher/supervisor.
- There should always be an adult trained in first aid at each session of Music Centre and end of term concerts.

B. Safety of adults

Apart from the hazards identified below, the trustees have identified no hazards at Music Centre which are greater than the normal hazards faced by adults at home or, in the case of music staff, at their other places of work.

C. Manual handling

Staff, children and others sometimes have to move furniture and musical and other equipment. If not carefully done, that can cause damage by impact to others and can cause unnecessary personal, physical harm.

These hazards can be addressed by providing regular warnings to all who attend Music Centre of the potential risks. Therefore, the following procedures will apply.

The trustees will inform staff and adult helpers who know how best to handle the furniture and equipment that they should advise students and others on the correct procedures (e.g. assembling/disassembling music stands).

When inviting others to move furniture and musical/other equipment, staff and adult helpers will remind them to do so safely.

D. Noise levels

Live music can damage hearing. The loudest instruments are sometimes at the back of bands, close to the ears of other musicians. The risk to the musicians' hearing depends on how loud the sound is and the length of the exposure to it.

Sessions at music centre seldom last for more than 40 minutes and they are usually punctuated by periods of relative silence where the leader explains or otherwise educates the students or invites individuals or sections to rehearse a few bars. Also, there are few occasions when the musicians play as loudly as professionals might play. Therefore, the risk of damage to hearing is slight.

E. Fire safety

Fire Safety is detailed in Music Centre's 'Fire and Emergency Evacuation Procedures' document, drawn up after consultation with the owners of the buildings used by Music Centre.

F. Electricity

The Centre owns some electrical equipment which it keeps in the school and uses weekly. All are moved from a cupboard and returned to the cupboard at the end of

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each session; also, they are occasionally moved to another rehearsal or performance space. Therefore, the potential for damage and thus for electrical faults is greater than might be the case in someone's home. The trustees will ensure that these items are inspected at least annually, and where appropriate, tested.

PART 2 OCCASIONAL HAZARDS

When responsible for a Music Centre activity which is not part of a normal rehearsal session, the Music Centre Coordinator (or other organiser when appropriate) will undertake a two-Stage Risk Assessment.

Stage 1: the assessor will mentally "walk the course", considering each step of the activity, from home to event and back to home. The assessor will make a reasoned assessment of which hazards, if any, will be greater than those normally encountered by the participants in their daily lives, bearing in mind whether the participants will have the normal supervision, such as the presence of parents.

Stage 2: the assessor will record the identified hazards and necessary safeguards in a Risk Assessment document [see appendix].

REPORTING OF INCIDENTS

Any incident that causes injury or damage, or which could have caused injury, should be reported to either the Music Centre Coordinator or the Chair of Trustees, who will then agree what action, if any, is appropriate to prevent a recurrence.

REVIEW

The Music Centre trustees will review this policy every other year or at other times if they consider it appropriate to do so.

Signed

Chair of Trustees:

Music Centre Coordinator:

Date:

Appendix – Risk assessment



Date:

Assessor:

Activity Assessed:

Hazards Identified	Who is at Risk?	Safeguards already in place	Are these Enough?	If not, what further action is needed?