



DARK PEAK MUSIC FOUNDATION

# HEALTH & SAFETY POLICY

## CONTENTS

### Section

- 1 Health & Safety Policy Statement
- 2 Rehearsal and Concert Venues
- 3 First Aid
- 4 Checking of Equipment
- 5 Security
- 6 Insurance Liability
- 7 Risk Assessment
- 8 Emergency Arrangements

## 1. Health & Safety Policy Statement

The Trustees of the Dark Peak Music Trust are committed to providing a safe and healthy environment for all members, staff and volunteers engaged in the activities of the Trust.

This Health & Safety Policy outlines the arrangements for rehearsal and concert venues, and how the hazards associated with these venues are identified and the risks assessed. The arrangements for First Aid, Security and Equipment Checking are identified.

The policy also outlines the provision of Insurance Cover for the Trust.

All members, staff and volunteers are encouraged to contribute actively towards achieving a safe and healthy environment for all activities.

This Health & Safety Policy will be reviewed annually to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.

This Health & Safety Policy complements the Dark Peak Music Trust Child Protection Policy.

C G Marriott  
Chair  
Dark Peak Music Trust  
October 2008

## 2. Rehearsal and Concert Venues

The Dark Peak Music Trust does not own any rehearsal or concert venues. The regular venue for rehearsal is Glossopdale Community College, which is loaned free of charge from the college. Additional venues (hired or loaned free of charge) may be used for rehearsals and concerts.

Heating, ventilation and sanitation facilities are provided by the owners of the venues.

Fire precautions will be taken, and fire procedures will be followed, in accordance with the venue owner's instructions.

Access to land line telephones, may not be available at all rehearsal and concert venues.

In case of emergency, mobile phones, carried by the majority of staff, volunteers, trustees and musicians, will be used. The availability of mobile network signal will be checked for each venue used to ensure that mobile phones can be used in an emergency.

## 3. First Aid

The Dark Peak Music Trust has the following trained First Aiders:

Jeff Snowdon  
Elspeth Levitan

At least one trained First Aider (with basic First Aid Kit) will be in attendance at all rehearsals and concerts.

## 4. Checking of Equipment

With the exception of several music stands, the Dark Peak Music Trust does not own any equipment. These music stands do not require regular checking.

All instruments are owned/loaned by individual musicians and parents/carers, who are responsible for checking.

All electrical equipment (i.e., speakers, amplifiers, lighting equipment, recording equipment etc) is loaned from individuals and will be checked prior to each use.

## 5. Security

For normal rehearsals at Glossopdale Community College, a register will be taken of all musicians entering and leaving the rehearsal hall.

For all concerts, appropriate 'venue specific' arrangements for registration will be made.

For all rehearsals at venues other than Glossopdale Community College, 'venue specific' arrangements for registration will be made.

## 6. Insurance Liability

As a member of 'Making Music' (an association of amateur and semi-professional musicians) the Dark Peak Music Trust is insured through the 'Making Music' block insurance.

Insurance cover is provided by the 'Ecclesiastical Insurance Office plc' for the following:

Property

Money

Liabilities

Personal Accident

Abandonment

## 7. Risk Assessment

Risk Assessments will be carried out for each venue used for rehearsals and concerts.

All Risk Assessments will be based on the HSE guidance 'Five Steps to Risk Assessment' (INDG163).

## 8. Emergency Arrangements

The Musical Director will hold medical notes and emergency contact telephone numbers for all musicians in a confidential file. This file will be in the safekeeping of the Musical Director at all times, and will be available at all rehearsals and concerts.

The Child Protection Officer(s) will personally view the documents and record the date of issue and the DBS number. They will keep a record of all DBS checks (and CRB checks pre 2013) and update it as new volunteers come forward. They will undertake to provide new DBS forms to volunteers when they need to re-register every three years. This list will be circulated to trustees and ensemble directors.

A signed register will be kept of all people inducted to ensure that they have understood their moral and legal obligations.