

Sound and Song CIC

Health and Safety Policy

Introduction and scope

Sound and Song CIC is committed to providing a healthy and safe environment for all those involved in the activities it organises.

- This includes but is not limited to; participants, staff (including freelance), volunteers and members of the public.
- This includes but is not limited to; classes, workshops, concerts and fundraising events.

Responsibilities

- Overall responsibility for health and safety sits with the directors of Sound and Song CIC
- Practical responsibility for health and safety at events and activities organised by Sound and Song CIC sits with the appointed session facilitator(s).

Statements of general policy

1. Sound and Song CIC 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:
 - i. relevant risk assessments to be completed for events and activities.
 - ii. Where regular venues are used the risk assessment will be reviewed on an annual basis or sooner if required.
2. Sound and Song CIC will provide clear instructions and information to ensure that participants, staff and volunteers are competent to conduct activities in a healthy and safe manner.
 - Actions to be taken:
 - i. tasks performed by participants, staff and volunteers to be risk assessed and appropriate instruction to be provided (e.g. preparing and serving hot drinks, moving furniture).
3. Sound and Song CIC will engage and consult with participants, staff and volunteers on health and safety conditions.
 - Actions to be taken:

- i. participants, 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.
 - ii. Establish clear lines of communication for participants, staff and volunteers to raise health and safety concerns.
4. Sound and Song CIC will implement emergency procedures – evacuation in case of fire or other significant incident.
 - o Actions to be taken:
 - i. ensure at least one individual is responsible for knowing fire procedures for hired venues and for communicating them to those present.

First Aid

- Sound and Song CIC will ensure they are aware of First Aid procedures, kits and equipment at hired venues.
- Where practical, Sound and Song will recruit facilitators and volunteers with First Aid experience

This policy will be reviewed annually.