



HEALTH AND SAFETY POLICY

January 2020

“An ounce of prevention is worth a pound of cure”

(Proverb)

“Life is full of risks. If we needed a guarantee of no risk, we would never: ride in a car; travel on an airplane; eat in a restaurant; take an elevator; or accomplish many of the functions of daily living.”

(Graff, 2003)

Contents

Introduction to the Policy	p2
The Procedure	p2
The Safety Officers	p2
Violence at Work	p3
Accidents	p3
First Aid	p4
Fire	p4
Electrical Equipment	p4
Risk Management	p4
Control of Substances Hazardous to Health (COSHH)	p4
Manual Handling	p5
Monitoring and Review	p5
Flow Chart of Procedures	p5
Declaration of FERYO	p6

Introduction to the Policy

This policy applies to all committee members, other volunteers, users and the general public.

This policy has been drawn up in response to and in accordance with the Health and Safety at Work Act 1974¹.

The Committee of The Friends of the East Riding Youth Orchestras (herein FERYO) is aware that it has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice for all committee members, other volunteers, users and the general public.

FERYO, so far as is reasonably practicable, will pay particular attention to:

1. The provision and maintenance of equipment and systems of work and ensure they are in a fit and safe state
2. Involving and motivating committee and other volunteers in health and safety matters
3. Controlling situations which may threaten life, health or property
4. The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work

The Procedure

The Committee is responsible for safety in FERYO and will monitor the policy; it will be reviewed annually. The Committee will ensure that sufficient resources are available to provide any health and safety equipment necessary. Information and training for committee members and other volunteers will be provided, as far as is reasonably practicable, to achieve and maintain a high standard of safety.

The Safety Officer(s) - PETER DUFFUS - Their responsibilities cover maintenance of safety records; investigation of accidents; providing accident statistics; and keeping a watching brief on changing safety legislation. They will report directly to the Committee and they will also, with a view to prevention of future occurrences, carry out full investigations of accidents.

The Safety Officers have responsibility to provide leadership and to promote responsible attitudes towards health and safety. All new committee members and other volunteers will be shown the location of First Aid boxes, fire exit doors, and fire-fighting equipment. The Committee will ensure good housekeeping standards. They will review periodically all new and existing equipment with reference to mechanical and operational safety, and carry out regular safety checks and audits

¹ For more information on 'The Health and Safety at Work Act' (1974), and other relevant legislation, please visit www.hse.gov.uk

All committee members and other volunteers have a responsibility to do everything they can to prevent injury to themselves, their colleagues and others affected by their actions or omissions at 'work'. They also have a 'duty of care' to avoid carelessly causing damage to property. They are expected to follow FERYO's procedures, in particular, to report any incidents that have or may have led to injury or damage. They should report any serious or imminent danger and any shortcomings that they see in the protection arrangements, to their Safety Officer.

Violence at Work

Violence at work can be defined as:

"any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment" (The Health and Safety leaflet 'Violence to Committee members', 1990).

This may also include any form of verbal abuse, any form of harassment due to any form of discrimination, as well as any other threatening behaviour or physical attack.

FERYO is committed to ensuring the personal safety of its committee and other volunteers while they are within the 'working' (ie meeting, concert or fund raising event) environment. Therefore FERYO will:

- Implement procedures that will be followed at all times to minimise risk and develop safe working practices;
- Maintain a report/record system;
- Provide up to date information on personal safety issues;
- Review systems and procedures on a regular basis.

Committee members and other volunteers are required to:

- Follow the procedures set out with regard to personal safety;
- Report any incident which comes under the definition above;
- To report any incident where there was a feeling of threat;
- To inform a Safety officer of any new or increased risk in their 'work'.

Accidents

In the event of an accident, all committee members and other volunteers must report full details to one of the Safety Officers as soon as possible. The Safety Officer will investigate all accidents and will ensure that necessary action is taken to prevent recurrence.

First Aid

During induction all committee members and other volunteers will be shown the location of the nearest First Aid box. Names of First Aiders will be posted on notice boards for committee members, other volunteers and service user's information.

Fire

Fire exits must be kept clear from obstruction. Fire doors must be kept shut at all times. Fire regulations should be displayed in working areas.

Electrical Equipment

Electrical equipment is normally safe, provided it is properly installed and regularly inspected. Remember that water and liquids are conductors of electricity and their associations with faults caused by, for example, damaged cables, flexes, plugs and sockets, the overloading of circuits and fuses would make the shock more severe. Therefore:

NEVER touch electrical equipment with wet hands; or move any portable equipment without disconnecting it from the mains; or make electrical repairs or do other electrical work unless authorisation has been given.

KEEP electrical supply cables and flexes away from wet areas, or from where they will be damaged.

ALWAYS switch off all equipment when not required, unless continuous operation is necessary. All defective equipment must be reported.

Risk Management

Under the Management of Health and Safety at Work Regulations (1999), made under the Health and Safety at Work Act (1974), risk assessment is a compulsory legal requirement to ensure that all members and service users of organisations enjoy a safe and healthy environment. Risk management should be the responsibility of the Safety Officer or a small team, depending upon the size of the organisation.

Control of Substances Hazardous to Health (COSHH)

Hazardous substances will be identified and, if possible safer alternatives will be found. If this is not possible, then substances will be labeled and stored safely.

Manual Handling

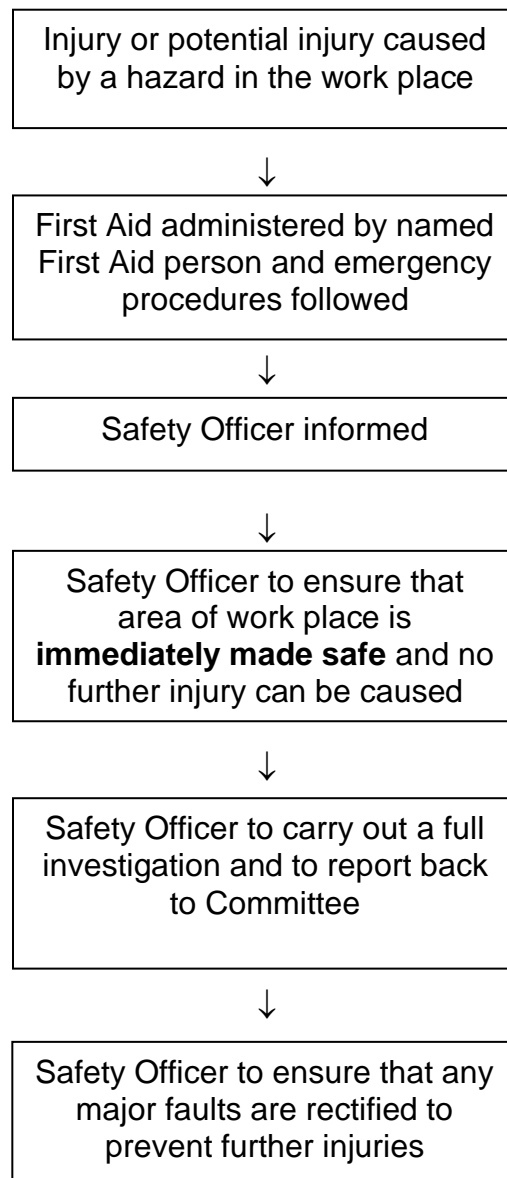
- Do not lift objects which pose undue strain
- Always check the load before moving it
- Avoid the need for handling wherever possible
- Always use appropriate aids
- Do not attempt to lift alone if two people are more appropriate

Training will be provided for committee members and other volunteers when necessary

Monitoring and Review

FERYO is committed to ensuring safe working conditions for all committee members and other volunteers. The Safety Officer is responsible for monitoring these procedures on a regular basis and The Committee (Trustees) will review this policy annually.

FLOW CHART OF PROCEDURES



On behalf of The Friends of the East Riding Youth Orchestras, we, the undersigned, will oversee the implementation of the Health and Safety Policy and take all necessary steps to ensure it is adhered to.

Signed:

(NB one of the signatories should be the FERYO Health and Safety Officer)

Name: Peter Duffus

Name: _____

Position within FERYO

Health & Safety Officer

Health & Safety Officer

Date: January 2020

Date: _____

Name: *(To be appointed at individual events)*

Name: _____

Position: _____

First Aider

First Aider

Date: _____

Date: _____

This policy will be reviewed annually. Next review: **January 2020**