

Maldon Youth Orchestra (MYO) Health and Safety Policy

Last revised: 1 February 2025

1. Introduction

Maldon Youth Orchestra (MYO) is committed to ensuring the **health, safety, and welfare** of all members, volunteers, visitors, and participants in its activities. This policy outlines MYO's legal and ethical responsibilities to provide a safe environment for all.

Legal compliance

MYO will fully comply with the:

- **Health and Safety at Work Act 1974 (HASAWA)**
- **Management of Health and Safety at Work Regulations 1999**
- **Health and Safety (First Aid) Regulations 1981**
- **Children Act 1989 & 2004 (Safeguarding considerations)**

This policy will be reviewed **annually** and updated as necessary to reflect changes in legislation, operational risks, or best practice.

2. Responsibilities and accountability

2.1 Steering Committee responsibilities

The **MYO Steering Committee** has overall responsibility for ensuring health and safety within the organisation. This includes:

- **Providing adequate resources** to maintain a safe environment.
- **Monitoring compliance** with legal health and safety requirements.
- **Reviewing and updating risk assessments** and safety policies annually.
- **Investigating incidents and taking corrective actions** to prevent future risks.

The **designated Health and Safety Officer** (currently the **Musical Director**) is responsible for overseeing health and safety procedures and ensuring incidents are properly recorded and reported.

2.2 Volunteer responsibilities

All MYO volunteers must:

- Familiarise themselves with this policy and **comply with safety procedures**.
- Take reasonable care for their own **health and safety** and that of others.
- **Report all accidents, near misses, or unsafe conditions** to the designated officer immediately.
- Record all incidents in the **accident logbook** kept in the MYO briefcase.
- Be aware of **emergency procedures** (including fire evacuation).

- Notify the Steering Committee of any **hazards or risks** they identify.

Failure to follow health and safety procedures may result in **corrective action** or **removal from MYO activities**, depending on the severity of the breach.

3. Risk assessments

MYO is committed to identifying and managing risks to prevent injury or harm. The **designated Health and Safety Officer** will ensure that **comprehensive risk assessments** are conducted:

- **Before events, rehearsals, or performances.**
- **When new activities, venues, or equipment are introduced.**
- **Following any accidents or incidents** to prevent recurrence.
- **If legislation changes** or new health and safety concerns arise.

Risk assessments will cover:

- ✓ Fire safety
- ✓ Venue safety (accessibility, exits, lighting)
- ✓ First aid provision
- ✓ Equipment safety
- ✓ Supervision of young or vulnerable members
- ✓ Any identified hazards that could pose risks to members, volunteers, or visitors

Control measures will be put in place to reduce risks and ensure safety.

4. Training and awareness

To promote a **culture of safety**, MYO will provide **ongoing health and safety training** for volunteers and committee members, including:

- **Induction training** for all new volunteers.
- **Training when new venues or equipment are introduced.**
- **Refresher training following risk assessments.**
- **Safeguarding training**, particularly for those working with young members.

All volunteers must **attend mandatory training sessions** to ensure they are up to date with health and safety protocols.

5. First aid and emergency procedures

5.1 First aid provision

MYO will ensure that at least **one trained first aider** is present at all rehearsals, performances, and events. A **fully stocked first aid kit** will always be available.

5.2 Fire safety

- Volunteers must **familiarise themselves with fire exits and evacuation routes** in every venue.
- Fire drills will be conducted periodically where applicable.
- In case of fire, **all members, volunteers, and visitors must evacuate immediately** and assemble at the designated meeting point.

5.3 Incident reporting

- All **accidents, injuries, and near misses must be reported** immediately to the designated officer.
- Incidents must be recorded in the **accident logbook**, and serious incidents may require reporting under **RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)**.

6. Addressing health and safety concerns

6.1 How to report a concern

Any MYO member or volunteer who identifies a health and safety concern should:

1. **Immediately report it to the designated Health and Safety Officer.**
2. If the issue is not resolved promptly, escalate it to the **Steering Committee Chairperson** in writing.
3. If necessary, the concern will be formally addressed in a **Steering Committee meeting**.

6.2 Dispute resolution

If a volunteer is dissatisfied with how a health and safety concern has been handled, they may:

- Request an independent review by an external expert or consultant.
- Seek advice from the **Health and Safety Executive (HSE)** if there is evidence of serious negligence.

7. Review and continuous improvement

- **This policy will be reviewed annually** to ensure it remains effective and compliant with **UK health and safety regulations**.
- Updates will be made based on **risk assessment findings, accident reports, and changes in legislation**.
- MYO will strive to continuously improve safety standards through **feedback from volunteers and members**.