



Registered Charity Number 297018

HEALTH AND SAFETY POLICY AND PROCEDURES

Organisations name: **MAIDSTONE YOUTH MUSIC SOCIETY [MYMS]**

The management committee of MYMS is committed to providing activities in a safe environment without risk as far as is reasonably practicable. MYMS aims to provide and maintain a safe and healthy environment and conditions for all our young people, staff (paid and volunteer), and committee. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Damian Pevy [Chair] is currently the nominated adult committee member with responsibility for Health and Safety. Day to day responsibility for ensuring this policy is put into practice is delegated to Phill Hyde , MYMS Manager.

All leaders will be made aware of the contents of this policy as part of the induction process and be encouraged to take responsibility for ensuring their own personal health and safety and that of others who may be affected by their actions.

Statement of general policy	Responsibility of: Name/ Title	Action/ arrangements
MYMS will:		
Take out and maintain adequate insurance to cover all possible liabilities and display this information publicly		Renewal date is 1 January each year; next renewal due on 01.01.2021
Provide equipment that is maintained in a safe condition at all times and provide instruction in its safe use		Equipment is checked before and after each session. All Staff (paid and voluntary) are trained in how to set up/use equipment.
Ensure that appropriate risk assessments are carried out for external activities		The Risk Assessment template is reviewed annually or earlier if conditions or equipment changes Before each external activity, the Manager carries out a risk assessment check using the template and takes relevant actions where required. Any new concerns are recorded and relevant action will be taken and also recorded.
Ensure that fire drills are undertaken on a regular basis and appropriate fire risk assessments are undertaken		Emergency procedures are reviewed annually or earlier if conditions or equipment changes

		<p>The Fire Safety Risk Assessment will be reviewed annually or earlier if conditions or equipment changes</p> <p>All staff (paid and voluntary) will be made aware of the fire management plan as part of their induction</p> <p>Escape routes are well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.</p>
Maintain necessary Health and Safety records including an Incident and Accident Book		<p>All staff (paid and voluntary) and young people are made aware of the incident and accident book.</p> <p>The book is located in the MYMS Storage Room at Invicta GS, Maidstone.</p> <p>Investigate and record accidents promptly.</p>
Make sure that a first aid box is regularly checked and its location known to all leaders		<p>Location is either in the MYMS Storage Room at Invicta GS, Maidstone or at the MYMS Reception on rehearsal evenings.</p> <p>Responsible for upkeep of first aid box – Phill Hyde , MYMS Manager, and Barbie Vaughan [Librarian]</p>
Ensure that a qualified first aider is present at all club meetings and those present know who it is		<p>Staff (paid and voluntary) will all be offered access to first aid training.</p> <p>First Aiders are currently Phill Hyde, MYMS Manager, and Claire Worrall, MYMS Trustee.</p>
Ensure the safe storage, handling and labelling of any hazardous materials		<p>Staff (paid and voluntary) will be trained in the safe use and storage of any hazardous material.</p>
Provide relevant information and encourage leaders to undertake training relating to Health and Safety matters		<p>All staff (paid and voluntary) are made aware of the Health and Safety policy and procedures as part of their induction</p> <p>Establish and display prominently on the premises emergency procedures to be taken in the event of fire, incidents, accidents and illness. (Or, if not possible all staff (paid and voluntary) will be given copies of the procedures to be taken in event of fire, incidents, accidents and illness).</p>
Staffing ratios of leaders to young people are adequate. All staff (paid and volunteer) are vetted before they start		<p>References are taken for all staff (paid and voluntary) and DBS/CRBs are carried out and renewed at least every three years.</p>
Risk assessments will be carried out for all off-site activities		<p>We will ensure that if we deliver or access adventure based activities, that appropriately qualified staff are being used at specialist</p>

		centres. A copy of the Risk Assessment will be left with a member of the club staff/committee together with copies of the parental consent forms. A copy of these papers will also be taken to the off-site activity If a minibus is used for MYMS activities, only MIDAS qualified drivers will be used. All vehicles [including coaches] used or hired by MYMS will be fitted with appropriate seatbelts.
Ask for relevant medical information about the young people and consent for all activities		Membership forms include relevant medical information and list activities for parental consent We will seek additional consent for any off site or extra activities.

MYMS strives to provide a safe environment and therefore this policy should be taken in conjunction with the Safeguarding Policy and Procedures and Diversity Policy and Procedures.

As part of exercising our duty of care, we will review this policy at least every two years to ensure that it keeps current and relevant for our work. **This policy was re-adopted at the MYMS Committee 'virtual' meeting on 24 June 2020.**

Signature of Chair of Committee:

Damian Pevy, Chair, MYMS

Date: