

Love Music Health & Safety Policy



Last reviewed: Dec 2024, Review due: 1st Apr 2026

Love Music is committed to upholding excellent levels of health and safety in order to safeguard the health and wellbeing of all our volunteers, staff, young people and visitors. To ensure this, Love Music is committed to:

- Providing adequate control of the health and safety risks arising from our activities through a risk assessment process.
- Consulting with our workers on matters affecting their health and safety.
- Providing and maintaining safe premises and equipment.
- Ensuring information, support and guidance is provided on the safe handling and use of substances.
- Ensuring all workers are competent to do their tasks, and to give them adequate training, instruction and supervision.
- Preventing accidents and cases of work-related ill health.
- Maintaining safe and healthy working conditions.
- Reviewing and revising this policy as necessary at regular intervals.

The Love Music Board

The Board of Trustees / Directors is ultimately responsible for the Health & Safety Policy and practice of Love Music. Its role is to:

- Ensure a policy is in place.
- Ensure roles are allocated for its enactment.
- Monitor and review the policy annually.
- Consider reports of accidents and incidents.
- Consider training needs.
- Ensure adequate resources are allocated for health and safety training.

Employees and volunteers

All workers have an obligation to take reasonable care for their own health and safety, and for that of others, and to co-operate with Love Music with respect to health and safety matters. Workers are requested to:

- Report any significant hazard or malfunction (eg. trip hazards or broken equipment) to their supervisor.
- Conform to all instructions, written or verbal given to promote personal safety and the safety of others.
- Be sensibly and safely dressed for their particular task, location and conditions and to use appropriately and effectively all safety equipment and any other safety equipment that may be provided.
- Avoid improvisation in any form which could create unnecessary risks to health and safety (eg. climbing on a chair to reach heights).
- Not bring into Love Music activities, without the appropriate authority, any tool, substance or piece of equipment of their own which is potentially hazardous to the health and safety of themselves or others.
- Report to their supervisor all accidents, whether injury was sustained or not, including any incidents of violence and aggression.

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- Attend and participate in training as required.
- Be aware of the emergency evacuation procedures, positions of fire alarms, equipment and exits.

Accident Reporting

It is the responsibility of the Health & Safety Officer, Ruth Davie, to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all employees and volunteers are aware of these procedures:

- All accidents and near misses are recorded on an Accident Form and then logged in the Accident Book; copies of Accident Forms are kept in the First Aid box and the Accident Book is kept online in the Love Music Dropbox.
- All accidents will be investigated by Ruth Davie and a note of the investigation will be made on the relevant Accident form.
- Corrective action is taken to prevent a reoccurrence.
- Report forms and full details of reportable accidents and incidents are kept and maintained.

Procedures and Guidelines

Whilst the Love Music Board has overall responsibility for health and safety, the Health & Safety Officer is responsible for co-ordinating the day to day implementation of the health and safety policy and procedures. This includes:

- Regularly meeting with the First Aid Officer and the Fire Safety Officer to discuss issues.
- Ensure the First Aid Officer and the Fire Safety Officer are adequately trained and supported to carry out their roles.
- Carrying out necessary Risk Assessments with colleagues.
- Reporting any health and safety issues or incidents to the Board.
- Ensuring that health and safety information is included in new volunteer inductions.

First Aid

- The First Aid Officer is Ruth Davie.
- The First Aid kit will be regularly checked and restocked by the Choirs Producer.
- The First Aid box is stored in the Usher Hall education suite cupboard in between events, and will be put in Dressing Room 1 during rehearsals and events at the Usher Hall. In other venues, each venue's own First Aid box will be used and its location will be made known to whomever is on duty on that day.
- The Accident Book is located online in the Love Music Dropbox and Accident Forms are available in the First Aid box.

Fire Safety

- The Fire Safety Officers are the event managers on duty for any event or workshop.
- The Fire Safety Officer will ensure that all workers receive information about Fire regulations and Fire drills are held regularly.
- The Fire Alarms, Fire Extinguishers, Fire Exits and Emergency assembly points in each venue used will be located prior to staff training/briefing and their locations will be pointed out to staff during building inductions.

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- Fire Drills will be held once every three years in venues used regularly.

Insurance

Love Music has appropriate insurance for its needs.

Insurance renewal is due annually by 31st December, brokered by Making Music Insurance Services and Finch Insurance and insured by Covea Insurance Ltd.

Employees should not settle, reject, negotiate or agree to pay any claim without the insurers' written permission. Full details of how to make a claim are included in policy documents. By telephone is the fastest way: 0330 024 2266.

Risk Assessment

All Love Music's activities are risk assessed to ensure that all necessary measures are put in place to safeguard workers, participants and the public. All risk assessments are carried out by a minimum of two workers (including worker supervising activity) and kept in the Love Music Dropbox and are regularly reviewed and updated.

Whilst every risk assessment is different, it is likely that they will cover the need for:

- Consent and information forms for participants including young people.
- Information and emergency contact details for workers.
- Continuous implementation of Love Music's Child Protection Policy and Procedures.
- Regular checking of all equipment (including First Aid and PA) and premises used.
- Appropriate insurance for all activities.
- Adequate worker ratios, training and supervision for all activities.