

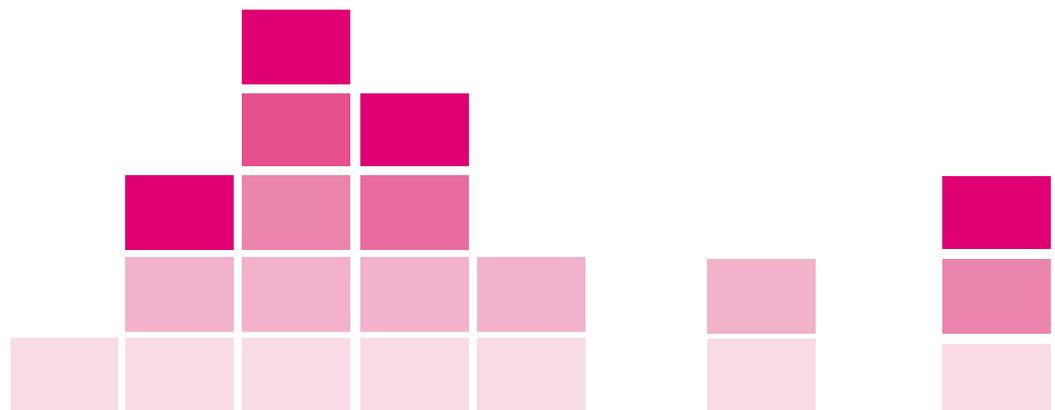


Cornwall Music **Education Hub**

Health and Safety Policy

12th April 2021

Cornwall Music Education Hub, Together for Families



1 – Purpose

This Policy lays down how the Cornwall Music Education Hub (the CMEH) safeguards the Health and Safety of everyone involved in its activities.

2 – Scope

This policy applies to all staff involved in delivering activities on behalf of the CMEH, including senior managers and the Strategy and Advisory Panel, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of the CMEH. It also applies to all participants of those activities.

3 - Policy Statement

The CMEH is committed to taking all reasonable steps to safeguard the health and safety of everyone involved in its activities. Everyone connected with the CMEH has the right to expect that the staff and volunteers involved in delivering activities on its behalf do so with proper regard for the health and safety of all participants.

In some circumstances, the CMEH and its partners will rely on other organisations playing their part in the health and safety process, for example concert and rehearsal venues carrying out risk assessments and having proper emergency drills in place. In these circumstances, the CMEH and its partners will not duplicate the effort but will satisfy itself that the appropriate measures are already in place.

3 – Aims

The CMEH aims to:

- Ensure that appropriate risk assessments are carried out for all activities by its partners and organisations commissioned to deliver activities on its behalf, and that potential hazards and the steps necessary to avoid them are made known to those affected.
- Ensure that first aid qualified staff and basic first aid equipment are available at rehearsal and performance venues, that equipment and qualifications are kept up to date and that parental permission has been sought to administer first aid.
- Ensure that parents of children involved in CMEH activities have the opportunity to make any relevant medical conditions and precautions known to the CMEH, its partners or organisations commissioned to provide activities on its behalf, and that such knowledge is acted upon where appropriate.
- Ensure that emergency contact details for parents of children and young people involved in CMEH activities are available to the ensemble or workshop leader.
- Ensure that any Health or Safety related incidents are recorded and analysed for lessons to be learned and applied.

4 – Guidelines

4.1 - Risk Assessments

Risk assessments shall be carried out for all activities where there is a reasonably foreseeable risk to Health or Safety. As a minimum, there shall be risk assessments for rehearsals and workshops, travel to and from events where provided by the CMEH or a partner, each concert venue and for any special events.

Wherever a generic risk assessment has been carried out by an authority that may reasonably be expected to be competent, (for example a risk assessment carried out by a concert venue), the CMEH and its partners should adopt that assessment and inform the people affected of the hazards and preventative steps identified. Where no assessment exists, a member of staff from the partner organisation should carry out an assessment of the activity, detailing:

- the hazards that might be encountered.
- how likely they are to be encountered.
- the steps taken to minimize the likelihood and/or impact of the hazards.
- the name, signature of the person carrying out the assessment and the date of the assessment.

Copies of all risk assessments carried out by CMEH partners or commissioned providers should be provided to the CMEH Manager. It is the responsibility of the delivery partner to ensure that all participants are informed of risks and the steps necessary to mitigate these.

4.2 - First Aid

All CMEH partners and commissioned providers shall ensure that a basic first aid kit (plus sanitiser) is available at all times and that a member of staff or volunteer trained in its use is present when the activity is taking place. All partners and commissioned providers responsible for delivering an activity on behalf of the CMEH shall ensure that the permission of parents is sought in advance to provide simple first aid, such as applying plasters etc. A notice should be attached to the first aid box reminding users:

- to check whether or not permission to apply basic first aid has been given.
- where to find details of the emergency contacts.
- to record details of any first aid applied in the incident book to be kept with the first aid box.

Partners and delivery organisations should ensure that the contents of the first aid kit are checked at least once per term.

4.3 - Health Details

CMEH Partners and commissioned providers shall ensure that they use registration documentation which invites parents to supply any health-related information and/or instructions that they wish the activity organiser to be aware of.

4.4 - Emergency Contacts

CMEH Partners and commissioned providers shall ensure that an up to date list of emergency contacts is available for all rehearsals, concerts and special events.

Contact details are essential for track and trace purposes as well as emergency aid.

4.5 - Incident Book

All CMEH partners and commissioned providers should ensure that an Incident Book is kept with the First Aid box, which should be used to record any incident with Health or Safety implications, whether or not anyone was actually harmed. Managers of Partner organisations or commissioned deliverer should review the recorded incidents, and record in the book what measures were taken as a result, or that there were no lessons to be learned.

5 – Responsibilities

Partners of the CMEH and organisations commissioned to provide activities on its behalf, are responsible for:

- Ensuring that risk assessments have been carried out for all activities (including COVID-19 risks and the required precautions based on the current level of risk).
- Ensuring that a trained First Aider is present or in the vicinity when the activity is taking place.
- Ensuring that a basic first aid kit is available at all times plus hand sanitiser.
- Reminders about permission, recording of incidents and emergency contacts, and that its contents are checked at least once per term.
- ensuring that parents are asked in advance for permission to apply basic first aid and to supply any health-related information or instructions.
- Ensuring that an up to date list of emergency contacts for all attendees is available during all activities and staff know where it is kept.
- Ensuring that an Educational Visit request form has been completed and submitted where applicable.
- Reviewing any incidents recorded in the incident book and applying any lessons learned by updating this Health and Safety Policy, by updating the applicable Risk Assessment or by other appropriate measures.
- Ensuring that all staff and volunteers are familiar with this Health and Safety Policy and their responsibilities.

- Informing activity participants of any steps they must observe to safeguard health and safety during CMEH activities.
- Ensuring, as far as is reasonably possible, that activity participants observe these measures.

Activity participants are responsible for:

- Complying with the Health and Safety instructions given by the staff running activities (including COVID social distancing precautions)

The CMEH Partners and commissioned providers are NOT responsible for:

- The safety of participants when travelling to or from rehearsals, workshops, concerts or events unless the partner has arranged transport.
- The consequences of activity participants not observing Health and Safety instructions.
- The consequences of any failure of parents to bring health related issues to their attention.
- The consequences of any event which they could not reasonably be expected to have been foreseen or to have influenced.

6 – Training

CMEH Partner organisations and commissioned providers involved in the delivery of activities will ensure that they and all staff, including volunteers, and activity participants are familiar with this Health and Safety Policy.

Partner organisations and commissioned deliverers should ensure that their designated First Aiders undertake refresher training to ensure their skills are up to date