

# SoCo Music Project – Health & Safety Policy

The Health and Safety at Work Act 1974 imposes certain obligations on an employer not only to take all such actions as are reasonable to safeguard the health and safety of their employees, but also to be able to show that they are doing so, by producing adequate written policies and procedures. SoCo Music Project fully accepts its responsibilities under the Act.

The Act refers to what is reasonable in given working situations. The SoCo Music Project will:

- Assess the risks in the workplace and working environment.
- Have written health and safety procedures [where there are five or more employees].
- Ensure that the working environment satisfies health, safety and welfare requirements for ventilation, temperature, lighting and staff facilities.
- Ensure that all equipment is suitable for its intended use and is properly maintained and used.
- Ensure that all staff are aware of the fire procedure and regular fire drills are carried out.
- Ensure that all members of staff are aware of the procedure in case of accidents.
- Ensure that all members of staff are aware of and carry out their health and safety responsibilities as set out in their job descriptions.
- Prohibit any contractor working with SoCo Music Project without prior discussion with the officer in charge to negate any risks to the staff or users.
- Provide appropriate protective clothing [if required].

The Directors considers this matter of such importance, that breach of health and safety procedures by members constitutes misconduct and will be dealt with as a disciplinary matter.

Members will also be made aware of their responsibilities under the Health and Safety at Work Act and will:

- Take reasonable care of their own health and safety and that of others around them.
- Co-operate with SoCo Music Project on matters of health and safety
- Use work equipment correctly
- Provide guidance to users of equipment and act responsibly to ensure their health and safety

Members of SoCo Music Project will also be made aware of their responsibilities and will:

- Agree to use the equipment in a safe manner with regard to the health and safety of those around them [or the management can ask them to desist etc]

It is not possible to detail here all the health and safety matters that come up on a day-to-day basis, so members must constantly be mindful of their responsibilities individually and collectively for the safety of themselves and their colleagues.

Signed and dated on behalf of the Organisation.

Matt Salvage – Director

Jon Haughton - Director