



Health and Safety Policy

Introduction and scope

Music for People (Summer School of Music), known as M4P is committed to providing a healthy and safe environment for all those involved in the musical activities it organizes.

- This includes but is not limited to: students, tutors (including freelance), volunteers and members of the public.
- This includes but is not limited to: rehearsals, concerts and fundraising events.

Giggleswick School, will have responsibility under the 1974 Health and Safety at Work Act to ensure a safe working environment, including safe access and egress, which will impact on the students at the M4P Summer School of Music.

Responsibilities

- Overall responsibility for facilitating health and safety practices rests with the M4P Committee.
- Responsibility for health and safety also rests with all individuals who attend our activities
- Practical responsibility for health and safety at M4P Summer School currently sits with Hilary Levan, our Health and Safety Officer.

Statements of general Policy

1. M4P will seek to prevent accidents and cases of ill-health by managing the health and safety at events and activities it organizes.

Actions to be taken: relevant risk assessments may need to be completed for events and activities. Where regular venues are used, the risk assessment will be reviewed on an annual basis or sooner if required.

2. M4P will provide clear instructions and information to ensure that members, staff and volunteers are competent to carry out their activities in a healthy and safe manner.

Actions to be taken: tasks or activities performed by members, staff and volunteers may need to be risk assessed and appropriate instruction to be provided (eg moving large pieces of equipment, arranging seating for rehearsals or concert performances). M4P will engage and consult with Giggleswick School, members, staff and volunteers on health and safety conditions as required.

Clear lines of communication will be established to enable students, tutors and volunteers to raise health and safety concerns and procedures are in place to ensure concerns raised are investigated and acted on where appropriate. An Accident and Incident Form may need to be completed and documented. It may be necessary to share this information with Giggleswick School, if the incident occurred within their premises or as a result of any omission on their part.

3. M4P will follow the emergency procedures guidelines, as laid down by Giggleswick School eg: Evacuation of premises in case of fire or other significant incident.

Actions to be taken: A Representative of Giggleswick School will give a General Health and Safety talk during the opening meeting of the M4P Summer School, to outline fire procedures, evacuation and assembly procedures areas within the Campus.

In addition, individuals are responsible for ensuring that they have read the Fire Safety Notices in each residential block and are aware of evacuation procedures in the event of a fire.

Giggleswick School operates a No Smoking or Vaping in any Building Policy which will be adhered to by students, tutors, volunteers and any members of the public during the M4P Summer School week. A Smoking Policy reminder will be given by a Giggleswick School representative during the welcome meeting.

Restrictions on vehicle speeds and car parking will be explained during the welcome meeting by a Giggleswick School representative.

4. M4P will maintain safe and healthy conditions for the safe storage of equipment.

Actions to be taken: M4P will ensure satisfactory health and safety conditions at hired venues and for hired equipment. Any equipment

owned by M4P will be stored safely. Giggleswick School will ensure that any electrical equipment which they provide for use by the M4P Summer School, with prior permission, will have been checked for electrical safety. All electrical equipment provided by M4P for use by students, or to which Summer School participants are likely to be exposed, will be PAT tested where appropriate by a competent person.

Students are advised that any small personal items which they wish to use during the Summer School week, must be in good condition and comply with the voltage requirements at the sockets used.

First Aid Provision

Two certified named First Aiders shall be available for the duration of the M4P Summer School. At least one of these individuals shall be available on campus at all times. These individuals shall be introduced at the welcome meeting, as well as any medically qualified individuals who wish to make themselves known. It is not intended that any particular site will be staffed by First Aiders, as the individuals will be participating in Summer School activities around the School. They will each carry a dedicated mobile phone, which it is their responsibility to keep charged and carried about their person at all times. They will also carry a fully stocked First Aid kit. The phone numbers will be issued to all students and tutors and will appear on their badges, as well as being on display on the notice board in the canteen area. A telephone list for accessing local medical and emergency services will also be made available on the noticeboard by the Canteen.

It is made clear in the M4P Newsletter which all students receive, that individuals are responsible for the safe keeping of their own prescribed or over the counter medication and that the First Aiders are not able to supply or administer any medication.

Should any student or representative of M4P be taken ill during the Summer School week, it is their responsibility to inform a Committee member as soon as possible. In case of infectious disease (eg Covid 19), steps will be taken to isolate the individual as quickly as possible and arrange for their safe return home. Other individuals who may have come into close contact will be informed and encouraged to take a test where possible.

Sound safety

M4P takes the responsibility for protecting the hearing of members, staff, volunteers and audience members seriously. We shall:

- Ensure that there are open lines of communication for individuals to raise concerns about hearing problems
- Take concerns seriously: the Committee and Music Director will work with the individuals to find ways to minimize any risk.
- Take into account the protection of our audience's hearing when designing stage and audience layout for concerts.

Individuals may wish to use their own personal ear protectors during rehearsal and performances and will be reminded to bring such protection with them, as these items are not provided by M4P.

Risk Assessment

Giggleswick School will have its own Risk Assessments for the Communal areas which are likely to be used by participants at the M4P Summer School. If any specific concerns are raised by students or tutors, a separate Risk Assessment may be carried out to ensure that all possible steps are taken to minimize risk to individuals.

Any faulty appliances or fixtures supplied by Giggleswick School can be highlighted on the residential hall report, allocated in each residential block, which can be handed to the school's representative on a daily basis for attention. Should this require immediate attention, a member of the Giggleswick Maintenance team will be informed.

Giggleswick School will provide contact details for a member of the Maintenance Team who is on 24hr call, should an incident occur to a student or any member of M4P out of normal office hours. These details will be held by all M4P Committee members.

Policy revised by Hilary J Levan (Director)

April 2024

Policy based on guidance from Making Music and adapted for specific use at Giggleswick School during Music Week.