



MACCLESFIELD
MUSIC CENTRE

MMC Health and Safety Policy

Created March 2021
Subject to approval by the next Trustee meeting on 4.11.2021
Next Review due June 2022

Policy Statement

This is the Health and Safety Policy of Macclesfield Music Centre (MMC). It is based on the template provided by the Health and Safety Executive for use by Making Music members.

This policy applies to all members, volunteers and tutors.

MMC is committed to providing a healthy and safe environment for all those involved in the musical activities it organises. This includes but is not limited to members, tutors, volunteers and members of the public. It includes but is not limited to rehearsals, concerts and fundraising events.

Responsibilities

Overall responsibility for health and safety sits with the MMC Trustees.

Chair of Trustees: Jenny Thorpe, jennythorpe52@gmail.com

Practical responsibility for health and safety at events and activities organised by MMC sits with named members of the Business Committee.

Chair: Ruth Bardsley, 07851 586666, ruth.bardsley@maccmusiccentre.org.uk

Business Manager: Deirdre Groombridge, deirdre.groombridge@maccmusiccentre.org.uk

Musical Director: Angela Aiken. 07754 305543, angela.aiken@maccmusiccentre.org.uk

Statement of general policy

MMC will seek to prevent accidents and cases of ill-health by managing the health and safety at events and activities they organise.

- Relevant risk assessments will be completed for these events and activities.
- Where regular venues are used, the risk assessment will be reviewed on an annual basis or sooner if required.
- Risk assessments will be recorded in writing and will be subject to annual review. Preventative measures will be put in place as necessary.
- MMC will provide clear instructions and information to ensure that members, tutors and volunteers are able to do their activities in a healthy and safe manner.
- Tasks performed by all those involved with MMC to be risk assessed and appropriate instruction provided.
- MMC will engage and consult with members, tutors and volunteers on health and safety conditions.
- MMC will ensure they comply with all safety directives of the Governing body of Fallibroome Academy

Relevant Risk Assessments and Associated Responsibilities

Risk Assessments are carried out by the 'Responsible Person'.

	<i>Responsible Person</i>
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Health and wellbeing of tutors	Musical Director - Angela Aiken
Preparation of teaching spaces - safety implications around e.g. manual handling, trip hazards	Individual Tutors - details to be included in tutor Handbook
Preparation of communal spaces - safety implications e.g. clear corridors, clear fire exits, free from trip hazards,	Front Desk - Fran Wilkie
Food and Drink preparation safety	Coffee Shop lead - Ruth Bardsley
External events organised by MMC Committee; implementation of venue risk assessments and specific health and safety procedures including weather related issues	External Event coordinator - Lindsay Jones.
External events organised by individual tutors - implementation of venue risk assessments and specific health and safety procedures including weather related issues	Organising tutor responsibility – details to be included in tutor handbook
First Aid; management and location of First Aid kit and recording and reporting procedure	Designated Lead for First Aid - Angela Aiken
Hearing safety for members and tutors	Tutors and Musical Director – Angela Aiken To be included in Tutor Handbook
General Cleanliness; ensure the hygiene at the premises meets with any public health recommendations	Front desk – Fran Wilkie
Emergency procedures	Chair of Business Committee - Ruth Bardsley

Supporting documents

- Health and Safety procedures eg. accidents, First Aid, Fire Drills
- Fallibroome Academy Health and Safety policy
- Risk Assessments
- Safeguarding Policy and procedure
- Tutor Handbook
- Volunteer Handbook
- Trustees Handbook