



Stockport Youth Orchestra
The Dialstone Centre, Lisburne Lane, Stockport SK2 7LL
Telephone: 0161 474 2207 Fax: 0161 474 2218
Web: <http://www.syo.org.uk>

Health and Safety Policy

1 Background

This Policy lays down how the Stockport Youth Orchestra (the SYO) safeguards the Health and Safety of everyone affected by its activities, and applies to all staff, Trustees (being a Trustee of SYO as defined in the Constitution adopted by the SYO on 7th June 2013)(Trustees), Members (being a member of the Stockport Youth SYO as defined in the Constitution adopted by the SYO on 7th June 2013)(Members) of the SYO and children associated with the SYO.

2 Policy Principles

The SYO is committed to taking all reasonable steps to safeguard the health and safety of everyone affected by its activities, and in particular the children of the SYO.

The SYO will to a large extent 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 SYO will not duplicate the effort, but will satisfy itself that the appropriate measures are already in place.

3 Aims

The SYO aims to:

- Ensure that appropriate risk assessments are carried out for all activities, and that potential hazards and the steps necessary to avoid them are made known to those affected;
- Ensure that basic first aid is available at rehearsal and concert venues, that it is kept up to date, and that parental permission has been sought to administer first aid;
- Ensure that parents of children in the SYO have the opportunity to make any relevant medical conditions and precautions known to the SYO, and that such knowledge is acted upon where appropriate;
- Ensure that emergency contact details for parents of children in the SYO are available;
- 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



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registration number 1006205



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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, for each concert venue and for any special events such as tours.

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 SYO should adopt that assessment and inform the people affected of the hazards and preventative steps identified. Where no assessment exists, the Trustees shall appoint a suitable person to 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, whether carried out by the SYO or by another authority, shall be kept by the Secretary.

The Musical Director or Directors (as appropriate) shall inform the players of any steps they must observe identified by the risk assessments.

4.2 First Aid

The Trustees shall ensure that a basic first aid kit is available at all times.

The Trustees shall ensure that the permission of parents is sought in advance to provide simple first aid, such as applying plasters etc. A notice will 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.

The Trustees shall ensure that the contents of the first aid kit are checked at least once per term.

4.3 Health Details

The Trustees shall ensure that the registration form invites parents to supply any health related information and/or instructions that they wish the SYO to be aware of.

4.4 Emergency Contacts

The Trustees shall ensure that an up to date list of emergency contacts is available for all



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rehearsals, concerts and tours.

4.5 Incident Book

An Incident Book shall be kept with the First Aid box, and shall be used to record any incident with Health or Safety implications, whether or not anyone was actually harmed. The Trustees shall 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

The Trustees together with the Musical Director or Directors are responsible for:

- ensuring that risk assessments have been carried out for all activities;
- ensuring that a basic first aid kit is available at all times, that it carries 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 is available during all activities and all staff know where it is kept;
- 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 Trustees and Staff are familiar with this Health and Safety Policy and their responsibilities.

The Secretary is responsible for filing completed Risk Assessments.

The Musical Director or Directors are responsible for;

- informing players of any steps they must observe to safeguard health and safety during SYO activities;
- ensuring, as far as is reasonably possible, that the players observe these measures.

Players are responsible for:

- complying with the Health and Safety instructions given by the Trustees and Staff.

The Trustees are *not* responsible for:

- the safety of players when travelling to or from rehearsals or concerts (unless the SYO has arranged transport);



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- the consequences of players 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

The Trustees will ensure that they and all staff, players and Members are familiar with this Health and Safety Policy.

7 Approval, Review and Document Control

This Health and Safety Policy will be reviewed on a regular basis by the Trustees. The review will be carried out in accordance with legislative developments and the need for good practice. As part of the review the Trustees will where necessary seek the advice of the ACPC (Area Child Protection Committee) and local authority social services department.

No changes to this Policy shall be made without the approval of the Trustees of at a duly convened quorate meeting.

Approved by the Trustees of the Stockport Youth Orchestra on 23rd January 2009

Reviewed and approved 13.06.2014.



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