DARK PEAK MUSIC FOUNDATION

HEALTH & SAFETY POLICY

Reviewed: February 2024

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1. Health & Safety Policy Statement

The Trustees of the Dark Peak Music Foundation ("the Foundation") are committed to providing a safe and healthy environment for all students, directors, tutors and volunteers engaged in the activities of the Foundation.

- This Health & Safety Policy outlines the arrangements for rehearsal and concert venues and travel arrangements between venues. It addresses how the hazards associated with these venues are identified and the risks assessed.
- The arrangements for First Aid, Security and Equipment Checking are identified.
- The policy also outlines the provision of Insurance cover for the Trust.
- All members, staff and volunteers are encouraged to contribute actively towards achieving a safe and healthy environment for all activities.
- This Health & Safety Policy will be reviewed periodically (at a minimum of every two years) to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.
- This Health & Safety Policy complements the Foundation's Safeguarding and Child Protection Policy.

2. Rehearsal/Concert Venues and Travel

The Foundation hires rehearsal space for its ensembles, including the following regular venues:

- Glossopdale School
- The Victoria Hall, Glossop
- Bradbury House
- Chinley Primary School
- St Thomas More School, Buxton

Additional venues may be used for rehearsals and concerts.
Regular performance venues include:

- Old Glossop Parish Church of All Saints
- Glossopdale School
- St James' Church, Whitfield
- St Luke's Church, Glossop
- St John's Church, Buxton
- The Octagon, Buxton

In addition, ensembles may travel to perform at in venues further afield for events such as the

- National Concert Band Festival
- Music for Youth

Ensembles also give performances in venues abroad as part of their foreign tours.

3. Risk Assessment

- All Risk Assessments will be based on the HSE guidance 'Five Steps to Risk Assessment' (INDG163).
- Copies of in-house Risk Assessments for each venue used for rehearsals and concerts will be inspected in addition to which the Foundation will produce its own Risk Assessment for each specific venue and for travel to and from venues when this is being provided by the Foundation.

All staff involved in the relevant rehearsal or venue will be required to read and sign the Risk Assessment for each venue/event.

Risk assessments will cover all identifiable hazards within the control of the Foundation, including but not limited to:

- Standards for premises and equipment
- Heating & ventilation
- Sanitation facilities
- Fire precautions
- Food safety
- Telephone access
- First aid facilities
- Staff & volunteers trained in first aid
- Emergency Numbers
- Security

4. Food safety

Occasionally, the Foundation may choose to serve refreshments at a venue. Where this is done, the guidance provided at https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events (or any updated version thereof) will be followed.

5. First aid

The Foundation runs biennial first aid training courses for Ensemble Directors, Tutors, Parent Helpers and Students.

Each ensemble should have a designated First Aider in attendance at rehearsals and concerts.

Directors and Tutors with first aid training at November 2018	
Jeff Snowdon	DPCB DPYO GJWB
Maria Snowdon	DPCB DPYO GJWB
Emma Dixon	DPSO DPYO
Andy Zuntz	Chair
Sarah Hind	DPIWB
Rosie Crook	CJWB

All ensembles will be equipped with a basic first aid kit on site, in addition to equipment provided by the venue.

6. Safety of Equipment

- The Foundation owns a large amount of equipment (mainly percussion instruments), as well as music stands and some electrical equipment, including a keyboard.
- Most instruments are owned/loaned by individual musicians and parents/carers, who are responsible for checking.
- All electrical equipment (i.e., speakers, amplifiers, lighting equipment, recording equipment etc) will be checked prior to each use and should be PAT tested annually.

7. Security

- Registers will be taken of all musicians entering and leaving the rehearsal and concert venues.
- Appropriate 'venue specific' arrangements for registration will be made.

8. Insurance

The Foundation has insurance provided by Derby and Derbyshire Music Partnership through the provisions of its Service Level Agreement, which is reviewed each year.

Insurance cover is provided for the following:

- Property
- Money
- Liabilities
- Personal Accident
- Abandonment

8. Emergency Arrangements

- The Ensemble Director of each group will hold medical notes and emergency contact telephone numbers for all musicians in a confidential file. This file will be in the safekeeping of the Ensemble Director at all times and will be available at all rehearsals and concerts.
- In case of emergency, mobile phones, carried by the majority of staff, volunteers, trustees and musicians, will be used. The availability of mobile network signal will be checked for each venue used to ensure that mobile phones can be used in an emergency.

9. Safeguarding

Full provisions for safeguarding are set out in the Foundation's Safeguarding and Child Protection Policy.