

## **Health and Safety Policy for VOCAWAVES**

The VOCAWAVES committee has overall responsibility for health and safety, and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of committee members and associate volunteers to uphold this policy and to provide the necessary funds and resources to put it into practice.

VOCAWAVES is committed to ensuring that all its activities are safe, and it will do whatever it can to provide for the health, safety and welfare for all volunteers, members and visitors ensuring that risks are always minimised.

It will observe the Health and Safety at Work Act 1974 (“HASAWA”) and all relevant regulations and codes of practice made under it.

### **Responsibilities**

The VOCAWAVES committee is responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary. All accidents or unsafe incidents will be investigated by the committee as soon as possible and then to be reported at the next available meeting.

The VOCAWAVES committee is responsible for:

- Assessing the risk to the health and safety of volunteers and the public, and identifying what measure are needed to comply with its health and safety obligations
- Ensuring that venues or vehicles used are safe and without risk to health including safe ways of entering and leaving
- Ensuring that equipment is safe and well maintained
- Providing information, instruction, training, and supervision to volunteers in safe working methods and procedures as required
- Encouraging volunteers and the public to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation
- Establishing emergency procedures as required

All volunteers will ensure that:

- They are aware of the contents of this safety policy
- They comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident) to a committee member at once

- They record accidents or near misses during an activity in either written or electronic form
- They are aware of all fire procedures for the area in which they are volunteering
- If they identify anything which they think could be in any way unsafe, they will report it.

### **Sound Safety**

VOCAWAVES takes the responsibility of protecting the hearing of its committee, volunteers, and the public seriously. The committee will ensure that all noise levels do not exceed the recommended health guidelines.

### **Risk Assessments**

The committee will ensure that all venues and activities are assessed in line with the current relevant legislation. Assessments will be repeated when there is a:

- Event to organise
- Change in legislation
- Change of venue
- Significant change in activity carried out
- Transfer to new technology

Or any other reason which makes the original assessment invalid.

### **Training**

To comply with legislation and to promote the health, safety and welfare of volunteers, health and safety training will be provided as follows:

- Upon welcoming
- On the introduction of new technology
- When changes are made to venues
- When training needs are identified during risk assessments

### **Resolving health and safety problems**

Any volunteer with a health and safety concern must first tell the responsible committee member.

If, after investigation, the problem is not corrected in a reasonable time, or the responsible committee method decides that no action is required but the volunteer is not satisfied with this, the volunteer may then refer the matter to the committee chair. This must be in written or electronic form.

If the volunteer is still dissatisfied, the matter will be on the agenda for the next committee meeting.

## **Review**

This policy and these procedures will be regularly reviewed:

- In accordance with changes in legislation or following any changes within VOCAWAVES
- Following any issues or concerns about the health and safety of VOCAWAVES' activities
- In all other circumstances, at least every Annual General Meeting (AGM).

**Document updated and effective as of 13/09/2023**