Health and Safety Policy

This policy will be reviewed biennially. Last review 23/10/25.

For the purposes of this document, Wiltshire Young Musicians (WYM) includes WYMT Ltd and the Committee members acting on behalf the trustee.

1 Intent and Responsibilities

- WYMT Ltd (and committee members acting on behalf WYMT Ltd) is responsible for setting out the overall policy for Wiltshire Young Musicians (WYM)
- The Planning and Implementation of this policy is the direct responsibility of the Executive Director
- The aim is to provide a safe and healthy working and learning environment for all ensemble and lesson tutors, volunteers, young musicians and visitors in both rehearsals and concerts.
- The Executive director is responsible for ensuring that the Health and Safety Policies of the schools and venues where rehearsals and concerts are held are in place and adhered to.

2 Shared Responsibilities

- All ensemble leaders, assistants and volunteers are to be aware of what is expected of them in relation to each rehearsal and concert venue
- All ensemble leaders, assistants and volunteers have responsibilities to report possible hazards to the management of rehearsal and concert venues and to the Executive director.
- All ensemble leaders, assistants and volunteers must conduct themselves in a safe manner, not subjecting themselves to unnecessary risks
- All ensemble leaders, assistants and volunteers should make themselves familiar with the Health and safety policy of the organisation and of the venues in which they work.
- The document will be held on the WYM Website.
- In the event of emergency, all ensemble leaders, assistants and volunteers must follow given instructions from the management of the rehearsal or concert venue.

All ensemble leaders, assistants and volunteers have a particular responsibility to ensure that:

- Young musicians and others under their jurisdiction are instructed in safe working practices.
- Safe methods of working exist and are implemented in their rehearsals and concerts.

- Health and Safety regulation, rules, procedures and codes of practice are being applied effectively.

3 Ensemble leaders, assistants and volunteers responsibilities

WYM recognises the need to implement and monitor Health and Safety Matters.

WYM will also ensure that the WYM budget reflects the finance necessary to implement Health and Safety imperatives.

The requirements placed on WYM ensemble leaders, assistants and volunteers are summarised as follows:

3.1 Responsibilities of the Executive Director

The Executive Director is responsible and accountable to WYMT Ltd (and committee members acting on behalf WYMT Ltd) for the implementation of Health and Policy for all matters relating to health, safety and Welfare in all WYM activities. In addition to the responsibilities of all ensemble leaders, assistants and volunteers, the Executive Director has specific responsibilities that include:

- The day to day management of Health and Safety matters
- Ensure the Health and Safety policy is effectively implemented and understood
- Monitoring of the policy so that revisions are made to meet changing requirements and circumstances
- Seek advice from outside agencies when required
- Stopping what is considered unsafe practice or use of any equipment that is deemed to be unsafe
- Ensure all ensemble leaders, assistants and volunteers know the Fire Evacuation Procedures for the rehearsal and concert venues where activities take place
- Ensure that the planning for all rehearsal and concert activities makes adequate provision for health and safety matters
- Ensuring that all records are update-to-date and available for inspection should they be required
- Coordinate the undertaking of risk assessments covering all WYM activity
- Ensure compliance of risk assessments to WYM Health and Safety Policy and that of the rehearsal and concert venues
- To ensure all ensemble leaders, assistants and volunteers engage with the Health and Safety policy
- To arrange inspections of rehearsals and concert activity and of WYM property to identify unsafe activity and to arrange appropriate rectification within an appropriate timescale
- To arrange through liaising with other ensemble leaders, assistants and volunteers the routine maintenance of equipment
- To investigate all accidents and near misses

- To ensure all ensemble and lesson tutors and volunteers comply with drills and practices as required by the rehearsal and concert venues
- To advise WYMT Ltd (and committee members acting on behalf WYMT Ltd) on Health and Safety matters for advice and action
- Ensure each rehearsal is staffed by at least one first aid trained person

3.2 The Responsibilities of Ensemble Leaders and Assistants

- To ensure that rehearsal spaces are set up safely
- To ensure that furniture and large equipment is moved safely
- To know the evacuation procedures at the rehearsal and concert venues they are working in
- To comply with drills and practices at the rehearsal and concert venues
- To inform both the Executive Director and the venue representative about and health and safety concerns as they arise
- To take a register at every rehearsal and concert to be used in the case of an emergency

4 Information and resources

WYM ensures that the content of this policy is known to all ensemble and lesson tutors and volunteers, trustees, committee members and parents and their young musicians. This policy will be held on the WYM Website

5 Monitoring and review of the Policy

This policy will be monitored by WYMT Ltd (and committee members acting on behalf WYMT Ltd) and reviewed biennially.