

Multitude of Voyces Health and Safety Policy

This Policy should be read in conjunction with the charity's Safeguarding Policy, Lone Working Policy and Equality, Diversity and Inclusion Policy Examples of events might include concerts/Acts of Worship/workshops/meetings

Overview

- Multitude of Voyces Certificate of Employers' Liability Insurance: Policy No: RTT208112
- Multitude of Voyces has no employees.
- The success of this policy depends on the co-operation of the Multitude of Voyces' Director/s/s, Associates, Contractors (including Volunteers), Stakeholders and Project Partners (including venues).
- Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all personnel working on behalf of the charity and to provide such information, training and supervision as they might need for this purpose (and as might be appropriate to provide at the charity's cost for Contractors with particular responsibilities within the charity).
- The charity endeavours to ensure the health, safety and welfare of members of the public who may attend or participate in our events, so far as is reasonably practicable.
- The Director/s, Associates, Contractors (including Volunteers) and other participants (other than those without Mental Capacity, or if they are children,) have a responsibility to co-operate in the implementation of this Health and Safety Policy and to take reasonable care of themselves and others whilst carrying out work on behalf of the charity or participating in an event.
- Multitude of Voyces' Director/s, Associates, Contractors (including Volunteers) and Project Partners will not be expected to undertake any action which puts their personal safety at risk, and they will have the right to remove themselves from that place of risk.

Volunteers

Multitude of Voyces has no employees, so Health and Safety law does not normally apply for volunteers, however the behaviour expected within this Policy applies to all persons, paid or unpaid by the charity and carrying out work on its behalf. All personnel are expected to help everyone implement this Health and Safety policy.

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Project Partners and Contractors

This statement must be read by organisations carrying out in-person partnership work with Multitude of Voyces, and by individual Contractors carrying out in-person work with the organisation.

Project Partners carrying out work on behalf of the charity under the auspices of their own employer or organisation, should follow their own organisation's Health and Safety guidance (and other protocols such as Safeguarding).

Contractors may be required to provide evidence of, or to confirm that they hold, insurances relevant to their in-person subcontracted work on behalf of the organisation, such as Public Liability Insurance.

Organisation and Responsibilities

1. The Health and Safety Lead (Director/s) has shared responsibility for liaising appropriately with our Stakeholders, Project Partners, venues, and Volunteers to ensure that the Health and Safety of all personnel, including members of the public¹ has been appropriately considered for each separate set of circumstances or event carried out independently by the charity or in partnership with other Contractors or Project Partners.
2. The Director/s or other nominated representative² will make it their responsibility to become familiar with Health and Safety Regulations of the venue in so far as it is necessary to enable them to carefully plan and carry out Multitude of Voyces' events and projects in conjunction with a host venue or Project Partner.
3. The allocation of duties for safety matters will be adapted to the individual event being planned and carried out by Multitude of Voyces, using the charity's Risk Assessment pro forma.
4. The Health and Safety Lead will undertake annual checks regarding Health and Safety updates from those organisations of which it has membership – National Council for Voluntary Organisations; Making Music; Federation of Small Businesses.
5. The Director/s will detail relevant Health and Safety information, including the names of specific personnel with responsibilities, on the Multitude of Voyces Project Planning sheet (or in emails) and on the Risk Assessment as necessary. (Project Partners carrying out work independently of the charity will be expected

to follow their own organisations' protocols regarding the planning of events carried out on behalf of the charity.

6. The Director/s/s will liaise with the Stakeholders and venue as appropriate in order to protect and accommodate the Health and Safety needs of those with disabilities, in line with the Equality Act (2010). The charity will make reasonable adjustments to remove organisational, environmental and attitudinal barriers for Stakeholders with disabilities. This will include steps to prevent indirect discrimination, discrimination by perception or discrimination by association.³ Where participants lack Mental Capacity, specialist advice will be taken from the appropriate parent or carer/teacher/other professional.

Actions

1. Accident and First Aid. Nominated individuals will make sure that they know where First Aid boxes are located in the venues where we carry out events, and who the relevant First Aider might be at a public venue which has been hired for a Multitude of Voyces event.
2. Any accident during a Multitude of Voyces event will be entered into an Accident Book⁴ and if relevant, the charity's insurers will be informed.
3. General Fire Safety. The nominated person will ensure that they arrange for trained Fire Officers to be present at Multitude of Voyces events in public spaces, as necessary, or if the venue does not provide Fire Officers under the terms of hire/use of building. If Multitude of Voyces is sharing responsibility for General Fire Safety at an event, eg. a service of worship, these details will be made clear on a project-planning sheet and/or Risk Assessment and the charity's Health and Safety Lead will be guided by the host organisation.
4. Evacuation procedures: the nominated person will liaise with venue staff/project partners etc to ensure that evacuation procedures are clearly understood, in line with that venue's own procedures.
5. On discovering a fire (no matter how small) at a Multitude of Voyces planning meeting/event any of the responsible adults in the building will raise the alarm.
6. Electrical safety: if Multitude of Voyces personnel, Contractors or Stakeholders use portable electrical appliances it is their responsibility to ensure that the equipment is safe and used safely and sensibly and, as necessary, that appropriate insurances are taken out.
7. Preparing the venue: if it necessary for Multitude of Voyces to re-arrange furniture/chairs/staging etc, all individuals will be asked to take due care of their own health and safety when assisting with such tasks. If assistance is needed from specialist labour to prepare a venue for an event⁵, it will be sought. The cost of such

labour will be met by Multitude of Voyces if lies outside the usual terms of agreement for the hire of a venue.

8. Data Protection: The Director/s (and, where relevant, Associates) will undertake to safeguard people's privacy wherever possible; see IT Policy and Data Protection Policy. Care will be taken with data and confidential information, such as bank details, Giftaid information and names and addresses of event attendees⁶.
 9. Cash handling: due care and precautions will be taken when transporting cash on behalf of the charity. Any loss or theft will be immediately reported to The Director/s or Police.
1. The Accident Book will be kept at the charity's registered address and will be taken to public events for which it has been necessary for a Risk Assessment to be completed.
 2. Such as the Health and Safety Lead at a public venue or Project Partner's organisation
 3. Venues will be sought which are as accessible as possible. Events, such as workshops involving vulnerable adults and children, will be planned carefully and thoroughly, with all Project Partnership leaders and representative Stakeholders involved, so that necessary Health and Safety considerations for participants are assessed and strategies implemented for risk mitigation.
 4. Including events or meetings held in private properties
 5. Eg. the hiring of a verger to move altars/pews/other heavy items of furniture
 6. Including members of the public attending an event such as an act of worship.