



Health & Safety Policy

Statement of intent

The National Youth Wind Orchestra (NYWO) is committed to taking all reasonable steps to ensure that all persons who work for the organisation (in a paid or voluntary capacity) or who participate in our activities (for example young people, audience members etc.) can do so safely and in such a way as to promote healthy approaches and good practice.

The NYWO undertakes to:

- Seek to prevent accidents and cases of work-related ill health;
- Manage health and safety risks in venues where NYWO activities take place;
- Provide clear instructions and information, and training where necessary, to enable all persons to participate safely in activities;
- Ensure safe handling of equipment;
- Consult with employees/volunteers on matters of health and safety;
- Implement emergency procedures, including evacuation in case of fire or other significant emergency;
- Review this policy annually.

A handwritten signature in black ink that reads "Louisa Denby".

Signed:

Date: 9.iv.24

Responsibilities for health and safety

1. Overall and final responsibility for health and safety: Louisa Denby, CEO & Artistic Director
2. Day-to-day responsibility for ensuring this policy is put into practice: Louisa Denby, CEO & Artistic Director
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:
 - Reviewing and updating policies: the Board of Trustees
 - Completing risk assessments for specific courses/activities: Operations Manager
 - Implementing training where necessary: CEO & Artistic Director
 - Equipment maintenance:
 - Percussion instruments and equipment: Percussion Manager
 - Other instruments and equipment: sectional tutors/players to advise the Operations Manager of any repairs/maintenance needed; he/she in turn to report concerns to CEO
 - Safeguarding: Designated Safeguarding Lead

- Fire: Operations Manager
- First Aid: Head of Pastoral
- Moving and handling: Percussion Manager, Operations Manager
- Work-related ill-health/injury: CEO in first instance

All employees and members of the NYWO are required to:

- Co-operate with staff on matters of health and safety;
- Take reasonable care of their own health and safety;
- Report all health and safety concerns to the appropriate person (detailed above).

Arrangements for health and safety

Risk Assessment

The NYWO undertakes to complete a risk assessment for every course/activity and to review the same when working conditions change.

Training

The NYWO undertakes to provide suitable training to staff/members e.g. when lifting equipment.

Consultation

The NYWO undertakes to consult with staff on health and safety matters as they arise.

Evacuation

The NYWO undertakes to make all persons aware of evacuation routes and procedures, and to test response regularly (at least once per residential course).

Recording and reporting

All incidents relating to health and safety, no matter how trivial, must be reported to the Operations Manager, who will record appropriately, for example including details of date and time, location, nature of incident, and immediate consequences. This information will be kept in a secure location on the NYWO Google Drive.
