

Health & Safety Policy

The overall and final responsibility for health and safety in Young Voices is that of the Managing Director. The Director of Operations and Director of Logistics are responsible for the day-to-day implementation of this policy.

The following heads of departments are nominated persons responsible for health and safety measures within their departments.

Position	Persons of Responsibility	Area of Responsibility
Office/Choir Coordinator	<ul style="list-style-type: none"> The Administration team 	The YV office building
Event Production & Concert Management	<ul style="list-style-type: none"> Sound & Lighting Contractors The Creative team Guest Artists & management VIP Guests 	Productions in rehearsal, performance, or on tour
Special Projects Manager	<ul style="list-style-type: none"> The Creative Team The Administration Team Volunteers 	Special projects such as Teacher Workshops
Arena Manager	<ul style="list-style-type: none"> Arena Staff Security Volunteers 	Respective arenas and surrounding areas

All employees working away from the office, whilst traveling or working away, will continue to follow this policy.

It is the duty of all employees while at work:

- To take responsibility for their care and safety and of other persons who may be affected by his/her acts or omissions at work;
- To cooperate with supervisors and managers to achieve a healthy and safe workplace;
- To report to the appropriate person any health and safety problems which they are unable to resolve themselves;
- Not to interfere with or misuse any equipment provided in the interest of health, safety, and welfare.

Any abuse of health and safety responsibilities by an employee may lead to disciplinary proceedings being taken against them.

Monitoring the Health & Safety Policy

The Management Team is responsible for checking the Policy to ensure continued effectiveness, particularly that of;

- Health and safety responsibilities are being properly discharged;
- Employees are working to health and safety rules;
- Employees are safety conscious.

Housekeeping and Premises

Routine cleaning that is undertaken by contractors, the contractors are responsible for their own health and safety procedures.

Employees are expected to keep their own working areas tidy, and safely dispose of any waste in the bins provided.

Any problems identified with regard to cleaning/housekeeping should be reported to the Director of Operations. Care must be exercised to ensure that supplies and equipment are stacked or stored in a safe manner. For example: without obstructing gangways or doors, etc.

Routine building maintenance is the responsibility of the landlord, subject to rental agreement.

Systems and Procedures

Employees are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end, the Health and Safety Policy is a document that must be read, understood, and implemented by all employees. A declaration by the employee must be signed when the Policy has been read and understood as part of the hiring process.

Employees must not promote or participate in horseplay, pranks, or practical jokes which may result in an accident or injury.

Accidents

If an accident occurs, it is the injured persons' responsibility to notify either the Qualified First Aider or the Director of Operations who will record the accident in the Accident Book. Should the accident need to be reported under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995 (RIDDOR), this will be done by the Managing Director.

All employees should acquaint themselves with the location of the First Aid boxes and Qualified First Aiders.

First Aid boxes are located:

- In the Main Office, Cardiff;
- At workshops;
- In the Production Office whilst on tour.

Evacuation Procedure

Employees should acquaint themselves with the evacuation procedures as well as the location of Emergency Exits, Fire Alarm panels, and Fire Fighting Equipment for all areas and buildings that they are working from.

Arenas and workshop venues are responsible for their own procedures that all Young Voices employees will adhere to when on the premises.

General Fire Safety

The Event Production & Concert Management team is responsible for ensuring all technical equipment used during the concerts is up to code and are in good working order. Prior to each concert, the Event Production & Concert Management team along with Arena Management are responsible for checking that the following are unobstructed:

- Fire extinguishers;
- Emergency Exits and pathways.

The following procedures are the responsibility of the arena and workshop venues, however, it is Young Voices' responsibility to ensure that they have been adhered to:

- Fire extinguishers are maintained by the Local County Council on an annual basis. Any faults detected should be reported immediately to the Arena Manager.
- The fire alarms are checked weekly by the organization and monthly by the Local County Council.
- Emergency lights are maintained and a visual check carried out weekly. Any faults detected should be reported immediately to the Arena Manager.

In the event of a fire during the concerts, it is the responsibility of Arena Management and/or Event Production & Concert Management as well as the Managing Director, Director of Logistics and Director of Operations to:

- Extinguish with the nearest suitable extinguisher (if the fire is manageable);
- Ensure that the alarm has been sounded and the evacuation procedures are in place;
- Assist with evacuation;
- Liaise with the Fire Brigade on their arrival.

Safety Training

All employees are given induction training relating to evacuation procedures, accident procedures, and availability of first aid. Other training is carried out by various training providers according to need. A record of all training and learning activities is kept in the employee's personal file.

Risk Assessments

Risk Assessments are carried out as required. Young Voices provides guidelines in which arena and workshop venues develop and analyse their risk assessments in accordance to. Contractors and suppliers are expected to undertake their own risk assessments and to provide a copy upon request. Schools are often required to create a risk assessment and will need access to this information.

Security

Security of personal property is the responsibility of all employees. It is strongly advised that the office or dressing rooms whilst on tour are kept locked when unoccupied.

Communication

Health and safety is an agenda item for all team meeting, normally held annually.

All employees are encouraged to raise matters of concern at this meeting, but if more urgent, matters can be raised with the Director of Operations at any time.

Contractors and Suppliers

All contractors and suppliers must at all times take reasonable care for the health and safety of themselves and others. They must cooperate fully with Young Voices and its employees to ensure safe working practices and compliance with any statutory or licensing requirements.

Young Voices expects all contractors and suppliers to undertake their own risk assessments and health & safety procedures of their respective roles in the concerts and to be able to provide a copy upon request.

Accompanying Documentation

The following documents accompany this policy:

- General Risk Assessments;
- Fire Risk Assessments.

These are available upon request.

The member of staff with ultimate responsibility for this policy is the Managing Director, Ben Lewis.