

Health and Safety Policy

Buzz Music and Arts CIC

Effective Date: 01.02.25

Next review date: January 2026



1. Introduction

Buzz Music and Arts CIC is committed to ensuring the health, safety, and welfare of all Freelance colleagues, volunteers, participants, and visitors. This policy outlines our approach to managing health and safety across all our activities, including music education in schools, workshops with young people, and community music and arts events.

2. Responsibilities

- **Management:** Ensure compliance with health and safety legislation, provide resources for health and safety, and regularly review and update this policy.
- **Freelance colleagues and Volunteers:** Follow health and safety procedures, report hazards, and participate in training.
- **Participants and Visitors:** Follow instructions and guidelines provided by Buzz Music and Arts CIC staff.

3. Risk Assessment

- Conduct regular risk assessments for all activities and venues.
- Identify potential hazards and implement measures to mitigate risks.
- Review and update risk assessments annually or when significant changes occur.

4. Training and Information

- Provide health and safety training for all Freelance colleagues and volunteers.
- Ensure participants and visitors are informed of relevant health and safety procedures.
- Display health and safety information prominently at all venues.

5. First Aid and Emergency Procedures

- Maintain well-stocked first aid kits at all venues.
- Ensure trained first aiders are present at all activities.
- Develop and communicate emergency procedures, including evacuation plans.

6. Safeguarding

- Implement the Buzz Music safeguarding policy to protect young people and vulnerable adults.
- Ensure all staff and volunteers undergo safeguarding training and give evidence of background checks.

7. Equipment and Facilities

- Regularly inspect and maintain all equipment to ensure it is safe to use, including PAT testing of appropriate electrical items.
- Ensure venues are safe and accessible for all participants.
- Report and address any equipment or facility issues promptly.

8. Incident Reporting

- Report all accidents, incidents, and near-misses promptly. This will be to the venues used for activities.
- Investigate incidents to identify causes and prevent recurrence.
- Maintain records of all incidents and actions taken.

9. Monitoring and Review

- Regularly monitor health and safety performance.
- Review this policy annually or when significant changes occur.
- Seek feedback from Freelance colleagues, volunteers, and participants to improve health and safety practices.

10. Conclusion

Buzz Music and Arts CIC is dedicated to creating a safe and healthy environment for all. By following this policy, we aim to prevent accidents and incidents, ensuring the well-being of everyone involved in our activities.

11. Contact Us

If you have any questions or concerns about this Privacy Policy or your data, please contact us at:

Buzz Music and Arts CIC

Infinite Wellbeing, Market Street, Heanor DE75 7NR

Email: hello@buzzmusic.co.uk

Phone: 07920264101

12. Changes to This Policy

We may update this policy from time to time to reflect learning and best practice. Any changes will be posted on our website.
