

Health and Safety Policy

Purpose of Policy:

1. Orkney Music Rooms takes health and safety issues seriously and is committed to protecting the health and safety of all users of Orkney Music Rooms and those attending any activities on its premises. This policy is intended to help Orkney Music Rooms achieve this, clarify who is responsible for health and safety matters and what those responsibilities are.
2. This is a statement of policy only and this policy may be amended at any time at Orkney Music Room's absolute discretion. This policy will be reviewed at regular intervals to ensure that it is achieving its aims effectively.

Who is responsible for health and safety at Orkney Music Rooms?

Achieving a healthy and safe environment at Orkney Music Rooms is a task shared between Orkney Music Rooms and any users of the space. This Policy and the rules contained in it apply to all users of Orkney Music Rooms, irrespective of whether they are regular users or not.

Orkney Music Rooms Responsibilities:

- a) Taking all reasonable steps to safeguard the health and safety of those using Orkney Music Rooms for musical activities on the premises.
- b) Complete a risk assessment of the premises and find a way to manage or overcome these risks
- c) Ensure this Policy is available for all users of the building to access

Any concerns about Health and Safety matters should be notified to Hannah Firth immediately on orkneysoprano@gmail.com / 07999988143

Responsibilities of all users of Orkney Music Rooms:

- a) All users must take personal responsibility for their own health and safety and reasonable care of others who use the premises or may be affected by their acts or omissions;
- b) All users must co-operate with Orkney Music Rooms to enable compliance with health and safety measures and requirements;
- c) All users must comply with any health and safety instructions and rules, including instructions on the safe use of equipment;
- d) All users must keep the premises tidy and hazard-free;
- e) All users must report any health and safety concerns to Hannah Firth promptly, including any potential risk, hazard or malfunction of equipment.
- f) All users must co-operate in the investigation of any incident or accident which either has led to injury or which could have led to injury in Hannah's opinion.
- g) The user takes full responsibility for any incident which occurs on Orkney Music Rooms premises.
- h) Orkney Music Rooms takes no responsibility for any person's or organisation's equipment.

To prevent the outbreak of fire on the premises:

1. There is no smoking on the Orkney Music Rooms Property.
2. Users of the spaces must make sure they do not allow flammable materials such as paper or clothing to get near to sockets or electric heaters.
3. Users must not use faulty electrical devices on Orkney Music Rooms property.
4. Users must ensure that all electric heaters and lights are turned off when vacating the property.
5. No candles or naked flames are allowed on the property.
6. Orkney Music Rooms will install devices on sockets to prevent overloading, please do not over-ride/unplug these.
7. Orkney Music Rooms has installed smoke detectors, please do not tamper with these. They are regularly checked.
8. Fire extinguishers are on each floor of the building. Do not tamper with these, unless they are needed.

In the event of Fire

On hearing the alarm, or discovering fire:

1. Leave the building immediately and congregate in the carpark across the road.
2. Call 999 and ask for the fire service.
3. Organisers of any activity taking place in the building are responsible for making sure that all persons are accounted for.
4. **After calling emergency services, please inform Hannah on 07999988143**