

WORKPLACE HEALTH AND SAFETY POLICY

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Drafted by	Mark Donnelly	Approved by Board on	06/02/17
Responsible person	Michelle Forbes	Scheduled review date	TBC (within 3 years)

INTRODUCTION

This Policy sets out how the Tasmanian Youth Orchestra (TYO) safeguards the Health and Safety of everyone affected by its activities, and applies to all staff, Directors, Contractors, Volunteers, Members (as defined in the Constitution adopted by the TYO), and participants of the TYO.

POLICY

- 1.1 The TYO is committed to taking all reasonable steps to safeguard the health and safety of everyone affected by its activities, and in particular the participants of TYO.
- 1.2 The TYO will, to a large extent, rely on other organisations playing their part in the health and safety process, for example concert and rehearsal venues carrying out risk assessments and having proper emergency procedures in place. In these circumstances, the TYO will not duplicate the effort, but will satisfy itself that the appropriate measures are already in place.
- 1.3 The TYO aims to ensure that:
 - a. appropriate risk assessments are carried out for all activities, and that potential hazards and the steps necessary to avoid them are made known to those affected;
 - b. basic first aid is available at rehearsal and concert venues, that it is kept up to date, and that parental permission has been sought to administer first aid;
 - c. parents/guardians of participants in TYO programs have the opportunity to make any relevant medical conditions and precautions known to the TYO, and that such knowledge is acted upon where appropriate;
 - d. emergency contact details for parents/guardians of participants in TYO programs are available;
 - e. any Health or Safety related incidents are recorded and analysed for lessons to be learned and applied.
- 1.4 The General Manager shall ensure that the registration form invites parents to supply any health-related information and/or instructions that they wish TYO to be aware of.
- 1.5 The General Manager shall ensure that an up to date list of emergency contacts is available for all rehearsals, concerts, events, and tours.
- 1.6 An Incident Book shall be kept with the First Aid supplies, and shall be used to record any incident with Health or Safety implications, whether or not anyone was actually harmed. The General Manager shall review the recorded incidents, and record in the book what measures were taken as a result, or that there were no lessons to be learned.

RISK ASSESSMENTS

- 2.1 The General Manager is responsible for carrying out risk assessments for all activities where there is a reasonably foreseeable risk to Health or Safety. As a minimum, there shall be risk assessments for rehearsals, for each program venue and for any special events such as tours.
- 2.2 Wherever a generic risk assessment has been carried out by an authority that may reasonably be expected to be competent, (for example a risk assessment carried out by a concert venue), the TYO should adopt that assessment and inform the people affected of the hazards and preventative steps identified. Where no assessment exists, the Directors shall appoint a suitable person to carry out an assessment of the activity, detailing:
 - a. the hazards that might be encountered;
 - b. how likely they are to be encountered;
 - c. the steps taken to minimize the likelihood and/or impact of the hazards;

- d. the name, signature of the person carrying out the assessment and the date of the assessment.
- 2.3 Copies of all risk assessments, whether carried out by the TYO or by another authority, shall be kept on record.
- 2.4 The Conductors or appointed person (as appropriate) shall inform the players of any steps they must observe identified by the risk assessments and are responsible for ensuring, as far as is reasonably possible, that the players observe these measures.
- 2.5 The General Manager is responsible for ensuring that all TYO Directors, Staff and Contractors are familiar with this Health and Safety Policy and their responsibilities.
- 2.6 TYO Participants are responsible for:
 - a. complying with the Health and Safety instructions given by the General Manager, conductors and Staff.
- 2.7 TYO is *not* responsible for:
 - b. the safety of players when travelling to or from rehearsals or concerts (unless the TYO has arranged transport);
 - c. the consequences of players not observing Health and Safety instructions;
 - d. the consequences of any failure of parents to bring health related issues to the attention of TYO;
 - e. the consequences of any event which they could not reasonably be expected to have been foreseen or to have influenced.

FIRST AID

- 3.1 The General Manager shall ensure that a basic first aid kit is available at all times.
- 3.2 The General Manager shall ensure that the permission of parents is sought in advance to provide simple first aid, such as applying plasters etc.
- 3.3 A notice will be attached to the first aid box reminding users:
 - a. to check whether or not permission to apply basic first aid has been given;
 - b. where to find details of the emergency contacts;
 - c. to record details of any first aid applied in the incident book to be kept with the first aid box.
- 3.4 The General Manager shall ensure that the contents of the first aid kit are checked at least once per term and replenished as necessary.