

# Calne In Tune

## HEALTH AND SAFETY GUIDELINES AND PROCEDURES FOR Calne In Tune

### Aim of Guidelines and Procedures

'Calne in Tune' is committed to providing support, equipment and venues for all individuals and groups interested in and involved/ wishing to be involved in any type of creative arts in Calne. The support is open to all ages, backgrounds and abilities, whether individuals or groups and those wishing to set up, develop or explore differing creative arts. The group aims to encourage and support use of appropriate safe equipment and venues with its volunteers and associate groups. This may include financial support for the hire of venues for meetings, displays, performance, fund raisers, exhibitions, demonstrations, productions, lectures, presentations talks or shows.

### Procedures for Calne In Tune to Follow

- Issue of a copy of the written health and safety instructions to all members, helpers/volunteers. A copy at all premises used by Calne In Tune for all members and visitors
- All members/ helpers and volunteers must know their responsibility for everyone's safety (see below)
- If Calne In Tune hires a venue for sessions, Calne In Tune Volunteers/ helpers must check the risk assessments and policies in place by the venue owners/ managers. If Calne In Tune provides finance for a group to hire a venue, the group must ensure that there are adequate Health and Safety Instructions, Information and Insurances from the building owners and managers. Where bringing in equipment into the venue the group must make sure it meets health and safety guidelines i.e. electrical items are/ have been PAT tested annually.
- Calne In Tunes is responsible for ensuring any equipment it lends /shares is PAT tested annually (for electrical items) and is checked each time it is handed out for any age related wear/ damage or for other signs of damage and ensure that it is retested if damage/ deterioration is noted. Each Item should have a paper slip which is signed by the issuer and individual/ group representative to which it is loaned, on issue and return noting condition. For non- electrical items

a visual inspection should be made each time upon loan and any damage deterioration noted, again on an issue return sheet. Any damage/ deterioration on electrical or non-electrical items must be evaluated and a decision made on need for repair or suspension of use.

- All helpers / volunteers to sign that they have read and understand the Health and Safety Policy.
- Ensure relevant signage and emergency instructions are displayed and maintained on all premises used by Calne In Tune, and that they are available for all abilities to understand in different formats as required.
- Health and Safety Officer to be elected to manage the equipment its safety, condition and management and ensure its annual PAT testing (electrical items) is recorded as well as the signing sheets to ensure equipment is traced and monitored.
- Calne in Tune to take out insurance relating to any equipment loaned by it to groups or individuals or used by volunteers of Calne In Tune.
- An accident book to be provided at any venue used/ supported or hired by Calne In Tune and the whereabouts of the First Aid Equipment made known to the Calne In Tune volunteers. Volunteers supporting groups/ individuals have First Aid training or to ask whether the group/ individuals have First Aid Training.
- Calne In Tune Volunteers to carry out appropriate risk assessments and carry out any action to minimise risk (see below) for any event they are supporting/ hosting.
- Establish emergency action plans (see our Accidents and Emergency Policy and Fire Safety Policy documents for further information)
- Make sure people who use hazardous materials (e.g. cleaning products) can handle and use them safely and that everyone handling food has a good awareness of food hygiene (see our Food Hygiene Policy for further details).

## Health and Safety for Staff, Volunteers and Visitors

When you are working with **Calne In Tune** you have a duty to:

- Keep up to date with all club policies and procedures related to Health and Safety and First Aid, and take part in all necessary training.
- When supporting a group/ individual in a venue ensure you and they are aware of the fire exits in the venue. Keep a fire list of all individuals/ persons in the group or supporting the group so that in the event of fire all can be checked as being safe. Ensure that you are aware of the whereabouts of First Aid box and how to call for help should there be an incident.
- Where supporting a group/ individual with equipment ensure it has been signed out and checked for any wear and tear or accidental damage. Ensure the electrical items have their PAT testing notification attached and that it is within date.
- Should you note anything of concern in regard to the venue you are using as a volunteer for Calne In Tune please inform the Chairperson as soon as possible
- Take reasonable care for your own health and safety and that of others who may be affected by what you do or do not do
- Only provide First Aid support where you have been trained to do so. If supporting an Individual or group where there is an incident where there is not a trained First Aider seek professional advice for the injured/ hurt individual.
- Undertake required risk assessments and create a safe environment by putting resulting health and safety measures in place
- Check that all members are aware of, understand and follow the club's health and safety policy
- Ensure that you know the normal operating procedures and emergency operating procedures (see our documents on Accident and Emergency Policy for further details)
- Where volunteers are assisting with an event they must be sure they understand their role and any equipment they are using. In any doubts please contact the Chairperson for guidance/ training.

## Health and Safety for Members

As a member of **Calne In Tune** you have a duty to:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or do not do
- Co-operate with the club on health and safety at all times
- Correctly use all equipment provided by the club – seek training for anything you are uncertain of
- Not interfere with, or misuse, anything provided for your health, safety or welfare
- Know what to do and who go to if an accident happens.

## Useful Contact Details for [\[Calne In Tune\]](#)

(Add the up-to-date telephone numbers into the table below).

	<b>Insert Name and Contact Numbers</b>
<b>In Emergency</b>	Dial 999 (Or 101 for None Emergency)
<b>Club Leader/Manager</b>	Check Club / Group Details
<b>First Aider</b>	To be Allocated Check First Aid Log
<b>Local police – non-urgent</b>	Calne Police · 01380 826614 Chief of Police Department Devizes - 01380 826614
<b>Local Accident and Emergency Department – non-urgent</b>	Chippenham Hospital 01249 447100 – Or Call 111
<b>Person with day-to-day responsibility for making sure procedures are followed</b>	<b>Terry Couchman</b> <b>Tel: 07910 173336</b>

**N.B.** Our guidelines provide a brief introduction, a description of the key issues to adhere to and an example policy. The documents are not comprehensive and do not constitute legal advice.