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| **Health & Safety Policy**  The purpose of this Health and Safety Policy is to ensure the safety and well-being of all members, volunteers, and participants, and visitors involved in the activities of Inverkeithing Encore. This policy outlines the organisation’s commitment to maintaining a safe environment and provides guidelines for identifying, assessing, and managing health and safety risks.  **Scope:**  This policy applies to all individuals involves in the activities of Inverkeithing Encore, including rehearsals, performances, meetings, and events.  **Policy:**   1. **Commitment to Health and Safety:**  * Inverkeithing Encore is committed to providing a safe and healthy environment for all individuals involved in its activities. * The organisation will comply with all relevant health and safety legislation and best practices.  1. **Responsibilities:**  * **Board of Directors**:   + To ensure that health and safety policies and procedures are in place and regularly reviewed.   + Allocate resources to support health and safety initiatives. * **Health and Safety Officer:**   + Oversee the implementation of health and safety policies and procedures.   + Conduct regular risk assessments and inspections.   + Provide training and support volunteers. * **Volunteers:**   + Follow health and safety policies and procedures.   + Report any hazards, incidents, or near misses to the Health and Safety Officer.   + Participate in health and safety training and drills.  1. **Risk Assessment:**  * Regular risk assessments will be conducted to identify potential hazards and assess the risks associated with all activities. * Risk assessments will be documented, and appropriate measures will be implemented to mitigate identified risks.  1. **Emergency Procedures:**  * Emergency procedures, including evacuation plans and first aid arrangements, will be established and communicated to all individuals. * Regular drills will be conducted to ensure everyone is familiar with emergency procedures.  1. **First Aid:**  * First aid kits will be available at all venues and regularly checked and restocked. * A sufficient number of trained first aiders will be present at all activities.  1. **Accident Reporting and Investigation:**  * All accidents, incidents, and near misses must be reported to the Health and Safety Officer immediately. * An accident report form must be completed, and the incident will be investigated to identify the cause and prevent recurrence.  1. **Training and Awareness:**  * Health and safety training will be provided to all volunteers as part of their induction and on an ongoing basis. * Information on health and safety policies and procedures will be readily available to individuals.  1. **Equipment and Facilities:**  * All equipment and facilities will be maintained in a safe condition and regularly inspected. * Any defects or hazards must be reported and addressed promptly.  1. **Personal Protective Equipment (PPE)**  * Appropriate PPE will be provided to individuals as required for specific tasks or activities. * Individuals must use PPE as instructed and report any issues with its use or condition.  1. **Health and Well-being:**  * Inverkeithing Encore is committed to promoting the health and well-being of all individuals. * Support will be provided for mental health and well-being, including access to resources and services as needed.   **Review:**  This policy will be reviewed annually and approved by the board to ensure its effectiveness and compliance with current laws and best practices. |
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