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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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