



# Replay Music CIC – Health and Safety Policy

RE-PLAY MUSIC is a registered C.I.C no. 15352459, incorporated in England and Wales  
The Long Barn, Rodden, Frome, Somerset, BA11 5LD  
[www.re-playmusic.org](http://www.re-playmusic.org)

## Purpose

Replay Music CIC is committed to protecting the **health, safety, and wellbeing of all staff, volunteers, freelance music leaders, participants, and anyone affected by our activities**, including children, young people, adults, older adults, and participants with learning difficulties or special needs.

This policy explains responsibilities and outlines measures to maintain a **safe and supportive environment** during music sessions, rehearsals, workshops, festivals, live events, and outreach activities.

This is a **statement of policy** and does not form part of any contract of employment. It may be updated as needed and reviewed regularly to ensure effectiveness.

## Scope

This policy applies to all:

- Staff, volunteers, and freelance music leaders
- Company Directors
- Children, young people, adults, older adults, and families participating in Replay Music activities
- Partner organisations, contractors, and suppliers

It covers all activities, venues, and workplaces associated with Replay Music CIC, including outreach, workshops, community events, and festivals.

## Responsibilities

### Company Directors

The Company Directors collectively hold **ultimate responsibility for health and safety** under the Health and Safety at Work etc. Act 1974. They ensure that policies are implemented effectively and delegate day-to-day operational responsibility to the Principal Health and Safety Officers.

## **Principal Health and Safety Officers (Directors)**

Principal Health and Safety Officers are responsible for:

- Ensuring compliance with health and safety legislation
- Conducting risk assessments and implementing controls
- Providing training, guidance, and information to staff and volunteers
- Investigating incidents and reporting serious incidents under **RIDDOR** when required
- Monitoring and reviewing health and safety practices regularly

## **All Staff, Volunteers, and Freelancers**

Everyone must:

- Take reasonable care of their own health and safety and that of others
- Follow all health and safety instructions, policies, and procedures
- Report hazards, incidents, accidents, or equipment faults immediately
- Keep workspaces and venues tidy and hazard-free
- Cooperate in investigations of accidents or near-misses
- Participate in training and safety briefings

## **Equipment and Facilities**

- Use all equipment according to training and instructions
- Do not interfere with safety equipment or attempt repairs unless trained
- Report any faults or damage promptly

## **Manual Handling & Display Screen Equipment**

- Seek guidance and training when lifting or moving heavy items
- Take regular breaks when using computers or screen-based equipment

## **Accidents, Injuries, and Reporting**

### **1. Report Everything**

- Report immediately any accident, injury, or near-miss
- Report faulty equipment or hazards straight away

## **2. First Aid**

- Every venue has first aid supplies and trained first aiders
- Contact details of the duty first aider will be clearly displayed
- Provide first aid without delay when someone is hurt

## **3. Serious Incidents – RIDDOR**

Certain accidents must be reported to the government under **RIDDOR**, including:

- Death or major injuries
- Injuries preventing someone from working or participating for more than 7 days
- Dangerous incidents (near-misses that could have caused serious harm)
- Work-related illnesses

The **Principal Health and Safety Officer** will handle all RIDDOR reporting to the Health and Safety Executive (HSE).

## **4. Record Keeping**

- All incidents, minor or serious, must be recorded
- Records help prevent future accidents and ensure compliance

## **5. Your Role**

- Follow safety instructions at all times
- Help keep everyone safe
- Cooperate if an accident needs investigating

## **Emergencies and Fire Safety**

- Familiarise yourself with emergency procedures, fire exits, alarms, and equipment
- Comply with instructions from fire wardens during drills or actual emergencies
- Do not block fire exits or obstruct emergency signage

### **On discovering a fire:**

- Activate the nearest alarm

- Notify the Principal Health and Safety Officer or Project Lead
- Attempt to tackle the fire only if trained and safe to do so

#### **On hearing the alarm:**

- Evacuate calmly without collecting belongings
- Avoid lifts and follow fire warden instructions
- Remain outside until cleared to re-enter

## **Risk Management**

- Risk assessments are carried out for all venues, activities, and equipment
- Staff must follow risk mitigation measures and report any new hazards
- Special consideration is given for activities involving children, young people, adults, older adults, or participants with additional needs

## **National Health Alerts / Pandemics**

- Staff must follow instructions to reduce the risk of infection, including government guidance
- Replay Music CIC will provide protocols, risk assessments, and operational instructions
- All staff, volunteers, and participants must cooperate fully during national or local health alerts

## **Non-Compliance**

- Failure to comply with health and safety rules is taken seriously and may result in disciplinary action, up to and including termination of employment or volunteer role

## **Commitment**

Replay Music CIC aims to create a **safe, supportive, and healthy environment** for all participants, staff, and volunteers, ensuring that music education and participation are accessible, enjoyable, and safe for everyone.

#### **Signed:**

Lisa Branigan

Founding Director – Responsible for HR & Safeguarding, Replay Music CIC

**Reviewed by:** Rosita Nasta & Stef Martinez Barker

**Next Review Date:** [Insert Date – usually 1 year from approval]