

Health and Safety Policy

School of Rap CIC

Date Adopted: 22.09.2024

Next Review Due: 22.09.2024

1. Policy Statement

School of Rap CIC is committed to promoting and maintaining the highest standards of health, safety, and wellbeing for all staff, volunteers, young people, visitors, and partners involved in our programmes. We strive to create a safe, positive environment where creativity and learning can thrive without risk of harm.

2. Purpose of the Policy

The purpose of this policy is to:

- Prevent accidents and incidents through risk management and safe practice.
- Ensure all activities and venues meet legal safety standards.
- Raise awareness of health and safety responsibilities among staff, volunteers, and participants.
- Provide guidance for responding effectively to emergencies and incidents.

3. Legal Framework

This policy aligns with current UK health and safety legislation, including:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Children Act 1989 and 2004 (where applicable)

4. Responsibilities

Directors/Leadership Team:

- Ensure compliance with health and safety legislation.
- Review and update this policy annually.
- Ensure risk assessments are carried out and acted upon.

Staff and Volunteers:

- Take reasonable care of their own health and safety.
- Follow all health and safety procedures and training.
- Report hazards, accidents, or unsafe practices to a supervisor immediately.

Participants (Young People):

- Encouraged to take part in promoting a safe environment.
- Expected to follow rules and instructions during sessions.

5. Risk Assessments

Risk assessments will be completed before all workshops, events, off-site activities, and use of new venues or equipment. Controls will be put in place to reduce identified risks. Assessments will be reviewed periodically and after any incidents.

6. First Aid and Medical Emergencies

At least one trained First Aider will be present at each session. A complete First Aid kit will be available at all events and sessions. All accidents and injuries will be recorded and reported to parents/guardians if necessary.

7. Fire Safety

All venues must have clear fire exits and working alarms. A fire evacuation plan will be shared with staff, volunteers, and participants. Regular checks and drills will be conducted as required.

8. Equipment and Premises

All musical and technical equipment will be maintained and checked before use. Unsafe equipment will be removed immediately. Venues will be inspected for suitability, safety, and accessibility.

9. Training and Supervision

All staff and volunteers will receive appropriate health and safety training. Young people will be briefed on relevant safety measures during sessions. Activities will be age-appropriate and adequately supervised.

10. Accident and Incident Reporting

All incidents, injuries, or near misses will be logged in the Accident Report Book. Serious incidents will be reported to the appropriate authority in line with RIDDOR.

11. Review and Monitoring

This policy will be reviewed annually or in response to significant changes or incidents. Regular safety audits and feedback will inform any updates to procedures.

Signed: Sven Lichtenberg

Name: Director

Date: 22.09.2024