



# *The Redbridge Music Lounge*

[www.rmluk.org](http://www.rmluk.org)  
http://www.rmluk.org/

## HEALTH AND SAFETY POLICY

### **Setting The Scene**

The Redbridge Music Lounge is a charitable company based in the Cranbrook Centre in Valentines Park. This health and safety policy applies to all activities undertaken within the borders of the land occupied by the Cranbrook Centre and in particular within the actual Cranbrook Centre Building.

Health and Safety is the business of anybody and everybody who visits the Cranbrook Centre but legally is the responsibility of the trustees of the charity.

The activities of the Redbridge Music Lounge involve the use of musical instruments, computer equipment and access to a kitchen. This policy is based on the Health and Safety Executive Guidance.

The policy has been approved by the management committee who the trustees have authorised to deal with day to day management as well as the trustees themselves.

This policy is available as part of the members handbook, and also is on display in our kitchen.

### **The Scope of the Health and Safety Policy**

The aim of this policy is to:

- prevent accidents and manage health and safety risks in our centre
- provide clear instructions and information and adequate training, to ensure that anyone visiting the centre remains safe
- implement emergency procedures, including evacuation in case of fire or other significant incident

### **Day-to-day responsibility for ensuring this policy is put into practice:**

At every session run in the centre a person is nominated to be the duty manager . This is usually one of the management committee but occasionally will another trusted person. Where an external body is hiring the centre the person hiring takes responsibility.

All activities are backed by the organisation's public liability insurance.

### **The Policy in Practice**

All members and visitors should co-operate with the duty manager on health and safety matters this includes;

- taking reasonable care of their own health and safety

- reporting all health and safety concerns to the duty manager and / or a member of the management committee

All equipment is tested annually for electrical safety any concerns in the meantime should be reported to the duty manager.

Reasonable steps are taken to ensure free movement around the building.

### **Evacuation**

A fire alarm is installed within the building should that go off the duty manager is responsible for ensuring safe evacuation of the building and reporting to the place of safety which is the area of the park on the other side of the fence adjacent to the centre. A roll call will be made to ensure everyone has left the building.

### **Accidents**

All accidents however minor must be recorded in the accident book which is near to the kitchen.

A first aid cabinet is fully stocked and is readily available in the kitchen.

A defibrillator is hanging on the wall, audio instructions on how to use it are automatically delivered when it is switched on. Instructions on likely scenarios its use will be given periodically.

**Policy Revised: 6/02/2023**