

SGM Music Group Limited - Health and Safety Policy 2024

1. Policy Statement

SGM Music Group Limited is committed to ensuring the health, safety, and welfare of all employees, contractors, clients, and participants at our events, masterclasses, and consultancy sessions. We aim to comply with the Health and Safety at Work Act 1974 and all relevant regulations to provide a safe environment.

2. Purpose

The purpose of this policy is to:

- Protect the health and safety of all individuals participating in or attending SGM Music Group Limited's events and services.
- Outline SGM Music Group Limited's commitment to preventing accidents, injuries, and work-related ill health.

3. Scope

This policy applies to:

- All employees, contractors, and volunteers of SGM Music Group Limited.
- All venues and settings used by SGM Music Group Limited, including physical event spaces, consultancy venues, and online platforms for virtual masterclasses.

4. Health and Safety Principles

SGM Music Group Limited is committed to:

- Promoting and maintaining a safe environment for all.
- Identifying, assessing, and controlling risks associated with our activities.
- Providing appropriate training, information, and supervision to all staff, contractors, and volunteers regarding health and safety matters.

5. Roles and Responsibilities

- **Management:** Management will ensure compliance with health and safety legislation, conduct risk assessments, and provide necessary resources to implement safety practices.
- **Health and Safety Lead:** SGM Music Group Limited will designate a Health and Safety Lead to oversee safety procedures, conduct risk assessments, and act as the point of contact for any health and safety concerns. This lead person will be SGM Director Jack Pedersen (as of Jan 2024).
- **All Staff and Volunteers:** All team members must adhere to health and safety procedures, report hazards or incidents, and take reasonable care for their own health and safety and that of others.

6. Risk Assessment and Management

SGM Music Group Limited will conduct risk assessments for all physical and virtual events, assessing and mitigating potential risks. Risk assessments will be reviewed annually or whenever a significant change in activities or venue occurs. Specific actions include:

- Identifying potential hazards (e.g., equipment, crowd control, fire safety).
- Implementing safety measures to minimise risks.
- Reviewing and updating risk assessments as needed.

7. Event and Venue Safety

- **Onsite Events:** For in-person events, SGM Music Group Limited will ensure that venues comply with health and safety standards, including fire safety, emergency exits, first aid provisions, and equipment safety.
- **Online Events:** For virtual events, we will use secure platforms, provide technical support, and offer guidance on safe use of digital tools.
- **Emergency Procedures:** SGM Music Group Limited will establish and communicate emergency procedures, including evacuation plans and reporting protocols for incidents at event venues.

8. First Aid and Medical Emergencies

- First aid provisions will be available at all in-person events and appropriate staff will be briefed on emergency procedures.
- In the event of a medical emergency, SGM Music Group Limited will ensure rapid response and coordinate with emergency services as needed.

9. Incident Reporting and Investigation

- All incidents, accidents, or near-misses must be reported immediately to the Health and Safety Lead.
- The Health and Safety Lead will investigate each incident, keep records, and recommend measures to prevent recurrence.

10. Training and Awareness

SGM Music Group Limited will provide relevant health and safety training to all employees, contractors, and volunteers. This includes:

- Induction training for new staff and volunteers.
- Annual refresher training on health and safety practices.
- Specialised training as needed for particular roles or events.

11. Monitoring and Review

The Health and Safety Policy will be reviewed annually or sooner if there are changes to relevant legislation or procedures or after a serious incident. Updates will be communicated to all team members, and additional training will be provided as necessary.



www.sgmmusicgroup.com

info@sgmmusicgroup.com