



the  
**healthy**  
orchestra

# HEALTHY ORCHESTRA CHARTER

Application Form

PART I  
Bronze

ABO

Musicians  
Benevolent  
Fund

# SECTION I



## General

Please read the Healthy Orchestra Charter before completing this form. The Charter can be downloaded from the Association of British Orchestras' website ([www.abo.org.uk](http://www.abo.org.uk)) or to request a copy by post please call 020 7287 0333.

### I.1 About you and your organisation

Name of orchestra			
Address			
	Postcode		
Telephone	Email		

### I.2 Principal areas of activity

Please give a brief description of your orchestra and its activities.

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How many players do you employ regularly?  Contracted  Free-lance

How do they fit into the following age brackets?  - 30 yrs  30-50 yrs  over 50 yrs

How many venues do you use regularly?  in the UK  Overseas

How many performances did you give last year?  Concerts  Education Sessions  
 Opera/Ballet  Other

How many members of full-time admin staff do you employ?

### I.3 Other awards

Has your orchestra been the recipient of any other occupational health and safety awards in the past (e.g. RoSPA)? If yes, please give details, including the awards body, level achieved and date of receipt.

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# SECTION 2



## Key Performance Questions

The following Key Performance Questions (KPQs) are designed to test your organisation's overall approach to managing occupational health and safety in the context of advice given in HSE's guidance *Successful Health and Safety Management* (HSG65) and BSI's *Health and Safety Management Systems* (BS 8800).

Applicants are asked to provide concise answers on **no more than three sides of A4** (minimum point size 10). Please include the questions you are answering as part of the document. To assist the Adjudication Panel, the questions should be answered in the same order as shown below.

**Please enclose your Health and Safety Statement.** No other additional documentation is required to support this application but, where possible, please indicate whether you could supply documentation if requested. Applicants may receive a follow-up telephone call from a member of the Adjudication Panel at any stage after submitting an application form to request such evidence.

If any information on your occupational health and safety performance is available on your website, you can supply the links for these pages as part of your application.

**Please cross-reference your answers with the Bronze Charter Mark Standards outlined on pages 7-8 of the Healthy Orchestra Charter.** Bear in mind that these Standards are not a hard-and-fast checklist of 'dos and don'ts' but that you should be able to demonstrate awareness of the kind of issues highlighted and that your organisation is already taking steps in the right direction towards creating the safest possible working conditions for your employees. **Please note that throughout this document the term 'employee' includes players (contracted and freelance) and administration staff.**

## KPQs

1	How do your directors and senior managers fulfill their commitment to occupational health and safety management throughout your organisation?
2	How does your organisation ensure that it has access to competent occupational health advice and services?
3	How does your organisation involve the workforce and their representatives in the implementation of occupational health and safety?
4	What staff training in occupational health and safety is in place at your organisation, and how is individual competence of internal health and safety officials assessed and monitored?
5	How does your organisation ensure that occupational health and safety issues are integrated effectively into planning processes? Indicate how you use risk assessment to identify appropriate control measures for principal risks and set performance indicators and targets.
6	How does your organisation ensure that occupational health and safety information is communicated effectively to contractors and how do you assess their performance?
7	What are your organisation's arrangements for active monitoring of health and safety (e.g. audiometric tests, sickness/absence policies etc.)?
8	How does your organisation investigate occupational health and safety problems and implement the lessons learned?
9	How do you review your organisation's health and safety performance to assess progress against targets, set new priorities and report to employees and contractors?
10	Which features of your organisation's approach to occupational health and safety are you particularly proud of, and why?

# SECTION 3



## Declaration – Countersignatures

The following signatures attest to the completeness and accuracy of this entry, which is submitted to the Healthy Orchestra Charter Marks award scheme in good faith.

In addition, the signatories understand that in order to be eligible for a Healthy Orchestra Bronze Charter Mark, their organisation must already be meeting the statutory legal health and safety requirements for an organisation of their size (as outlined on page 6 of the *Healthy Orchestra Charter*) and that evidence to support this assertion may be required by a member of the Adjudication Panel.

### ***Application submitted by***

Name		
Position	Date	
Signature		

### ***Musicians' Union Steward or other employee representative***

Name		
Position	Date	
Signature		

### ***CEO or equivalent***

Name		
Position	Date	
Signature		

# C H E C K L I S T



## Before you send your entry

Have you:

- completed all required entry form sections?
- enclosed your Health and Safety Statement?
- obtained the required countersignatures from senior management and workforce representatives?
- answered the Key Performance Questions (KPQs) in a summary no longer than three sides of A4 (maximum point size 10), and are your answers cross-referenced with the Bronze Charter Mark Standards on pages 7-8 of the *Healthy Orchestra Charter*?
- checked to ensure that your organisation is already meeting statutory legal health and safety requirements, and do you have evidence to support this if contacted by a member of the Healthy Orchestra Charter Adjudication Panel?
- photocopied and retained a copy of your entry?

## Avoiding common faults

The following may lead to an application form being returned and/or an award being refused:

- Not addressing the ten Key Performance Questions (KPQs)
- Not referring to the Bronze Charter Marks when answering the KPQs
- Failure to complete section 1.2
- Failure to obtain countersignature/s

## Completed applications

Please fax your completed application form to **020 7287 0444**, or post a hard copy to: **Association of British Orchestras, 20 Rupert Street, London W1D 6DF**. You should expect to receive notification of receipt of your application by midday on **Monday 17 March 2008**.

## Successful applications

We are keen to share information supplied by successful applicants with other orchestras in order to raise awareness and understanding of health and safety issues within the sector. Please indicate whether you would be happy for your application to be made available via the ABO website by ticking this box: