

CMC Safety Arrangements

General information

The Chamber Music Club promotes the playing and enjoyment of chamber music and related repertoire at UCL, through the provision of facilities for its members and the organising of regular concerts. The Club is open to both staff (academic, non-academic and retired), students and alumni.

UCL's H&S policy

UCL's Health and Safety policy can be found on the [Safety Services website](#).

Distribution and display of CMC Safety Arrangements

A copy of the CMC Safety Arrangements is on the [CMC website](#) and can be accessed by all members.

These Arrangements will be reviewed and updated annually or when statutory or organisational requirements change. Safety will be a standing item on the CMC Committee meetings.

Location

The CMC is not a UCL department, we utilise space booked via UCL Room Bookings and our activities generally take place in the Haldane Room, the Cloisters and our practice room (Wilkins, B59).

Risk Assessments

General Safety Arrangements for the Haldane Room and Cloisters are managed by UCL Estates, who conduct Fire Risk Assessments for the Wilkins building. We have carried out two suitable and sufficient Risk Assessments for the CMC practice room (Appendix 2) and for concert and rehearsal activities in the Haldane Room (Appendix 4). See below for the practice room fire arrangements.

Training

A basic fire safety induction is mandatory for all members of UCL at the start of their career or studies, please read the [Fire Safety at UCL webpage](#) for further information. As we are not a UCL Department, we rely on member's departments to administer this mandatory training as part of their usual operating procedures.

Accident/Incident Reporting

Members should report all accidents, incidents, hazard observations and near misses to the [CMC Chair](#).

Also, all incidents must be logged on the UCL reporting platform RiskNET.

First Aid

In the event of an accident requiring medical assistance at a CMC Event, contact UCL Security on +44 (0)20 7679 2222 or extension 222. First aid boxes in centrally bookable spaces are maintained by UCL Estates.

Fire

If you discover a fire, call **+44 (0)20 7679 2222** or extension 222. Advise security staff your location and they will call the emergency services. See the **CMC Fire Safety Arrangements** (Appendix 3) in relation to the CMC practice room.

Lone Working

The **CMC Lone Worker policy** (Appendix 1) applies to all members using the CMC practice room.