



## Health & Safety Policy

At Made with Music, we take health and safety extremely seriously. We thoroughly risk assess every activity that takes place and have a safeguarding policy to protect children and vulnerable adults. As an organisation we:

- will take all reasonable steps to provide safe and healthy conditions for children, staff, volunteers, trustees, visitors and others who may be affected by our activities;
- will ensure compliance with all relevant health and safety legislation – this includes reading and abiding by the policies for the buildings and organisations in which we work;
- accept responsibility as an organiser and will provide adequate resources to implement this policy;
- accept that health, safety and welfare are an integral part of all our activities and will take steps to manage these;
- expect all staff and volunteers to co-operate in complying with all legal obligations and take reasonable care of their own health and safety and have regards to the health and safety of others;
- are committed to providing the necessary information, instruction and training to all employees, volunteers and children where applicable in formats that are accessible to all; and
- are committed to regular evaluation and review of its health and safety policy to ensure its objectives are met and, as necessary, to modify the policy in light of new legislation and other changing circumstances.

Responsibilities for implementing and reviewing the organisation's health and safety policy are detailed below.

### 1. Board of Trustees

The board of trustees have overall responsibility for health and safety. For its part, the board of trustees will:

- delegate one person to be the health and safety officer for the organisation. This person's name is **Charlie Gower-Smith**
- make sure health and safety issues are paramount;
- make sure adequate resources for health and safety are made available;
- consult with staff and make sure relevant training is carried out; and



- monitor and review the health and safety arrangements.

## **2. Named Designated Persons / Leaders**

Health and Safety Designated lead: Miles Jefford. Leaders of individual projects are responsible for day-to-day health, safety and welfare. The designated lead and individual project leaders (which will vary depending on the project) will work together to:

- develop a safety culture throughout the organisation.
- take day-to-day operational decisions;
- draw up safety procedures;
- make sure staff are aware of their responsibilities;
- make sure that visiting adults working with children are made aware of all relevant agreed health, safety and welfare routines and practices;
- update the board on new risk assessments or key information relating to health and safety;
- make sure everyone is told about any hazards on site, taking into account extra support that anyone may need;
- make sure that an accessible system for reporting and recording accidents is in place and monitored;
- make sure that effective arrangements are in force to facilitate ready evacuation of the building in the case of fire or other emergency; and
- monitor effectiveness of procedures.

The designated person or leader may delegate any of these tasks to named individuals by agreement of all parties. However the designated person or leader remains responsible for health, safety and welfare on a day-to-day basis.

## **3. Staff and volunteers**

All staff and volunteers will:

- support the implementation of health and safety arrangements as required by health and safety legislation;
- take reasonable care of themselves, children and others;
- make sure, as far as is reasonably practicable, that work areas are safe;



- report any concerns, shortcomings or near accidents immediately to Hannah Dilworth or Kathryn Sturman;
- read the policy and comply with the agreed standards; and
- store potentially dangerous materials safely.

#### **4. Training**

The health and safety officer is sent to regular training courses about health and safety matters, including first aid. This information is passed on to other members of staff and volunteers after the training.

#### **5. First aid**

The first aid kit is taken to every event or workshop that we run as Made with Music and is accessible to all members of staff and volunteers. Where we are working for another organisation or in a hired building, we will agree who is responsible for first aid and know where the first aid kit is. Where possible, we will hire a first aider with enhanced knowledge for large events. The health and safety officer is responsible for keeping the first aid kit up-to-date with supplies. There must be at least one qualified first-aider on site. Our current first aiders are Hannah Dilworth and Beth Mackay.

#### **6. Accidents and dangerous occurrences**

All accidents and injuries, no matter how minor, must be recorded in the accident book which is kept with the first aid kit. Accidents must be reported to the designated person or leader and the health and safety officer on the appropriate form, (also with the first aid kit). The health and safety officer will complete an accident book as soon as possible. If necessary, the health and safety officer will be responsible for informing the appropriate parties, and for setting up any subsequent enquiry. In an emergency, if anyone needs to go to hospital, an ambulance should be called by the health and safety officer or designated person or leader by dialling 999. If children are unattended, parents or carers will be told immediately. If both the parent and the next emergency contact are unavailable, a member of staff must accompany the child acting in 'loco parentis'.

#### **7. Health and safety induction**

The health and safety officer runs sessions for new staff and volunteers to discuss the general health and safety management arrangements and emergency procedures, including this policy.

#### **8. Monitoring and review of policy**

- The designated person or leader and the health and safety officer will carry out an annual review of the health and safety policy to make sure that new regulations are followed and that the contents of policy remain valid.
- The views of children, young people and their families, staff, volunteers and trustees will be sought.



- Risk assessments will be carried out by the health and safety officer and the designated person or leader on a regular basis.

## 9. Further information

For more information about any aspect of this policy or on any health and safety issues in general, please contact the health and safety officer, Charlie Gower-Smith on [tbc in meeting]

## 10. Forms linked to policy

Risk assessments / Accident form / Health and Safety reporting form / Safeguarding procedures

Designated Health and Safety Lead person: Miles Jefford | [miles@mjefford.co.uk](mailto:miles@mjefford.co.uk)

**We are committed to reviewing our policies annually.**

Last review: June 2022

Signed:

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