

Music In Our Bones Policy

Health and Safety



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A - Policy Statement

It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all self-employed staff and volunteers, and to provide information, instruction, learning and supervision as is needed for this purpose.

In accordance with the Health and Safety at Work etc. Act 1974, we also accept our responsibility for the health and safety of other people who may be affected by our activities.

Music In Our Bones, hereinafter referred to as the Organisation, actively seeks support from all staff and volunteers, whatever their status, in achieving the objectives of this Health and Safety Policy ("the Policy").

The allocation of duties for safety matters and the arrangements for implementation of the Policy are set out in sections B and C of the Policy. **We recognise our responsibility to implement, maintain and regularly review procedures, which are designed to prevent and to be alert to such abuse. These reviews will be done by the Trustees at least annually at the AGM, or sooner if required. A record of any incidents will be securely held and investigated by the Chair of the Organisation.**

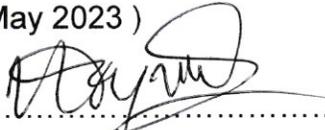
The Policy is issued to all staff and volunteers.

Reviewed by Trustees annually

2022 Reviewed by trustees at AGM 11 May 2022

(Review date May 2023)

Signed:

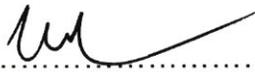


Dated:

5/7/22

Ian Heywood Music In Our Bones Chairperson and Health and Safety Officer

Signed



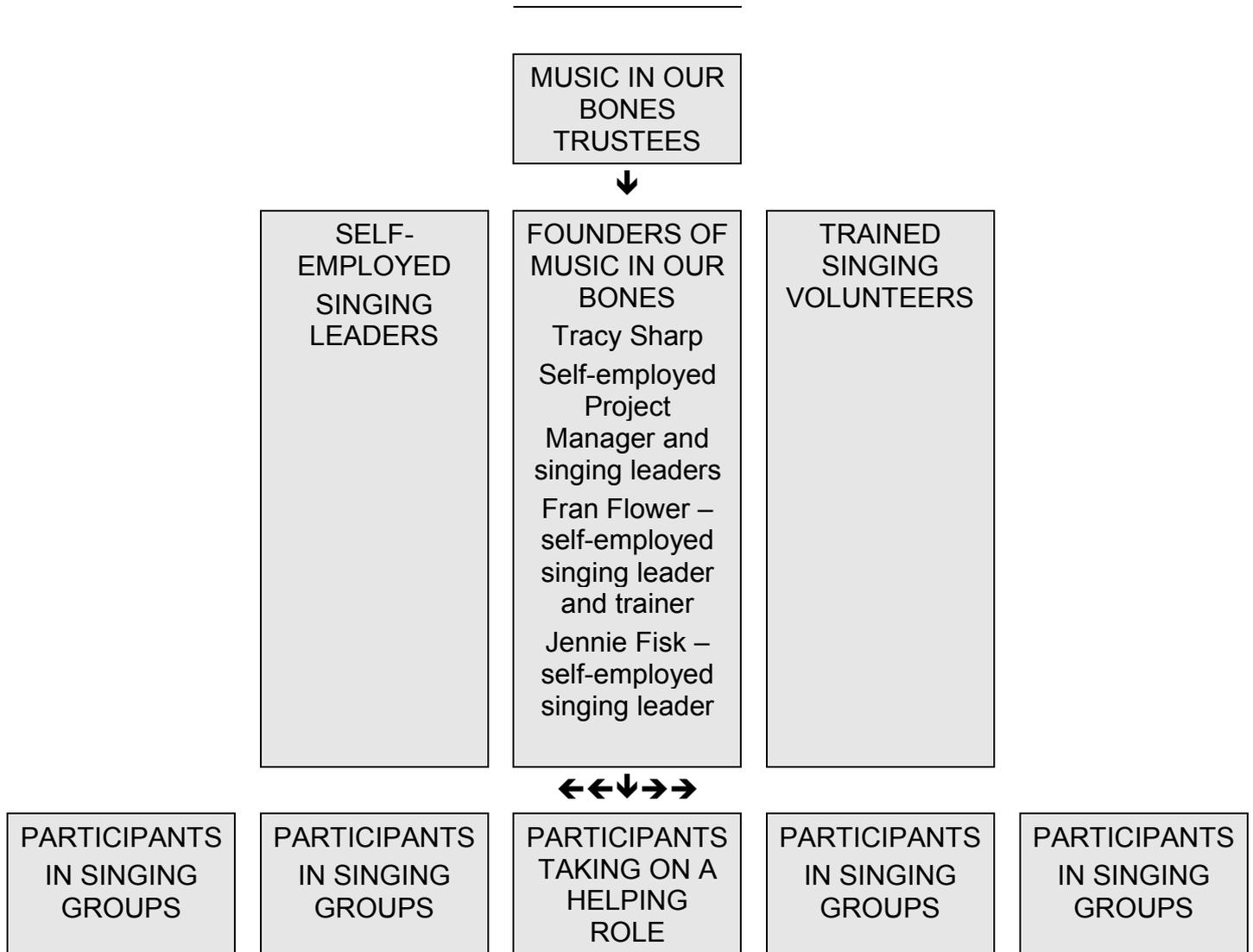
Dated.....

7/7/22

Ian Flower Treasurer

B - Organisational Structure

The Organisation's structure is set out in the diagram below and the schedule of individual health and safety responsibilities is detailed below.



Day-to-day health and safety responsibilities:

1. The self-employed project manager of Music In our Bones is responsible for all day-to-day health and safety matters. The organisation has no premises, and all singing workshops are offered in community venues.
2. Music In Our Bones employs only self-employed community musicians to deliver singing workshops. Workstation risk assessments are therefore unnecessary as the work is not office based. The organisation does however offer workstation risk assessment advice to those musicians for their own health and well-being outside of Music In Our Bones related work.
3. Music In Our Bones' self-employed part-time administrator, working from home is responsible for all day-to-day health and safety matters relating to their home office and is responsible for carrying out their own workstation risk assessment.

4. Music In Our Bones self-employed staff and trained singing volunteers, in delivering singing workshops for the organisation, will be expected to be aware of, be able to influence annually and to follow this Policy.
5. It is the duty of all self-employed employees and volunteers while delivering singing workshops:-
 - To take responsible care for the health and safety of themselves and of other persons who may be affected by their acts or omissions, and
 - To co-operate with singing leaders to achieve a healthy and safe workplace and to report to the appropriate person any health and safety problems which they are unable to resolve themselves, and
 - To ensure that Family Carers are aware that Music In Our Bones singing leaders and volunteers are neither trained nor insured to provide any personal care. If individuals with disabilities and Family Carers feel confident that someone can manage their own needs within the session, emergency contact information for the Family Carer and a second number will be taken in case of the Family Carers being taken ill whilst away.
 - That any health and safety concerns are reported by volunteers to singing leaders during sessions.
 - Not to interfere with or misuse any equipment provided in the interests of health, safety and welfare.

Monitoring the Health and Safety Policy

6. The administrator is responsible for checking the Policy to ensure continued effectiveness, particularly that:
 - Health and safety responsibilities are being properly discharged
 - Employees and volunteers are working to health and safety rules
 - Employees and volunteers are safety conscious.

C - Systems and Procedures

General safety and conduct of self-employed staff and volunteers

Self-employed staff and volunteers are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end the Health and Safety Policy is a document that must be read, understood and implemented by all.

A declaration by our self-employed staff and volunteers must be signed when the Policy has been read and understood. At Health and Safety training participants will sign that they have attended and understood the policy.

Accidents

If an accident occurs, it is the injured person's responsibility to notify the singing leaders who will record the accident in the venue's Accident Book. Should the accident be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), this will be done by the singing leader.

First Aid

The First Aid box's are situated in our venues as follows:

Gt Blakenham Parish Room	Kitchen
Ipswich Library	Staff workroom (accessed via caretaker or qualified first aider on duty)
Bury library	Staff workroom (accessed via caretaker or qualified first aider on duty)
St Marks Church Hall, Oulton Broad	Kitchen
Hillside Community Centre, Stowmarket	Reception (accessed via caretaker a Qualified First Aider)
Margery Girling House	Kitchen

Name of Appointed People in singing venues

Gt Blakenham Parish Room	Tracy Sharp, Jennie Fisk, Trish Bessell, Fran Flower
Ipswich Library	Caretaker on duty
Bury Library	Caretaker on duty
St Marks Church Hall, Oulton Broad	Tracy Sharp, Helen Rolfe and administrator on duty
Hillside Community Centre, Stowmarket	Caretaker on duty
Margery Girling House	Tracy Sharp, Trish Bessell, Denise Steward

Safety Training

All self-employed staff and volunteers are given information relating to evacuation procedures, accident procedures and availability of first aid in each venue used. Relevant training is carried out by various training providers according to need.

Communication

Health and Safety is an agenda item for all trustee meetings which are held termly and is included in any singing volunteer training. Singing leaders and volunteers are encouraged to raise any matters of concern at any time and to record them either in the Accident /near misses book or to email them to Tracy Sharp. Any incident is then discussed at trustee meetings, advice given to the organisations founders and then used by singing leaders.

Smoking

Smoking is not allowed inside any of the venues used by Music in Our Bones. We abide by their smoking rules regarding the use of allocated places outside the buildings for smoking.

Fire Precautions

Fire procedures are displayed on each floor of the venues used by Music In Our Bones. Fire drills are carried out at least annually. On hearing the fire alarm, singing leaders will:

- Encourage participants to quickly and calmly leave the building by the exit route. Singing leaders will check the loos and kitchen area before exiting if it is safe to do so. Our register will be taken by a singing leader to co-ordinate the fire drills with the caretakers of the premises used.
- Following evacuation, everyone will report swiftly to the relevant assembly point and the register will be called to check everyone has successfully exited the building.
- In upstairs venues with lifts, anyone using a wheelchair, or with mobility issues, will be taken to the safety of the stair wells which have fire doors and will wait there with a singing leader or volunteer until they are informed by the caretaker whether or not it is necessary to use the evac chair to exit the building or if it has been a drill or a false alarm.

The responsibility for fire alarm checking, testing, servicing and recording lies with our venue providers.

Good Working Practices

Good Working Practices including safety precautions to be taken when working alone are set out in Appendix B.

Manual Handling

The Organisation follows the Health and Safety Executive guidelines for lifting e.g. no employee or volunteer is expected to lift over 25kg without assistance.

- Any tables to be erected or moved are moved by two people together. Putting out chairs is usually done by singing leaders following safe practice and if helped by participants and volunteers on occasion with guidance on that safe practice.
- There is no moving and handling of participants required for singing leaders or volunteers.
- If dancing with others is involved, the voluntary nature of all movement is explored, mobility issues are mentioned and taken into account, advice given by Family Carers if there are any falls concerns before any dancing is encouraged.

Display Screen Equipment

All singing leaders have been informed of the various ill health conditions associated with the use of display screen equipment. They have also been given information in the correct use of computers, the positioning of the desk, chair monitor etc., to enable them to avoid the various ill health problems.

Hazardous Substances

The use of any hazardous substances by our venues is restricted to their cleaners.

Risk Assessments

Risk Assessments have been carried out in the following subject areas:-

- General risk assessment including fire hazards
- Display screen equipment. There is no requirement for extended use of DSEs in our work. Current advice about its safe use from the government however has been circulated to our self-employed singing leaders. Health and Safety Inspections

Our venues are assessed as low risk and are inspected and reviewed by the venue managers.

Venue Hire

For each venue hired by Music In Our Bones, a Venue Health and Safety checklist schedule, Appendix D, will be issued and the completed form reviewed by the project manager. This procedure will be followed on the first hiring of any venue to ensure implementation of this Policy. For subsequent hiring, enquiries should be made to ascertain whether the information supplied is still current.

Female Workers of Child Bearing Age

Should any person in this category notify the Organisation of pregnancy, a risk assessment will be carried out on her work according to the requirements of the Management of Health and Safety at Work Regulations 1999.

Insurance

We ensure that at all times we have adequate insurance to cover our activities, including Public and Employers Liability to a sum advised by our Insurers. This covers both workers, volunteers and participants.

When planning additional activities we also check with our Insurers that we have sufficient cover.

Most singing leaders are also covered by personal liability insurance from the Natural Voice Practitioners Network.

Car Usage

We do not transport unaccompanied young people under 18 in our cars at any time.

Some of our singers (adults) occasionally need a lift to sessions. All cars are fully equipped with fitted seatbelts and visitors are always asked to wear seat belts.

We include car use in our health and safety training sessions for self-employed staff and volunteers to encourage staff or volunteers to check that they are fully insured to do this.

We recognise that not all insurance companies accept “volunteering” as social/domestic/pleasure and it can be classed as ‘work’. We ensure that they know that if their insurance will not cover them for ‘work’ purposes, and that they do decide still to offer lifts informally, that they must take responsibility for this decision as Music In Our Bones cannot do so.

Substance misuse, smoking and alcohol

We acknowledge legislation around the use and supply of legal and illegal substances.

We recognise that it is an offence under the relevant Acts to allow premises we occupy or manage to be used for the purpose of drug taking. We personally, and our organisation have responsibilities under the 1971 Act and take all reasonable steps available to stop supply taking place.

Appendix A - Caretaker / venue contacts to alert if there are any concerns over health and safety issues/incidents reported etc

Gt Blakenham Parish Room	Paul Corbett (Venue bookings) paulcorbett62@btinternet.com or Janet Gobey Parish Clerk 07508830777
Ipswich Library	Caretaker on duty 07811030653
Bury Library	Caretaker on duty 07824474710
St Mark's church hall, Oulton Broad	Jane Ward Administrator 01502 514774 stmarksbookings558@gmail.com
Hillside Community Centre, Stowmarket	Centre manager on duty Heather Tooke 01449 613084 commcentre@stowmarket.org heathert@stowmarket.com
Suffolk Family Carers	Sue Green / Holly Clune on reception 01473 835477 sue.green@suffolkfamilycarers.org.uk
Claydon Village Hall	Geoff 01473 836972

Appendix B - Good Working Practices

Singing leaders will ensure that all volunteers and participants are greeted and that they sign in using our register before entering the singing workshop, so that at all times the persons on the premises can be ascertained in the event of an emergency.

SINGING LEADERS WILL:

1. Keep all passageways clear of obstructions.
2. Avoid obstructing any Fire Exit.
3. Keep all electrical leads tidy and ensure that they do not form an obstruction.
4. Ensure that additional 'unattended' entrance doors are kept closed and secure to ensure no-one unexpected / unrecorded enters a workshop.
5. When attending venues, singing leaders and volunteers should where ever possible ensure that all reasonable precautions are taken to avoid risk to their personal safety e.g. they should park in a public area and, if after dark, in a well lighted area as close as possible to the premises to be visited.
6. Singing leaders must ensure that all participants are regularly informed of fire escape exits.
7. Employees responsible for booking venues for events must take all reasonable steps to ensure that the premises satisfy the Management of Health & Safety Regulations 1992.

Appendix D - Venue Health & Safety Checklist

This checklist must be carried out on venues used by the Organisation as part of the Health and Safety Policy. This must be used on every venue.

Venue:	
Address:	
Contact Name:	
Contact Number:	

HEALTH AND SAFETY POLICY (written where 5 employees or more)			
	YES/NO	N/A	Comments
Do you have a current signed Health and Safety Policy?			
Does the policy contain:			
* A. Statement			
* B. Organisation			
* C. Arrangements			
* D. Designated competent person			
HEALTH AND SAFETY LAW			
* Poster on display: "Health and Safety Law - What you should know"			
INSURANCES			
Do you have Employer Liability insurance?			
* Insurer's name:			
* Policy No:			
* Expiry Date:			
* Is the Maximum Liability Certificate displayed?			
* Do you have Public Liability insurance?			
NOTIFICATION TO ENFORCING AUTHORITY (where appropriate)			
* Maximum Liability Certificate displayed?			
RISK ASSESSMENTS			
Workplace Risk Assessments undertaken?			
Have significant risks been recorded with action plan?			

FIRST AID ARRANGEMENTS			
	YES/NO	N/A	Comments
* Is there a First Aid Box?			

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* Is it clearly signed?			
* Contents of the First Aid Box meet legal requirements?			
* Is there an appointed First Aider?			
ACCIDENTS AND DISEASES			
Are all accidents entered into the Accident Book?			
Aware of your duties under RIDDOR regs. (F2508)			
EMERGENCY ARRANGEMENTS			
a. Fire Certificate been issued? (where appropriate)			
* b. Is fire fighting equipment checked regularly?			
* Are records kept of equipment checked?			
* c. Do you carry out Fire Alarm tests?			
Are records kept of fire alarm tests?			
Are emergency fire procedures displayed?			
d. Are evacuation drills carried out?			
Are records kept for evacuation drills?			
e. Are all Fire Exits and escape routes clearly signed?			
f. Is there a named person for emergencies?			
PREMISES AND WELFARE			
* Are the toilets suitable and sufficient?			
* Is the heating / ventilation adequate?			
* Are there washing facilities?			
* Are adequate safety notices / signs displayed?			
GENERAL CONDITIONS OF WORKING ENVIRONMENT AND HOUSEKEEPING			
Any other comments:			

I confirm that the above particulars are correct - Venue representative

Name		Signed	
Position		Date	

I confirm that the above particulars are correct - Organisation's representative

Name		Signed	
Position		Date	

* Evidence to be seen.