**HEALTH & SAFETY POLICY**

**Workers:** All staff, self-employed / freelancers, volunteers and trustees.

**Part 1: Statement of Intent**

Our Health & Safety Policy is to:

1. Prevent accidents and cases of work-related ill-health.

1. Manage health and safety risks in the workplace.

1. Provide clear instructions and information and adequate training to ensure workers are competent to do their work.

1. Consult with workers on matters affecting health and safety.

1. Provide and maintain appropriate equipment.

1. Maintain safe and healthy working conditions.

1. Implement emergency procedures, including evacuation in case of fire or another significant incident.

1. Review and revise this policy regularly.

**Part 2: Responsibilities for Health & Safety**

1. The overall and final responsibility for health and safety is the Trustees.

1. Debra Baxter is responsible for ensuring this policy is implemented.

1. All workers should
* Co-operate on health and safety matters.
* Take reasonable care of their health and safety and;
* Report all health and safety concerns to the person detailed above.

**Part 3: First Aid**

1. Emergency First Aid at Work - Debra Baxter

1. First Aid at Work – George Stokes and Tara Duncan

**Part 4: Arrangements for Health & Safety**

1. Risk Assessments

Relevant Risk Assessments will be completed, and action taken.

* Display screen equipment (DSE) workstation checklist (office workers)
* PAT Testing will be completed on all portable appliances.

1. Training
* Appropriate training on operating M4U owned equipment will be given.
* Workers will be allocated roles that they are adequately trained to perform.

1. Housekeeping
* All trip hazards, e.g. trailing cables, boxes, bags etc., must be removed from walkways and escape routes.

1. Consultation
* We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.
1. Wellbeing Check-In
* The Management Committee will review quarterly Wellbeing Check-In forms.

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| **This Policy was written in line with the Health & Safety Executive.**   |
|  **Implemented on**  |   28 February 2024 |
|  **Reviewed no later than**   |   27 January 2025 |

**This policy forms part of Music 4 U’s Core Values and should be read collectively with the following:**

* Anti Bullying Policy
* Child & Vulnerable Adult Protection & Safeguarding Policy
* Child & Vulnerable Adult Protection Reporting Procedure
* Code of Behavior Adults
* Code of Behavior Students
* Comments, Compliments & Complaints Procedure
* Equality & Diversity Policy
* GDPR Policy
* Health & Safety Policy
* Online Safety & Social Media Policy
* Photography & Film Policy
* Whistleblowing Policy

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