

# Lewisham Music

## Health & Safety Policy



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## Part 1: Health & Safety Policy Statement

Lewisham Music (LM) believes that people are its most important asset and is committed to ensuring the health, safety and welfare of its employees and other persons who are liable to be affected by its activities. We consider health and safety to be an integral part of its business performance and will aim to achieve continual improvement in standards through the setting of targets for their achievement.

Compliance to the legal requirements under the Health and Safety at Work Act 1974 and other relevant statutory provisions will be considered to be the minimum acceptable standard. This act requires employees to take reasonable care for the health and safety of themselves and other people at work. This extends to co-operating to enable the employer to fulfil its legal duty. It is an employer's duty under the Act to protect the health, safety and welfare of employees and other people who might be affected by their business.

The prevention of accidents, injury or loss is essential to the efficient operation of Lewisham Music. The aim of senior management, with the assistance of the Board of Trustees, is to provide a safe and healthy working and learning environment for staff, pupils, visitors, contracted staff from partner organisations, and members of the public who are engaged or connected with LM's delivery and partnership programmes.

The arrangements outlined in this statement and the various other safety provisions cannot completely prevent accidents or ensure safe and healthy working conditions. The Chief Executive will take all reasonable steps to identify and reduce hazards to a minimum but to achieve a safe working environment all employees and pupils must appreciate that their safety and others also depends on their individual conduct and vigilance while working in schools and/or in leased or hired premises while taking part in Lewisham Music activities.

Clear written systems and procedures that manage activities have a vital role to enable risk environments to be adequately controlled and managed.



## Part 2: Organisational Arrangements, People & Resources

### Objectives

The objectives of the Health & Safety policy are:

- to promote high standards of safety, health and welfare in compliance with the Health & Safety at Work Act 1974, and other statutory instruments and approved codes of practice;
- ensure that places and methods of work are safe and healthy through the arrangements set out in Part 3;
- protect personnel, whether they be employees, contracted staff, pupils, or members of the public from any foreseeable hazards;
- ensure adequate training, instruction, supervision and information is given to all members of staff in order that they may work in safety insofar as is reasonable and practicable;
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare;
- ensure that awareness with regard to all aspects of safety is fostered by all personnel;
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety;
- ensure that full and effective consultation on all matters is encouraged.

### Responsibilities

The responsibilities of individuals in Lewisham Music are as follows:

**Board of Trustees.** The ultimate responsibility for all aspects of health and safety at work within Lewisham Music rests with the board of trustees through the safety organisation.

**Chief Executive.** The Chief Executive is responsible for the effective implementation of the health and safety policy and for encouraging staff, through regular monitoring, to implement health and safety arrangements.

**Health & Safety Representatives.** The LM Health & Safety Representative is the Business Manager who will advise the Chief Executive on health, safety and welfare within Lewisham Music's hired premises. In the absence of the Business Manager, the Health & Safety Representative is the Chief Executive. The LM Health & Safety Representative provides advice for all LM personnel in meeting their individual responsibilities with regard to health and safety at work. The LM Health & Safety Representative is also responsible for inducting new member of staff.

In schools and other external premises where programmes are provided by Lewisham Music, LM staff are required to implement local health and safety systems and procedures including identifying the Health & Safety Representative in the settings in which they work.

**Team Leaders.** LM team leaders are staff with responsibilities for music centres, after school ensembles, holiday courses, events and projects. They are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of responsibility. Team Leaders are directly responsible to the Chief Executive and Health & Safety Representative for the implementation and operation of health and safety policy within premises used by LM for delivery of its programmes including fire safety (termly fire drills), escape routes, and elimination of potential health and safety risks. They are also responsible for ensuring the implementation and operation of health and safety policies implemented by organisations working in partnership with Lewisham Music. Team Leaders are also responsible for undertaking risk assessments and bringing any concerns to the attention of the Chief Executive and Health & Safety Representative.

**Tutors, Teachers, and Music Leaders.** The responsibility of applying safety procedures on a day-to-day basis rests with all LM tutors, teachers, and music leaders in all settings in which they work. All accidents should be reported by them in

accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all pupils under their control are instructed as appropriate and that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary.

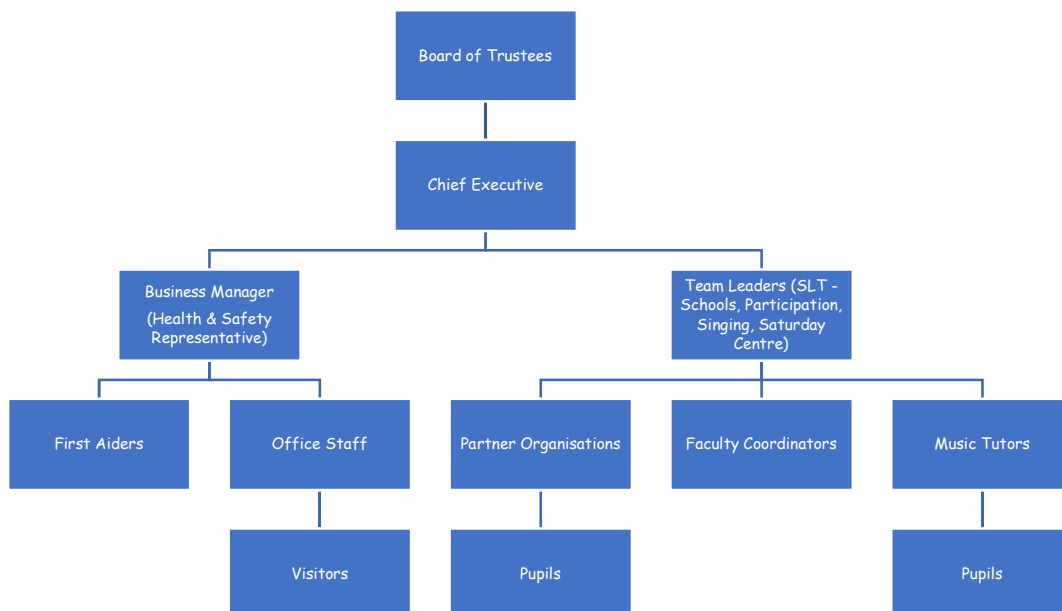
**All employees and pupils.** LM employees and contracted staff and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, contractors, and members of the public. They are required to co-operate with line managers, premises Health & Safety Representatives and the LM Health & Safety Representative, and to adhere to safety guidance in all settings in which they work on behalf of LM to help to maintain standards of health and safety.

**Appointed First Aiders.** LM Team Leaders, senior managers and administrative staff involved in supporting projects and programmes are first aid trained and are directly responsible to the LM Health & Safety Representative for the implementation and operation of LM's health and safety policy within their relevant areas of responsibility. As part of their day-to-day responsibilities, First Aiders will ensure that first aid is administered when required, ensure first aid kits are checked and resourced, and complete reporting paperwork as required.

All LM staff working in schools are required to ensure they are aware of the First Aid procedures in their places of work.

**Office Staff:** The office staff will be directly responsible to the Health & Safety Representative for the implementation and operation of LM's health & safety policy within their relevant areas of responsibility. They will ensure that an accurate record is kept of all staff and visitors in LM Saturday and holiday course programmes and that an up to date record of pupil contact details is available for Team Leaders for all out of school activities, ensembles, events, courses and projects in case of the need for emergency contact to be made with parents and carers.

## Health & Safety Reporting Flow Chart



## Part 3: Planning and Implementation

### Staff Consultation

- Staff will be consulted and asked for their input on the Health & Safety Policy by the Senior Leadership Team (SLT).
- A formalized annual review of the policy will be undertaken and staff asked for their input.
- Staff will be encouraged to report any H&S concerns using a H&S report form and through the filling in of maintenance requests which list H&S concerns.
- Copies of all risk assessments and policies kept in the Lewisham Music office for review by staff whenever required.

### Staff Information

- Staff will be given a copy of the Health & Safety Policy and procedures and asked to sign to say they have read and understood their roles and responsibilities.
- Changes or new procedures will be given to all employees as relevant and their signature obtained as required.
- Key health and safety information will also be included in the current edition of the Staff Handbook.
- New employees will be given health and safety information at induction.

### Information for pupils, parents, carers and visitors

- Information for pupils will be given in lessons, meetings, events and projects as required.
- Information for parents and carers will be provided in guidance policy documents, terms and conditions and through letters and newsletters as required.
- Information for visitors will be given verbally, set out on a visitor's badge and through visitor leaflets.

### Staff Training & Competencies

Staff competencies will be assessed as part of the performance management process and additional training organised as required:

Staff	Training Requirement
Trustees	Safety Awareness briefings
Chief Executive	4 Day Institution of Occupational Safety and Health (IOSH) Managing Safely Course
Health & Safety Representative (Business Manager)	2 day IOSH Working Safely Manual handling, safety awareness, risk assessment, fire safety and working at height training
Senior Leaders	2 day IOSH Working Safely Risk assessment and educational visits training
First aiders	1 day Health & Safety Executive (HSE) accredited course (and refresher courses as required) <b><i>This is a statutory requirement</i></b>

Staff	Training Requirement
Faculty Coordinators, Singing Leader, Head of Saturday Centre	Risk assessment and educational visits training
All employees	Inset session on Fire Safety Awareness Inset session on Epi-Pen Inset session on epilepsy Inset session on basic first aid

## **Premises Safety Inspections**

The Health & Safety Representative carries out regular premises safety inspections (at least two per year) in premises used for out of school programmes, projects and events. (See premises checklist in the Appendix). This comprises a premises inspection in conjunction with the Chief Executive. Potential hazards are noted and assessed. A copy of this report is given to the Chief Executive to authorise appropriate action – which may include researching costs of potential solutions or taking immediate action where necessary in the event of a severe risk. A copy of the report is presented to the Board of Trustees at the next Trustees meeting to agree action to be taken.

Music tutors working in schools are required to note any health and safety concerns and bring these to the attention of the relevant school Health & Safety Representative and the Chief Executive without delay.

## **Risk Assessments**

Risk assessments will be undertaken to cover all aspects of out of school delivery (including fire and security) and methods of work (including manual handling, working at height and lone working). The assessment identifies all defects and deficiencies together with the necessary remedial action or risk control measures.

Risk assessments will be carried out by those people as identified above in Section 2. Risk assessments will be carried out once and then reviewed annually unless there is occasion to review earlier. Risk assessments (and thus the procedure) will always be reviewed following an accident, change of personnel, building works or other incidents that could point out that procedures are not working.

Wherever possible, risk assessments will be undertaken by 2 people (the responsible post-holder and another senior member of staff or member of staff most likely to be affected by undertaking the task and suffering the consequences of unsafe conditions) to ensure the final judgement reflects a balanced view. All risk assessments need to be signed off by the Chief Executive. The results of risk assessments will be reported to the Board of Trustees where necessary for consideration and discussion of possible control measures.

## **Risk Assessment Methodology**

The following methodology will be used to assess risk:

- (i) Hazards identified through inspections, discussions, reviewing of accident statistics, review of any H&S concerns reported by staff.
- (ii) Categories of individuals potentially at risk – some hazards may present a special or high risk to certain individuals such as pregnant women, new employees, individuals with disabilities or medical conditions, lone workers or children.
- (iii) Scale of the risk assessed taking account the number of people who might be affected in one incident, individuals particularly at risk, concentration of substances, heights, weights etc and details of previous incidents.
- (iv) Potential severity of harm – i.e. parts of the body likely to be affected, nature of the harm (ranging from slight to extremely harmful).
- (v) Potential likelihood of staff/visitors/pupils carrying out unsafe acts through lack of knowledge, underestimation of the practicality and usefulness of safe working methods, short cuts being taken to complete tasks.
- (vi) Control recommendations identified to eliminate risk altogether or to reduce levels of risk through adaptation of working practices, introduction of planned maintenance, setting up of emergency arrangements, purchase of protective equipment or use of new technologies.

## **Advice on Meeting Legal Requirements**

The Chief Executive is as an employee of Lewisham Music, a registered charity. If advice is sought from other safety advisors this should be discussed with the Board of Trustees to ensure suitability.

The Chief Executive will inform the Board of Trustees of any visit or discussion with the Health and Safety Executive or London Fire and Emergency Planning Authority or if any improvement or enforcement notice (including a London Fire and Emergency Planning Authority (LFEPA) A13 letter) is received from the HSE or the LFEPA.

## **Reviewing & Monitoring**

The Chief Executive will annually monitor the risk assessment process calling in all those responsible for carrying out assessments and checking that a suitable number of assessments have been completed. The Chief Executive and Trustees will review the risk assessments, consider and assess the potential impact and knock on effects of the possible control measures which could be introduced and the viability of the financial implications. The agreed actions will then be used to update the policies and procedures and responsibility/timelines agreed for the measures to be put into place.

The Chief Executive will also assess accident statistics on a termly basis, looking at trends, at whether they are being reported correctly and that follow up action has been taken. This should then be reported to a Board of Trustees meeting. The Chief Executive will annually monitor the H&S Policy – (this document) to ensure that it is still relevant and workable. All employees will be informed of any changes made through staff briefings, the staff handbook, memos and meetings – as deemed most suitable.



## **Part 4: Safety Arrangements**

### **Introduction**

The safety arrangements set out below are for the information, guidance and compliance of all members of Lewisham Music staff.

Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health & Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all managers, team leaders and coordinators to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:

- providing and maintaining safe equipment and safe systems of work;
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles;
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety;
- providing safe places of work with safe access to, and exit from them;
- providing a safe and healthy working environment;
- providing a system for rapidly identifying and remedying hazards;
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment.

More specific arrangements are set out below and will be appended from time to time as necessary to address new risks.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the Board of Trustees and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their line manager. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

### **Accident reporting**

Any accident or injury is to be reported to the relevant Health & Safety Representative by the person or persons involved in the accident, or by their line manager, and entered in the premises accident report book. An accident report form (see attached) must be completed by the LM member of staff involved and returned to the LM office for entry in the LM Accident Report Book. The LM Health & Safety Representative will ensure that the Chief Executive and Board of Trustees are informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995).

### **Accident investigation**

All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the Health & Safety Representative. The Health & Safety Representative will carry out an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a reoccurrence. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.

## **Reporting procedures**

Any practice or condition that is likely to have an adverse effect on the health & safety of personnel, or damage to equipment or property, is to be reported to Team Leaders and/or a member of the Senior Management Team. Such reports are to be recorded by the Health & Safety Representative.

## **Safe working procedures in the LM office, hired premises and venues**

The Chief Executive, Health & Safety Representative and Team Leaders must ensure that safe working procedures are developed through:

- assessing the tasks;
- identifying the hazards;
- defining a safe method;
- implementing the system;
- monitoring the system.

Once developed, safe working procedures must be cascaded by Team Leaders to protect all appropriate LM personnel working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid-down procedures and ensure that personnel under their control are fully conversant with these procedures.

## **Defective tools and equipment**

- All defects found in equipment must be reported immediately to the appropriate Health & Safety Representative.
- The equipment concerned should be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until repair has been completed.

## **Good housekeeping – Slips, Trips & Spills**

Slips, trips and falls are the largest cause of accidents in premises. Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms used for LM equipment are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

### *Flooring*

Floors in premises used for out of school projects and events will be checked regularly by Team Leaders to ensure they are stable, level, have no bumps or holes and are not slippery. Any concerns will be reported to the premises and LM Health & Safety Representative for discussion with the Chief Executive to agree control measures such as repair, replacement or provision of safety signs. All staff have a responsibility to report worn flooring, holes and cracks that could cause a tripping hazard to the appropriate Health & Safety Representative or Team Leader.

### *Cable Management*

Teaching staff working in schools and staff in out of school projects and events are responsible for ensuring equipment is positioned so cables do not cross pedestrian routes. Cable covers should be used to fix cables to surfaces and ensure they are tucked out of the way. Staff who need assistance should raise this with the appropriate Health & Safety Representative or Team Leader.

### *Spillages*

Spillages must be cleaned up immediately using an appropriate cleaning method. Staff should take care when carrying drinks around in premises and clean up any spillages themselves as soon as they happen or get a responsible child to assist. Spillages must not be left.

Children in LM out of school programmes are to be informed of the dangers of slips and also be encouraged to report wet cloakroom floors to their teacher or the staff on duty so that these issues can be drawn to the attention of relevant premises staff.

#### *Coats/Book Bags*

Teaching staff in school and out of school settings are responsible for ensuring children hang up their coats so they do not cause a potential tripping hazard (which could prove fatal in the event of a fire).

#### *Tables/Chairs, Instrument Cases and Music Stands*

Children should be briefed to ensure chairs are tucked away under tables, instrument cases are stored safely and that music stands are positioned to reduce the risks of trips and falls. Staff should ensure access routes are kept clear of desks and other equipment.

#### *Housekeeping*

Good housekeeping is essential. All staff in all settings have a responsibility to help keep the working environment clean and tidy with floors and access routes kept clear of obstacles, boxes and files.

#### *Weather Conditions*

In poor weather conditions, premises staff are responsible for ensuring key pathways are gritted before staff and children start to arrive and at key intervals through the day as required. Team Leaders are responsible for liaising with premises staff as required. Children should not be allowed to access icy areas.

## **Electrical equipment**

All LM electrical equipment is tested annually (PAT - Portable Appliance Testing) by an approved contractor as per the statutory guidelines. Any items failing the test are disposed of immediately. The LM Health & Safety Representative has been designated to take responsibility for this.

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs.
- Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty must not be used.
- If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been completed.

All staff have a responsibility to ensure portable electrical appliances are used correctly (the manuals are kept in the Lewisham Music office), that they are positioned securely and appropriately and there are no trailing wires which could cause a hazard.

Pupils should be encouraged to use LM's or school mains-operated electrical equipment. If there are sound reasons for them to use their own, it can only be utilised at their own risk. It should not be shared with other pupils.

Any member of staff who has concerns about a piece of electrical equipment has a responsibility to take the equipment out of use and bring it to the notice of the Team leader and/or appropriate Health & Safety Representative immediately.

## **Smoking**

Smoking is not permitted in any premises or venues used by Lewisham Music.

## **Fire prevention**

- A notice, 'Action to be taken in the event of a fire' should be posted in all buildings at fire points. Staff working in schools and Team Leaders will check each area in use has a printed notice clearly identifying the evacuation route and assembly area to be used.
- Lewisham Music personnel are responsible for knowing the location of fire points and fire exits in all settings in which they work. They should also know the location of the assembly point in the event of a fire.
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'.
- Team Leaders and teaching staff need to make themselves aware of the location of call points, fire extinguishers and blankets particularly in higher risk locations.
- Fire drills are conducted termly at LM's Saturday Centre premises. Other fire evacuation procedures, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation.

## **Gun & Bomb Scares**

In the event of gun or bomb scares, the alarm should be sounded and evacuation carried out as in a fire emergency.

## **Tragic/Serious Incidents**

This may involve an explosion (including bombs), shooting or knifing or other act of extreme violence, outbreak of serious illness, death of a pupil or any of a range of accidents. The appointed Emergency Controller in schools is the Headteacher. In out of school settings it is the Chief Executive.

## **Civil Emergencies or serious health risk close to school**

In the event of an emergency close to any premises being used by Lewisham Music for an out of school programme or event, the Chief Executive, Team Leaders and staff will heed the advice of the police or other civil authorities and take whatever action to ensure the safety of the pupils. Where it is necessary to evacuate the premises urgently, the Emergency & Critical Incident Plan will be followed (see attached).

## **Flood/Seasonal weather conditions**

In the event of exceptional weather conditions or a flood, it may be necessary to close premises. If this happens during hours of operation of an out of school programme or project, parents will be contacted to collect their children. If this happens in a school, LM staff will follow school advice.

Where possible, decisions regarding the closure of premises used for out of school programmes or projects due to adverse weather conditions will be made before sessions start. In these circumstances, staff will be contacted by the relevant Team Leader, and parents informed by phone, text, email and/or the posting of notices on the relevant premises. Schools are requested to contact LM office.

## **Heating/Power/Water Failure or Gas Leak**

If a problem occurs in an out of school setting during hours of operation, the Team Leader will ensure the relevant Premises Officer calls in an emergency contractor who will visit, assess and inform what action needs to be taken to rectify the problem. If the problem will take some time to rectify, it may be necessary to close the premises, in which case Team Leaders and other staff will contact parents to inform them and ask them to collect their children.

In the event of a gas leak, it may be necessary to evacuate the premises immediately. The Chief Executive will determine whether pupils should be sent home or escorted to an alternative site (see Emergency & Critical Incident Plan) for collection from there.

In the event of a heating failure, premises staff may consider hiring emergency portable heaters subject to the agreement of the appropriate Team Leader. No paraffin heaters will be used as they represent substantial fire risks.

## **Security**

Premises are constantly at potential risk from criminal damage, burglary, theft and arson. In these circumstances, the lives and the safety of staff and students could be in jeopardy. A successful criminal attack in a location hired for use by Lewisham Music will have at least one of several predictable results:

- loss of equipment;
- loss of records;
- drain on resources;
- demoralisation of staff and pupils;
- injury to staff and pupils;
- disruption of service delivery;
- displacement of staff and students;
- total loss of premises.

Whatever the precise outcome, any criminal attack will inevitably impact the running of the premises. It follows that every realistic step should be taken to prevent it.

## **Access**

If access is required to premises outside school hours, the main appointed key holder is the relevant Premises Officer.

Staff may be given passes or key fobs to gain entry to premises. In the event that these are lost, even temporarily, this must be reported immediately to the Team Leader and/or Business Manager.

## **Legionella**

Health & Safety Representatives in hired premises will be requested for information about the legionella preventative measures in place at the site.

## **Drinking Water**

Drinking water should only be taken from identified and labelled sources.

## **Asbestos**

Health & Safety Representatives in hired premises will be requested for information about the asbestos at the site including provision of a location plan and inspection routines.

## **Contractors**

All contractors who work on hired premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises in accordance with the Health & Safety at Work etc Act 1974. Health & Safety Representatives in hired premises will be requested to inform Lewisham Music Team Leaders of any works that may affect pupils and staff and the delivery of services.

Wherever possible, Lewisham Music will ensure possible repairs, installations of new fixtures and fittings and decoration are conducted outside hours of operation. Where this is not possible, the Chief Executive, Health & Safety Representative and relevant Team Leader, will monitor any potential hazards arising from inadequate measures being taken by contractors and take appropriate action. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Chief Executive will take such actions as are necessary to prevent persons in his/her care being exposed to the risk of injury.

Any concerns about approved contractors will be reported to premises management staff.

## **LM Office Equipment and Desks**

LM office equipment will be checked annually for electrical safety as part of the PAT testing. Office staff will be trained on how to use the full functions of office equipment safely. Work stations will be assessed by a trained member of staff (to review seating position, height of keyboard, positioning of screen, positioning of cables and suitability/adjustability of chairs to alleviate/minimize fatigue and discomfort)

## **Visitors**

Visitors to premises used for out of school programmes and projects have to sign in and wear a LM visitor badge at all times. New visitors should be given a copy of the visitors' information which informs them what to do in the event of a fire and gives other basic information about the premises. Visitors must sign out when they leave and hand back their badge so this information can be cross referenced by Lewisham Music staff in the event of a fire. It is the duty of all Lewisham Music personnel within the premises to ensure the health and safety of all visitors.

## **Traffic Safety**

In out of school settings, Lewisham Music Team Leaders need to make themselves aware of the premises' arrangements for parking and vehicle access. In the event of concerns about access, Team Leaders must contact the Chief Executive and/or Health & Safety Representative.

## **Waste Disposal**

Team Leaders are responsible for familiarising themselves with waste management arrangements in hired premises. Care needs to be taken with hazardous waste (such as computer equipment, printer cartridges etc) and medical waste (such as wipes used to clean up body fluids and needles). First aiders should ensure waste is disposed of appropriately.

## **Lone Working**

People who work alone without interaction with other workers i.e. people who work in the building outside normal school/office hours (i.e. teachers/office staff working late) are vulnerable and extra safety measures may be required.

Under the Management of Health and Safety at Work Regulations (MHSWR) 1999, managers are required to carry out suitable and sufficient risk assessments, identify the hazards associated with the work, assess significant risks to lone workers and take steps to avoid or control the risk and implement safe working arrangements/procedures.

The Chief Executive and Business Manager are responsible for identifying all staff who act as lone workers on a regular basis, conducting a risk assessment, setting up procedures to control the risk and organising information and training for the affected staff where appropriate. The risk assessment should consider physical fitness along with physical hazards and draw up guidelines as to whether there are some activities which should not be conducted when the staff member is a lone worker (i.e. working at heights etc).

In the event of an incident involving a lone worker (including a near miss or potentially hazardous situation which was avoided), a CS2 form should be sent through to the E&C Safety team and the risk assessment revisited.

Office and /or teaching staff should ensure when working late as a lone worker that all entry doors are secure and protected by entry passes. In the event of an incident at hired premises, lone workers should ensure they know the emergency contact number of the premises officer on duty in the building. In the event of an incident at the office, the security contact number is displayed on the wall.

Lone workers should carry a charged mobile phone at all times. Personal valuables should be left at home or work. If attacked for Lewisham Music money (i.e on route to the bank) which the attacker knows about, the money should be handed over.

Lone workers should use his/her expertise, experience and common sense when undertaking maintenance tasks as a lone worker during holidays/weekends and ensure high-risk & hazardous activities (such as working at height, climbing on the roof etc) should not be undertaken when there is no-one else on the premises.

### **Pushing, Pulling, Carrying, Moving (Manual Handling)**

Some manual handling will be necessary in all jobs – whether it be moving equipment, stacking materials or taking delivery of goods and stationery. However, LM staff must not be placed in situations where the task over reaches individual limits and should not be asked to move heavy equipment. If the load to be moved requires unusual strength or height, puts people at risk who are pregnant or have health problems or requires specialist knowledge or equipment, every effort should be made to redesign the task. It is the responsibility of Chief Executive to ensure the risks of manual handling have been considered and steps identified to remove or reduce the risks.

Wherever possible, manual handling should be undertaken by a member of staff who has received specialist training. However, whilst training helps to identify hazardous manual handling and instructs in good handling technique, it cannot compensate for a lack of mechanical aids, unsuitable loads, bad working conditions or poor working environment.

The Health & Safety Representative is responsible for undertaking a general risk assessment for manual handling – consulting with staff regarding the types of manual handling they need to undertake as well as listing the activities the post-holder themselves is asked to undertake. Consideration should be given to work practices and work place design/layouts that could minimize the amount of manual handling required and reduce the associated risks

The following areas should be reviewed in the risk assessment. These apply to premises used, hired and controlled by Lewisham Music (not school premises):

Instruments and equipment	Storage facilities should be as close to the area where the lessons will be carried out as possible if and should be at a suitable height to minimize risk. Care should be taken with bulky or heavy instruments or equipment. Lifts should be used and assistance sought wherever possible particularly if instruments and equipment need to be taken to alternative premises.
Premises cleaning	Bins should not be overfilled, polishing machines and industrial vacuums should be stored close to where they are to be used

Offices

Storage should not be at a high level and should be able to be reached without stretching and twisting

Consideration should also be given to the frequency of manual handling and the physical capabilities of the people who undertake the tasks as part of the risk assessment. Recommendations and control measures should be suggested for approval by the Chief Executive to reduce the risks and potential for injury.

In the event of unusual manual handling requirements which are not covered by the generic risk assessment, consideration needs to be given to the type of load and whether it is potentially hazardous – i.e. heavy, bulky, difficult to grasp, unstable or sharp/hot. If these factors are present then an on the spot risk check needs to be undertaken by Team Leader to assess whether a more specific risk assessment is required. The fitness of the person should also be considered – taller or overweight people are more likely to experience back problems, as are pregnant women and older people with less muscle strength or those who usually have a sedentary lifestyle.

If it has been decided to proceed, the following process should be followed:

- Stop & think – is there another way to move the load or can any trolleys or other equipment be utilized to reduce the potential risk?
- Plan the lift – where is the load to be placed? Is help required with the load? Are there any obstacles that need to be removed? Does the load need to be rested on route?
- Position the feet to give a balanced and stable base
- Adopt a good posture – bend the knees if lifting from a low level, keep the back straight, keep the shoulders level and facing in the same direction as the hips
- Get a firm grip – a hook grip is less tiring than keeping the fingers straight
- Keep the load close to the body, do not move suddenly, move your feet not your body
- Lift smoothly
- Do not twist the body when turning – move your feet instead
- Put the load down, rest and then adjust as necessary

Any regular occurrence of back disorders or other ailments which may be associated with unsatisfactory manual handling processes need to be investigated by the Business Manager to see whether new procedures and storage solutions need to be introduced or new equipment purchased.

## **Use of vehicles**

Only those persons authorised and in possession of the appropriate licence are to drive vehicles on Lewisham Music business.

Pupils cannot be taken in staff cars without permission from parents. When permission has been given, it is vital that guidance as set out in LM's Safeguarding Policy is followed (a senior manager needs to be present and a risk assessment completed) together with legislation which came into place on 18th September 2006 is followed and all children up to 135cms in height (about age 12) use an appropriate child restraint when travelling in a vehicle with 8 or less passenger seats, in the front and rear of the vehicle.

## **Working at Height**

Working at height includes any place where a person can fall a distance liable to cause personal injury. This includes pinning up notices on display boards, taking a book from a high shelf, changing a light bulb as well as working on a roof or from a ladder.

The Chief Executive and Health & Safety Representative are responsible for ensuring any designated person responsible for monitoring working at height has been properly trained and is provided with the required resources.



Tutors, teachers and admin staff should avoid working at height whenever possible. Instead, a member of the premises team should be asked for assistance. Staff must not use a ladder if they suffer from dizziness, epilepsy, heart conditions, lung conditions, significantly impaired joint function or are taking medication which recommends machinery should not be used. Anyone who has a fear of heights must also not use a ladder.

The most suitable and correct equipment must always be used – standing on chairs is not permissible. When selecting equipment, the work conditions, distance and consequence of a fall, duration and frequency of the task and the ease of rescue should all be considered. Step ladders and ladders should only be used in low risk situations, for work of short duration (i.e. under 30 minutes in one position) and where the site condition is suitable (i.e. where the ladder can be tied or secured, the ground is level and not slippery, there are no adverse weather conditions which could affect stability and where the user will have at least 1 hand free to grip the ladder).

The following procedures must be followed:

- Pre-use checks of the equipment (general condition sound, clean, dry, free from oil or wet paint, no signs of damage or corrosion, no missing rungs, no sharp edges or splinters, footpads at the base of the ladder secure and not damaged)
- Visual inspection of the ladder in situ (is the ladder secure, is it long enough to ensure the top three rungs do not need to be used, is there a secure hand hold, not resting on weak surfaces, is the ladder angle safe, is the ground stable, is the ladder a safety risk for people on the ground – i.e. tripping, at risk from dropping items if walking under the ladder). If using an a-frame step ladder can the restraint be fully opened.
- Is there someone available to hold the ladder and hand up tools/equipment. If not, a tool belt should be used to ensure hands are free to grip the ladder and balance is not compromised while reaching for tools/equipment.
- Over-reaching must be avoided – keep navel inside the stiles and both feet on the same rung throughout the task. Suitable shoes should be worn to avoid slipping
- The ladder must be moved and stored securely when not in use and as soon as the job is finished

Children can only be allowed to use step ladders if a risk assessment has been done by the responsible tutor or Team Leader and agreed by the Chief Executive. They must be supervised at all times, preferably on a one-on-one basis and by people deemed competent in the use of the equipment.

## COSHH

Every day people at work are exposed to hazardous substances. Examples include acids, inks, metals – e.g. nickel, cleaners/detergents, paints, disinfectants, solvents/degreasers, glues and adhesives, dyes and pesticides. Biological hazards are also potentially harmful – such as bacteria, spores in mouldy hay, grain dust etc. Not all people react in the same way - some are more susceptible than others. The main responses of the body are irritation to the breathing system and/or skin and eyes. Some substances may cause sensitization which builds up over time. Once a worker is sensitized, any further exposure can bring on an allergic response of coughing and wheezing or skin flare ups.

Section 6 of the Health and Safety at Work etc Act 1974 requires manufactures or suppliers to make safety sheets available on the substances they supply. Potentially hazardous substances are also required to carry some of the information on their labels, including the appropriate danger, its symbol and the appropriate risk and safety phases.



In exceptional circumstances, hazardous products may need to be used in relation to hired premises for upkeep or cleaning, but only if information has been provided to the Chief Executive and permission has been granted.

## Purchasing

When ordering products staff have a responsibility to purchase the safest possible product and, wherever possible, to avoid the use of products which have potential hazards. If products have to be ordered which are potentially hazardous, data sheets must be requested on the products. The safety sheets should detail the substance used, information on the ingredients, first aid measures, fire fighting measures, handling and storage, disposal considerations and exposure controls/personal protection methods required.

The information on the data sheets must then be utilized to undertake a risk assessment (COSHH risk assessment forms are available from the office).

#### **Risk Assessments**

Team Leaders (or Business Manager in respect of premises products) are responsible for undertaking a full risk assessment, for preparing plans to deal with incidents, accidents and emergencies, for testing and reviewing the control measures and for training staff. Consideration should be given to whether the product is actually required, whether the substance could be substituted for something less hazardous, whether water sprays can be used to control dust if this is a risk and if Personal Protective Equipment (PPE) such as eye protection, masks, gloves etc are required. The control measures resulting from the risk assessment may also recommend certain groups of children/adults do not come into contact with the product. These control measures and procedures need to be approved by the Chief Executive before the product(s) is (are) used.

Copies of the approved guidelines (along with the data sheet) must be provided for the COSHH manual in the office. Please also advise the office where these products are being stored. If products are flammable, they should be stored over in a sealed container to cut down on fire risks.

(See Appendix for Risk Assessments for use of valve oil and slide oil (for brass instruments) and rosin (for bowed stringed instruments)).

#### **COSHH emergencies**

In the event of a child swallowing or having a reaction to a product which requires medical attention, the first aid recommendations on the product sheet should be followed immediately and the details of the product must be given to the medical team (ideally with a copy of the fact sheet).

#### **Reviewing Control Measures**

The Chief Executive is responsible for testing and reviewing the control measures. In the event of an accident with, or an adverse reaction to a product, the risk assessment will be reviewed by the Chief Executive and a decision taken on whether to revise the control measures or cease usage of the product immediately.

The Chief Executive has two roles in relation to dealing with accidents: to ensure the initial and continuing fitness of employees to do their job and to detect at an early stage any adverse effects that the use of the product may be having on the employed person. It does not necessarily imply medical examination. It could be as simple as hand inspections for dermatitis or taking action on staff/pupil reported allergies or asthma. The first level of health surveillance is part of the normal personnel function of management, maintenance of proper records of sickness absence and the second is to ensure that staff are fully informed of the hazards to which they are exposed in order for them to self-monitor. If medical examinations are deemed to be required these can be arranged via the Occupational Health Service.

#### **Record Keeping**

The Health & Safety Representative is responsible for ensuring clear and up to date records are kept of the way that employees (and pupils in some cases) have been informed of the hazards and of any training that has been deemed necessary. Training may be as simple as ensuring that employees have read manuals detailing the use the product.

#### **Cleaning**

Premises staff in hired premises are responsible for producing risk assessments for their cleaning products, training their staff and keeping a COSHH manual detailing all the cleaning products which they use in the building. They are also responsible for ensuring these products are stored safely and securely at all times. The Chief Executive will ensure relevant information is provided by premises staff and passed on to relevant Lewisham Music staff as appropriate. Any concerns must be reported to the Business Manager who will inform premises staff as required.

In the event of a child getting access to the storage area and swallowing or having a reaction to a product which requires medical attention, the first aid recommendations on the product sheet should be followed immediately and the details of the product must be given to the medical team (ideally with a copy of the fact sheet). The Chief Executive will then be responsible to liaising with the premises staff regarding the next steps and reviewing their risk assessments.

In the event of an accident with, or an adverse reaction to, a product being used by Lewisham Music, the risk assessment will be reviewed with a member of the SLT and a decision taken on whether to revise the control measures or cease usage of the product immediately.

## **Lewisham Music out of school visits, projects, events and activities**

When organising events and projects (i.e. concerts, holiday courses, workshops) the event organizer will be responsible for preparing a short written assessment of the activities that make up the event. All the potential hazards that could occur must be listed – remembering any materials, structures or machinery that might add to the risk of the event, such as musical equipment, rostra, music stands etc. The following activities MUST have an individual written assessment:

- Concerts
- Workshops
- Stands/Stalls
- Displays involving special affects

Each activity at an event will have its own special hazards which could affect all, or particular groups of visitors and participants (i.e. unsupervised children, pregnant women, older people). These risks must be considered and a decision taken and recorded on how the risks can be reduced and managed and the precautions to be taken listed. All events should have an appointed safety officer and all staff helpers given specific, named responsibilities with potential hazards and precautions listed.

Additionally, an emergency plan also needs to be created. The plan should include what action should be taken, who will coordinate, who should be called and how staff will be informed (this may include the use of coded messages). Staff helpers should be instructed on emergency procedure and their responsibilities.

When preparing the site, consideration must be given to the safety of structures and wiring, escape routes and exits for evacuation, first aid, cash handling arrangements, availability of water, checking and servicing of toilets, waste disposal, tripping hazards and food hygiene.

All personnel that arrange or actively participate in visits or out-of-school activities must follow the procedures outlined in the Out of School Visits and Activities policy.

Mini buses and coaches hired to carry 3 or more children aged between 3 and 15 years must be fitted with a seat belt for each child. The seats must face forwards and seat restraints must comply with current legal requirements. All passengers must wear seat belts at all times. The mini bus must also be fitted with a fire extinguisher and first aid kit. A “children warning sign” must be displayed. If these requirements are not met, the trip cannot go ahead.

The trip leader must also include the following elements in the risk assessment for the journey:

- emergency procedures for leaving the vehicle (pupils must be informed before the journey commences);
- safe pick-up and drop-off points identified taking into consideration the size and ability of the group;
- sufficient breaks, stops or rests planned at suitable areas (group must disembark or re-join on the nearside of the vehicle);
- head counts undertaken when getting on and off the vehicle;
- travel sickness tablets can only be administered to a pupil with previous authorization from parents;
- mobile phone number for the driver.