



let's make
some music

Health & safety policy

Lewisham

020 3637 8088
info@lewishammusic.org
www.lewishammusic.org
@LewishamMusic

Music

First Floor
The Fellowship Inn
Randlesdown Road
Bellingham SE6 3BT



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**ARTS COUNCIL
ENGLAND**

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Part 1: Health & Safety Policy Statement

Lewisham Music (LM) believes that people are our 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 our organisation's performance and will aim to achieve continual improvement in standards through the setting of targets for our 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 about 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

At Lewisham Music, everyone has a role to play in maintaining a safe and healthy environment. The responsibilities for health and safety are shared across the organisation, as outlined below:

1. Board of Trustees

The Board of Trustees holds overall responsibility for health and safety within Lewisham Music. They are accountable for ensuring that health and safety is properly managed through the organisation's systems and structures.

2. Chief Executive

The Chief Executive is responsible for:

- Implementing the Health & Safety Policy across the organisation.
- Encouraging a culture of safety by promoting best practices and awareness.
- Monitoring compliance regularly to ensure all staff are following health and safety arrangements.
- Responding to concerns raised and ensuring timely corrective action is taken.

3. Health & Safety Representative

The Health & Safety Representative for Lewisham Music is the Director of Business and

Operations. Their responsibilities include:

- Advising the Chief Executive on all health, safety, and welfare matters in Lewisham Music's hired or leased premises.
- Providing health and safety guidance to all staff.
- Leading induction training on health and safety for all new staff members.

In the absence of the Director of Business and Operations, the Chief Executive will take on the role of Health & Safety Representative.

4. External Settings (e.g. Schools, Partner Venues)

When working in external locations such as schools or partner organisations, all Lewisham Music staff must:

- Follow the health and safety procedures in place at those settings.
- Identify and cooperate with the local Health & Safety Representative.
- Ensure any concerns or risks are reported back to the Lewisham Music Health & Safety Representative as needed.

5. Team Leaders

Team Leaders are responsible for health and safety in specific areas such as:

- Music centres
- After-school ensembles
- Holiday courses
- Events and projects

Their responsibilities include:

- Ensuring all day-to-day health and safety requirements are met within their programme area.
- Conducting termly fire drills, checking escape routes, and addressing any potential hazards.
- Carrying out and documenting risk assessments for their activities.
- Ensuring that any health and safety policies or procedures of partner organisations are followed when delivering joint activities.
- Reporting concerns promptly to the Chief Executive and Health & Safety Representative.

6. Tutors, Teachers, and Music Leaders

All tutors, teachers, and music leaders have a day-to-day responsibility for maintaining safety in the spaces they work in. Their responsibilities include:

- Following Lewisham Music's health and safety procedures at all times.
- Reporting all accidents or near misses promptly, using the correct reporting procedure.
- Ensuring that pupils receive appropriate safety instructions.
- Regularly inspecting their teaching area(s) and taking immediate action if a hazard is identified.

Staff Ratios

Teaching ratios are established for each group based on an activity risk assessment. The ratios are dependent on several factors including; the age of the group, the location (school, youth centre, pupil referral unit), what space is available for the workshop/lesson, are there support staff within the setting, the needs of the young people (e.g. looked after children, children with physical disabilities, informal youth group) and what is known about the session content (e.g. Rock School, gospel choir, singing and songwriting, Samba drumming, music production)

Managers and music tutors should be aware of any statutory requirement for ratios relevant for the group they are working with (such as within early years).

Typically, within a mainstream education setting the maximum staff ratio is **1:30**, providing there is an additional staff member available.

Typically, within our open-access community (out-of-school) settings the maximum staff ratio **1:20**, this can extend to **1:30** providing there is an additional member of staff available to support.

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

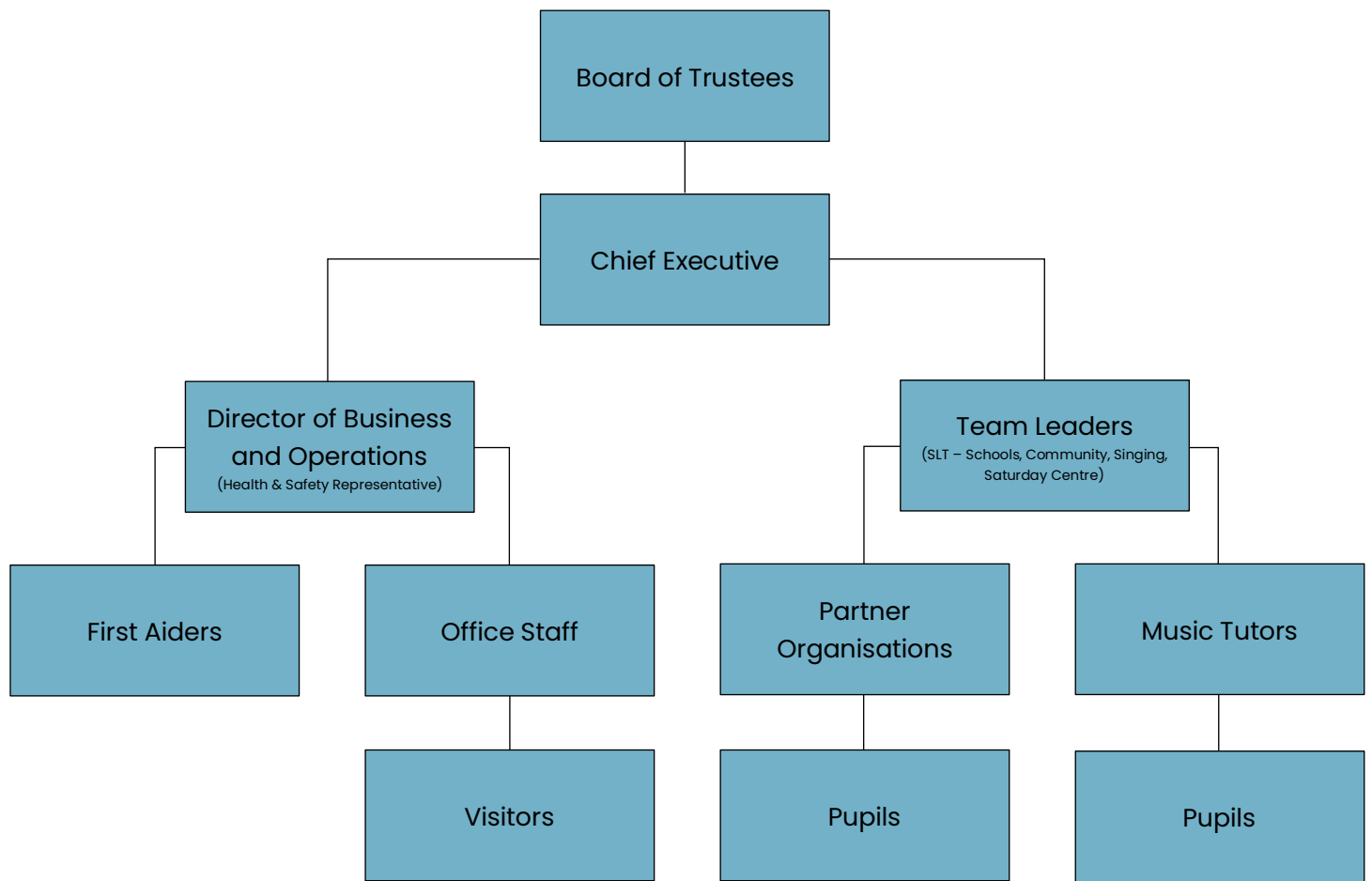
LM Team Leaders, senior managers and administrative staff involved in supporting projects and programmes are first aid trained and are directly responsible to the LM Health & Safety Representative for the implementation and operation of LM's health and safety policy within their relevant areas of responsibility. 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 Leadership Team.
- A formalised 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 saved on Lewisham Music Google Drive for review by staff whenever required.

Staff Information

- Staff will be given a copy of the Health & Safety Policy and procedures so that they understand their roles and responsibilities.
- Changes or new procedures will be given to all employees as relevant.
- 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 in a visitor guide.

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	Institution of Occupational Safety and Health (IOSH) Safety for Executives and Directors
Health & Safety Representative (Director of Business and Operations)	Institution of Occupational Safety and Health (IOSH) Managing Safely Course
Senior Leaders	Institution of Occupational Safety and Health (IOSH) Working Safely Course
First aiders	1 day Health & Safety Executive (HSE) accredited course (and refresher courses as required) First Aid at Work <i>This is a statutory requirement</i>

Staff	Training Requirement
All office employees	Fire Safety Awareness 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. Any 'high risk' activities will be reported to the Board of Trustees where necessary for consideration and discussion of possible further control measures.

Risk Assessment Methodology

The following methodology will be used to assess risk:

- Hazards identified through inspections, discussions, reviewing of accident statistics, review of any H&S concerns reported by staff.
- 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.
- 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.
- Potential severity of harm – i.e. parts of the body likely to be affected, nature of the harm (ranging from slight to extremely harmful).
- 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.
- 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 core/ office staff 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 encouraged to report wet floors to their teacher or the staff on duty so that these issues can be drawn to the attention of relevant premises staff.

Coats/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, 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 Safety

All Employees and Occupants should:

- Familiarise themselves with fire safety procedures and evacuation routes.
- Report any fire hazards or potential risks to the building management.
- Participate actively in fire drills and training sessions.
- Follow all fire safety instructions and guidelines provided by the building management.

Emergency Response Procedures:

- A notice, 'Action to be taken in the event of a fire' is posted at fire points.
- In the event of a fire, immediately activate the fire alarm system (push button activation points are on each floor).
- Dial emergency services (999) and provide accurate information about the fire.
- Evacuate the building using designated emergency exits and evacuation routes.
- Assist individuals with disabilities or mobility issues during evacuation.
- Assemble at a designated safe meeting point outside the building (for The Fellowship, along Randlesdown road).
- Do not use the lift during a fire emergency.

Fire Drills and Training. We will:

- Conduct regular fire drills to ensure all occupants are familiar with evacuation procedures.
- Train employees and occupants on the proper use of fire extinguishers and other fire safety equipment.
- Provide training on recognising fire hazards and reporting procedures.
- Review and update fire safety procedures and protocols as necessary.

Communication and Awareness. We will:

- Clearly communicate the Fire Safety Policy to all employees and occupants.
- Display fire safety instructions, emergency contact numbers, and evacuation maps in

- prominent locations
- throughout the building.
- Regularly communicate and reinforce fire safety guidelines through emails, and meetings.

Review and Revision. We will:

- Regularly review and update the Fire Safety Procedures in line with changing regulations and best practices.
- Seek feedback from employees and occupants to improve fire safety measures.
- Conduct periodic inspections

Adhering to this policy will help create a safe environment and reduce the risk of fire-related incidents.

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.

Emergency Lighting

Emergency Secondary Maintained lighting was installed in 2019 and is compliant and certified to British Standard 5266-1: 2016, BS EN 1838:2013, BS EN 5072:2013. This provides 3 hours of continuous lighting sufficient to allow safe evacuation in the event of loss of power. The system is tested, for a short duration, each month in line with BS EN 50171 / BS 5266-8 to ensure all emergency lighting is in good working order. Every 12 months a full 3 hour duration test is carried out. A record of all tests is kept in the Emergency Lighting Log Book.

Emergency Doors and Evacuation routes

Internal doors and doors leading to exits are made from fire resistant materials. All fire doors are clearly marked with a metal blue disc "Fire Door Keep Shut" notice. All fire doors are fitted with a self-closing mechanism. Where a fire door has a door stop fitted it has a fail safe device that will close release the door after a pre-set period. Emergency exit routes are kept clear of obstacles at all times, and a check of external fire evacuation routes (i.e. over the roof area down the metal external stairway) are checked monthly to ensure no obstacles to safe exit are present. A log of the Emergency Exit route check is kept in the Fire Safety Log.

Fire Marshal

The LM Fire Marshals are: The LM Safety Representative (Director of Business and Operations), The Director of Community Programmes, The Community Programme Producer. Fire safety Training is also offered to all office staff every 12 months.

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 Director of Business and Operations.

Legionella

Health & Safety Representatives in hired premises will be requested for information about the legionella preventative measures in place at the site. Hot water supply at the Fellowship Office will be tested for Legionella every year.

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.

A permit to work system is in place for building contractors working at the Fellowship Office.

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 their 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.

Workstations 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 Director of Business and Operations 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 their 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 workplace 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 Director of Business and Operations 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

Everyday 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 sensitised, 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 must 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, firefighting 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 Director of Business and Operations 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 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 Director of Business and Operations 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.

Minibuses 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 minibus 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.

Personal Emergency Evacuation Plan

This Personal Emergency Evacuation Plan (PEEP) policy and guidance has been developed to ensure the safety and well-being of all individuals in a small two-story building with a passenger lift and stairs. The PEEP is designed to address the specific needs and requirements of individuals who may require assistance during an emergency evacuation. The following policy and guidance outline the procedures and responsibilities related to the implementation of PEEPs in the building.

PEEP Coordinator

A designated PEEP Coordinator will be appointed to oversee the development and implementation of

PEEPs within the building. The responsibilities of the PEEP Coordinator include:

- Identifying individuals who require a PEEP.
- Assessing the specific needs and requirements of each individual.
- Developing individualized PEEPs in consultation with the relevant individuals.
- Ensuring regular review and updating of PEEPs.
- Coordinating with building staff and emergency services to ensure the effective execution of PEEPs during emergencies.
- Providing guidance and training to staff members on PEEP procedures.
- Identifying Individuals Requiring PEEPs. The PEEP Coordinator, in collaboration with relevant individuals, will identify those who may require assistance during an emergency evacuation. This includes individuals with disabilities, mobility limitations, temporary injuries, or any other condition that may impact their ability to evacuate independently.

Individualized PEEPs

Each individual requiring a PEEP will have an individualized plan developed in consultation with them. The PEEP will consider the specific needs and requirements of the individual and may include the following:

- Description of the individual's condition and any specific needs during an evacuation.
- Designation of a responsible person (buddy) who will assist the individual during an emergency evacuation.
- Clear instructions on the preferred method of evacuation (e.g., using the emergency evacuation stair chairs).
- Information on any equipment or aids required during an evacuation (e.g., mobility aids, communication devices).
- Evacuation routes and assembly points specific to the individual's needs.
- Contact information of the PEEP Coordinator and emergency services.
- Regular review and updating of the PEEP as necessary.

Staff Responsibilities

All staff members should be aware of the PEEP policy and guidance and their roles during an emergency evacuation. Responsibilities include:

- Familiarizing themselves with the PEEPs of individuals they are assigned to assist.
- Providing clear and concise instructions to individuals during an evacuation.
- Assisting individuals with mobility limitations in navigating the building's evacuation routes.
- Communicating any changes or updates to PEEPs to the PEEP Coordinator.
- Cooperating with emergency services during an evacuation and providing necessary information about individuals requiring assistance.

Training and Awareness

Regular training sessions should be conducted to raise awareness among staff members about the PEEP policy and procedures. Training topics may include:

- Recognizing individuals who may require assistance during an evacuation.
- Understanding the contents of PEEPs and their role in executing them.
- Effective communication techniques with individuals requiring assistance.
- Familiarity with the building's emergency evacuation procedures.
- Regular drills and exercises to practice the implementation of PEEPs.

Step by Step Guide - Visitors PEEP

- For visitors to Lewisham Music the host is usually a member of staff.
- Where possible gather information regarding the visitor's special requirements before the visit and discuss with the Director of Operations. This is particularly important when several visitors are due to attend a building that all require assistance, such as a course, an audience or event.
- Visitor PEEP forms are available from Reception staff.
- A copy of the visitor's PEEP should be given to reception and if possible.
- Upon arrival the visitor and any carers or helpers will be given a copy of the PEEP by the host and appraised of any special arrangements that have been put in place, including access & egress routes.
- Lewisham Music will keep a copy of the visitor PEEP for 6 months.
- Approval by a member of staff is not required for a visitor's PEEP.

Arrangements for groups of visitors and audiences

- Try to find out in advance if there are people who might need help, but be aware that you may not be able to.
- Where a group of people (such as people in a workshop or an audience) might include more than one person who needs help develop a plan which works for them all.
- For example: "How would we evacuate several people all in wheelchairs?"
- "How would we evacuate an audience with many frail or elderly people?"
- A visitor's PEEP form can be adapted to record the plan.

Review and Monitoring

PEEPs should be reviewed annually or when there are changes in an individual's condition or circumstances. The PEEP Coordinator will ensure the ongoing monitoring and evaluation of PEEPs to ensure their effectiveness and relevance.

Conclusion

This PEEP policy and guidance aims to create a safe and inclusive environment, ensuring the well-being of all individuals, including those with specific needs during an emergency evacuation. Regular reviews, training, and collaboration with relevant individuals and emergency services will contribute to the successful implementation of PEEPs.

<https://lewishammusic.sharepoint.com/Admin%20Documents/Policies/PEEP.docx>

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