

Haringey Children and Young People's Service

Music Service

HEALTH AND SAFETY POLICY

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1. HMS POLICY STATEMENT OF INTENT

HMS recognises its corporate responsibility under the Health and Safety at Work Act 1974 to provide a safe and healthy environment for all its employees, children attending the centre and other people who come onto the premises.

HMS will take all reasonable preventative and protective measures to meet its responsibilities and is committed to providing and maintaining:

- A healthy and safe working environment including access, egress, equipment and systems of work.
- Appropriate organisation and arrangements.
- Safe arrangements for use, handling, storage and transport of articles and substances.
- Health surveillance.
- Competent safety assistance.
- Planning and arrangements for serious and imminent dangers such as fire, explosion, building collapse, etc
- Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
- Co-operation between employees, external organisations and contractors.
- Co-ordination of safety management systems
- Welfare provision

HMS will carry out regular risk assessment for areas of work, (See appendix 1)
HMS will monitor standards of health and safety and collate and assess all recorded incidents. (See Accident book)

HMS will review this policy statement annually and update, modify or amend it, as it considers necessary to provide an effective and enforceable policy.

Signed Katie Lang.....

Date 25th August 2016

Signed Peter Desmond.....

Date 25th August 2016

Signed.......... PETER DESMOND

Date 20th July 2018

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2. RESPONSIBILITIES

Organisational

The Head of Music Service is responsible for ensuring:-

- ❑ Creating and managing safe working practice.
- ❑ There is continuous promotion and development of safe systems of work in the work place, utilising risk assessments, incidents and reports to this end.
- ❑ Specific Health and Safety responsibilities are allocated to staff, and that these are accepted and fulfilled. Also that alternatives or deputies are identified in case of absences. (See Appendix 3)
- ❑ That first aid staff competence is maintained through appropriate training and supervision.
- ❑ That adequate first aid supplies and personal protective equipment are available to the first aider.
- ❑ That the first aider fully understands and discharges their role in accident reporting and investigation procedures and risk assessment reviews.
- ❑ Copies of risk assessment for all relevant workplaces and activities are communicated, and made available to staff and the parents of young persons where applicable.
- ❑ Good housekeeping is practised within their workplace.
- ❑ Employees comply with safety requirements set out in this policy
- ❑ Employees are fully acquainted with accident reporting procedures and emergency procedures for their workplace.
- ❑ Employees receive any necessary training with regard to this policy.
- ❑ All accidents, dangerous occurrences and near misses are promptly recorded, investigated and relevant LA representatives informed. The accident report book is located in the MPAC G15 office(middle office) in the low level cupboard (as this is a confidential document)
- ❑ Records are monitored and statistical information built, relating to accidents and incidents so that trends and preventative measures can be identified and fed into management action planning.
- ❑ Prompt action is taken on any reports of hazards or unsafe practices.
- ❑ Consultation takes place with Safety Representatives and employees on matters affecting employees' health, safety and welfare.
- ❑ Consultation takes place with the Safety Liaison Officer for inspections and when reviewing policy. (See appendix 2)
- ❑ All areas of the centre have a regular health and safety inspection and the details of the inspection are recorded. (See appendix 4)
- ❑ New employees are aware of policy
- ❑ Policy is reviewed annually.
- ❑ Health and safety notices and information are displayed prominently in each and every workplace.

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All Employees

All employees must comply with Council Health and Safety regulations.

The responsibility of employees to health and safety are given in Section 7 and 8 of the Health and Safety at Work etc Act 1974

Section 7 states that:-

1/ "It shall be the duty of every employee while at work:

- a) to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omission at work and
- b) as regards any duty or requirement imposed on the employer or any person by or under any of the relevant statutory provisions, to co-operate with them as far as is necessary to enable that duty or requirement to be performed or complied with."

Section 8 of the Act states that:-

- c) "....No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare in pursuance of any of the relevant statutory provisions."

Employees will be responsible for:-

- Becoming familiar and complying with Health and Safety Policy and its guidelines set by their managers.
Including location of fire extinguishers nearest to their place of work, evacuation procedure, reporting and recording accidents and incidents, and first aid guidance.
- Becoming familiar with the risk assessments related to their jobs.
- Informing their line manager if they have identified or suspect an untoward incident, dangerous or hazardous working conditions or practices, a breakdown or malfunction of equipment and the presence of any dangerous substance detrimental to the workforce.
- Ensuring that all incidents/ accidents are reported to line managers and all reasonable actions are taken to prevent accidents to themselves and others.
- Day to day good housekeeping within their workplace including general tidiness and ensuring that escape routes are not obstructed.
- Checking relevant equipment is switched off; windows are closed and where appropriate locking doors.
- Using the correct equipment and/or tools for the job and any protective equipment or safety devices, which may be required;

The Site Manager/ members of staff will be responsible for:

- Checking security equipment e.g. locks, emergency lighting, fire alarm, security systems during the day and windows, alarms and gates when premises is vacated.
- Together with cleaners are responsible for maintaining a clean and tidy building and grounds.

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- Undertaking minor repairs or maintenance.
- Locking away any equipment / hazardous substance away from children

3. Property Management/ Security

The Head of Service of the Music Service and nominated HMS staff are the designated key-holders and are responsible for the security of the building. HMS is responsible for locking away money at the end of each day.

Visitors

There is video door entry system in place, access is via a button on the system which releases the door for entry.

There is a counter as part of the office door so that the front office has a definable barrier between the staff who are dealing with the public and the general public who enter the building.

Car Parking

Car parking is a concern at HMS especially during after school groups. It is hazardous for those who use the premises and for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it or dropping or collecting children should at all times have consideration for the safety of pedestrians, other road users and the immediate community.

There is a car park on site of the school for use by our clients during ensemble activities but NOT during the school day.

Letters are sent periodically to parents highlighting these concerns: (See Appendix 5)

Contractors in building

Contractors on site need to contact the Head of Service, the site manager or the Senior Administrator.

Contractors will work under close supervision of the Site Manager so as not to endanger the health and safety of children or adults on the premises.

An appointment will be made with the Head of Service to discuss any works planned within the HMS area.

Visits by maintenance contractors must be recorded and contractors informed by site manager of any hazards on site of which they may be unaware.

Consideration must be given to the possibilities of maintenance work affecting staff and risk assessment carried out.

No repairs or maintenance can be carried out in areas which children or adults are occupying; this includes cloakroom and toilet areas.

All work will be monitored by the site Manager and any concerns reported to the Head Teacher or the Head of Service, the contractor concerned and the appropriate department at the LEA / LDBS Contractors must be made aware of code of conduct on the premises as follows:

We have been recommended by the LEA Health and Safety Inspector to ask you to refrain from:

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- ❑ Smoking in the building or the grounds as we are a no smoking centre
- ❑ Moving vehicles when children are at play
- ❑ Working on or near the playgrounds when the children are at play
- ❑ Leaving equipment around

4. Supervision of children

Activities run by HMS during school hours:

The course director and tutors of the course will be responsible for the children's H & S.

Activities run by HMS out of school hours:

There must be a designated member of HMS in charge of Health and Safety with a list of deputies in case of absence. (See appendix 3)

Parents of ensemble members must be regularly reminded of safety issues such as, no children off site, pick up procedures when dark outside, car parking, policy regarding allergies. (See app 5)

When a child is picked up late the HMS staff on duty will wait with the child until collected and try to contact the person who is late.

When necessary they should wait off site with an adult for collection allowing the premises to be locked.

If the wait is over 45 minutes the child should be taken to the nearest police station and Social Services contacted.

Out of School activities

In accordance with LEA safety regulations visits / performances away from HMS are carefully planned in advance, with prior visits if possible.

Details are sent to parents. The correct adult child ratio must always be followed and a first aid kit, mobile phone and list of emergency numbers taken.

Current LA guidelines when taking children out states the adult children ratio should be 1 adult to 10 children.

During after school groups the ratio recommended is 1 adult to 20 and a minimum of 1 adult to 16.

5. Working Arrangements

Temperature

Temperatures during working hours shall be 'reasonable'.

This is:-

21 degrees in areas where the occupants are lightly clad and inactive e.g. medical room.

18 degrees where there is an average level of clothing and activity e.g. classroom

15 degrees in areas where the occupants are lightly clad and where activity is vigorous e.g. dance.

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Substances and Materials

All substances and materials having hazardous properties must be assessed before being used, stored or disposed of in accordance with the COSHH assessment and manufacturers instructions. Adequate protective clothing and /or equipment must be used. A risk assessment must be carried out when such substances are used.

Smoking

HMS is a non smoking environment.

6. Equipment Safety

Electrical Safety

Care must be taken in any area in which electrical apparatus is used, particularly audio visual and computer equipment.

Only qualified practitioners should be responsible for regular maintenance and they should comply with manufacturer, school and LEA guidelines.

Fixed installations should be inspected every 5 years, temporary installations every 3 years and portable equipment visually every term and thoroughly inspected and tested each year. (Including microwave and toaster). A record of these tests will be kept by MPAC. (See appendix 4)

VDUs

The employer must provide training on the correct use of equipment. They must provide information about the accessibility to free eyesight tests for those who work regularly at a workstation.

Photocopiers and laser printers

Photocopiers and laser printers both produce ozone which if present in high enough concentrations can cause health problems. Therefore, care should be taken that this equipment is positioned well, that they are regularly maintained and that they are not overused.

Children moving equipment

- Children must always be supervised when moving any equipment or item of furniture.
- Some items maybe awkward to handle. Children need to be shown how to lift and carry safely. This will need regularly reinforcing.
- Chairs should be moved one at a time and children must be shown how to carry them correctly. They may carry single chairs on their own.
- Tables need one child at each end, a child must not attempt to lift a table on his or her own.
- The HMS PA system must only be moved and set up under adult supervision.
- Children should **not** move: Computers, Pianos

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7. House keeping

The Head of Service is responsible for establishing and maintaining good housekeeping practices by enlisting the co-operation of all employees and by regular inspection of each work place.

Aim of good housekeeping is to maintain a safe working environment by paying attention to:

- ❑ Clean and tidy working areas; corridors and stairs that are obstruction free.
- ❑ Condition of floor surfaces and coverings
- ❑ Good lighting, heating and ventilation
- ❑ Siting of furniture and equipment
- ❑ The safe use and storage of material
- ❑ Condition of walls and ceilings
- ❑ Adequate provision of disposal

Lost property

HMS lost property is kept on the hat stand in HMS offices.

8. First Aid

First Aid Boxes.

First Aid boxes are located in the reception and the store at HMS and in the Kitchen of the School House, in the site managers office at Hornsey School.

HMS must ensure that their first aid stocks are regularly checked and replenished. (See appx 4)

When HMS take children off site for performances/ rehearsals a first aid box/pouch must be taken with them.

First aid assistance

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid. HMS is able to call upon a qualified first aider, during office hours and after school activities. (See appendix 3)

Safety / HIV Protection

Always wear disposable gloves when treating any accidents / incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely.

9. Fire

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In accordance with **Fire precautions (Workplace) Regulations 1999** HMS are required to pay attention to:

- Fire door operation
- Clear and unobstructed exit routes
- Compliance with 'No Smoking' rules
- The use of electrical appliances e.g. switching off and, where possible disconnecting before leaving the workplace at the end of the day.
- The use and storage of inflammable materials.

Training should be updated regularly so that employees are familiar with the correct use of alarm systems and extinguishers. (See appendix 4)

Fire drills must be carried out regularly. (See appendix 4)

Fire Safety Arrangements

HMS has a separate Fire Safety Arrangements document in conjunction with this policy. (See Fire Safety file)

10. Emergency Procedure

In the event of a fire or bomb alert the head teacher or person designated must:

- Ring the fire alarm to activate the evacuation of the premises
- Phone 999 for the fire brigade and police
- Check that the evacuation procedure has been followed.

HMS has an emergency evacuation procedure as follows:

- ◆ In the event of a fire alarm sounding all children and adults must stop what they are doing and walk out of the building through the nearest exit. If your normal exit is blocked for any reason use the nearest available exit. Potential risk areas are the Kitchen, offices, boiler house, and storage areas.
- ◆ Adults with children and children should assemble in the playground area. There is an extra lighting switch above the double doors by the toilets.
- ◆ HMS Admin staff should assemble out in the street or the front of the school.
- ◆ On nights when HYM is running rehearsals and using the classrooms of the school they should exit by the designated areas and escape routes as detailed in the registers.
- ◆ During after school activities any volunteers running the tuck shop should evacuate the same ways as groups using the community theatre.
- ◆ The register will be brought out by any tutor in charge of children and where appropriate the first aid kit as well.
- ◆ In the event of an evacuation during office hours the senior administrator is responsible for checking all HMS team and any visitors are out of the building, that the HMS area is clear and for taking out the first aid kit with them.

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- ◆ A check will be made that all children and adults are present and this reported to the designated HMS member of staff, who will report to the Site manager or member of the Senior Leadership team.
- ◆ If there are groups at more than one assembly point, contact will be made with a Fire Warden or the designated person in charge either in person or by mobile phone.
- ◆ The designated person in charge should remain at the front of the building to meet the emergency services and direct them to the incident.
- ◆ Staff will then await the instructions of the Head of Service, member of Hornsey SLT or Site manager and only re enter the premises when given the all clear.

All users of the building must be aware of procedure and any specific responsibilities.
The evacuation procedure must be displayed at all appropriate locations.

Please see the Critical Incident Plan for major incidents

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11. Accidents

Accidents, untoward Incidents, potential hazardous situations:

Any member of staff witnessing and /or involved in, or who suspects the occurrence of, any accident, injury and incident of ill health; dangerous occurrence; near miss; case of industrial disease or poisoning; actual / threatened violence; and property damage MUST report the matter immediately to their manager and the Accident Reporting / SLO.

For 'Notifiable' incidents see 1995 RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulation) (Appendix 3)

Accidents fall in to four categories:

- Fatal
- Major Injury
- To employees resulting in more than three days consecutive absence
- Other accidents

Major Injuries are:

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury, which results in the person, injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained for observation.

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital then the incident must be reported as a major injury

Accidents in the first two categories, Fatal or Major, should be reported immediately to the Head of HMS and by telephone to the LA Senior Health and Safety officer, the Health and Safety Executive will then be informed.

Treatment records must be maintained by those administering First Aid

All minor injuries (including all bumps on the head, minor cuts and bruises) must be written down in the Accident Book, which is in HMS upstairs office.

If a member of staff is sent home sick this must be recorded in the Accident Book.

All bumps to the head must be reported to parents.

If the parent / guardian has been sent for to take the child to the family doctor or hospital an accident report must be filled in, giving as much detail as possible particularly in respect of any corrective/

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remedial action taken or required, and signed by the head of HMS. This Accident Report book is kept in the HMS upper office.

11. Health and Welfare

The LEA through Haringey Council provides an occupational Health Unit comprising nursing, medical and welfare advisers. The details of this service are available from the Personnel and the Human Resources Sections of the Council.

Allergies / Long term illness

HMS is aware that some children and adults have allergies and these can cause extremely serious and potentially fatal reactions.

Therefore HMS in line with has a no peanuts and no latex on site policy.
Parents of relevant ensemble members must be regularly informed. (See appendix 5)

Where we are informed a record is kept of any children attending ensembles who have any form of allergy or any long term illness for example asthma. Tutors must be informed and pupils encouraged to have pumps with them.

New and Expectant Mothers

The phrase 'new or expectant mother' is defined as a worker who is pregnant, who has given birth within the previous six months or who is breast-feeding.

It is the duty of the employer:

- To identify hazards and assess the risks, which may affect the health and safety of new or expectant mothers in the workplace.
- To either remove the risk or prevent exposure.
- To keep risk assessment under review.
- To inform female employees of child bearing capacity about the potential risks.

It is the duty of the employee:

- To provide a certificate from a registered medical practitioner, or registered midwife, confirming the pregnancy.
- To take reasonable care for the health and safety of herself.

13. Risk Assessment

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Regular inspections and Risk assessment will be carried out in accordance with LEA guidance and safety instructions. The head of HMS must ensure that the risk assessments are carried out on all working practices equipment, materials and working environment under their control and any hazards and protective measures brought to the attention of the users. (See appendix 1)

Separate risk assessments will be carried out for performances or activities not on HMS premises. These risk assessments are stored on the shared MPAC drive under 'MPAC Policies' – 'Risk Assessment'

Where employees are not working in a safe manner, managers will identify the reason and take appropriate action, this can include disciplinary measures.

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Health & Safety Policy

Appendix 1

Fire Risk Assessment Form, (attached)

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Health & Safety Policy

Appendix 2

Dates of visits/ inspections by HSO

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Health & Safety Policy

Appendix 3

During office hours the Head of Service is responsible for H & S.
The qualified first aider during office hours and after school lets is the site manager.

RIDDOR 1995

‘Notifiable incidents must be reported under RIDDOR procedure. **Reporting of Injuries, Diseases and Dangerous Occurrences Regulation**

During HMS led ensembles and after school teaching, H & S issues will be the responsibility of the ensemble leaders along with the site manager/ head of service.

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Health & Safety Policy

Appendix 4

Safety Monitoring / Checklists

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Health & Safety Policy

Appendix 5

Details of letters info sent to parents and staff

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