Health and Safety Policy

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1. Introduction

This policy is written in accordance with the Health and Safety at Work Act 1974.

Soundabout was registered as a charity in December 1997 and constituted by Deed of Trust. In January 2004, it became a company limited by guarantee, no. 5023067. This company was registered as a charity in April 2004, Registered Charity Number 1103002.
As of July 2024, Soundabout currently has 10 trustees, 7 contracted staff members and a team of freelance music practitioners and volunteers. The contracted staff all work remotely. There is no office / Soundabout premise. Music making activity happens in various community, health care, or educational settings.

2. Statement of Intent

Soundabout intends to meet its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by:

- preventing accidents and cases of work-related ill health;
- providing leadership and adequate control of identified health and safety risks;
- consulting with our employees on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;

- providing personal protective equipment to all employees, freelance employees, volunteers and service users, for the safe use of plant, machinery, equipment, tools, materials, and substances where necessary;
- providing suitable and sufficient information, instruction, training, and supervision to enable all employees, volunteers, service users and their families to partake and enjoy the activities, work and provision safely and efficiently;
- maintain safe and health working conditions;
- implement emergency procedures, including evacuation in case of fire or other significant incident;
- having access to competent advice;
- aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- the provision of the resource required to make this policy and our health and safety arrangements effective

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work. To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities.

3. Health and Safety Responsibilities

3.1. Overall responsibility for the health and safety of employees, clients, contractors and visitors is that of the Soundabout's Trustee Board.

3.2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the CEO and Operations Manager.

3.3. To ensure that health and safety standards are maintained in priority areas their responsibilities include:

- Risk assessments. Identify significant hazards at the workplace and carry out and record risk assessments in consultation with team members and trustees, and review as often as is appropriate;
- Implementation of safety measures including first aid, emergency procedures, fire and evacuation, maintaining equipment. To inform, consult with, and train team members as necessary to ensure implementation of, and compliance with, safety measures that are identified by risk assessments;
- Reporting of accidents and ill-health. To record all accidents that occur to team members, clients, visitors, contractors, etc., and notify all relevant accidents/incidents, diseases and dangerous occurrences to the enforcing authorities' incident centre, as

required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR

- Inclusion in health and safety procedures in other premises visited: When confirming team members' bookings at other premises, to include a reminder of the need to inform our visiting team members of relevant health and safety procedures at the premises.

3.4. Soundabout team members, freelance workers and volunteers are required to:

- co-operate with the CEO and Operations Manager on all health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety at work and the health and safety of others with whom they are involved;
- advise and inform persons responsible on premises where work is carried out, other than that of Soundabout, of any health and safety concerns they may have;
- report all health and safety concerns to the CEO or Operations Manager.

4. Arrangements for health and safety

4.1 Risk Assessments

4.1.1 The CEO/Operations Manager will undertake risk assessments, in consultation with the team members involved, and with interested trustees and health and safety experts, in the following specific areas:

- Safety in team members' homes when working from home
- Safety in Soundabout's storerooms and when handling equipment;
- Manual handling of Soundabout's musical and other equipment;
- Music Practitioners activities, including transport and other matters affecting personal safety;
- Working with display screen equipment;
- Activities involving service users with disabilities held in schools and external settings

4.1.2. If other significant health and safety hazards are identified, the CEO/Operations Manager will undertake risk assessments as necessary.

4.1.3. Findings of risk assessments will be reported to the trustees.

4.1.4. Action recommended to eliminate or to control risks will be approved by the CEO/Operations Manager.

4.1.5. The CEO/Operations Manager will be responsible for ensuring the implementation of the action required.

4.1.6. When relevant, an item on health and safety will be included in meetings of the trustees who will check that the implemented actions are effective.

4.1.7. Assessments will be reviewed at least annually or when significant changes occur.

4.2 Consultation with Team members

4.2.1. All team members involved will be consulted directly by the CEO/Operations Manager on the risk assessments and the action proposed to reduce risk.

4.2.2. We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

4.3 Safety with Equipment

4.3.1. The music practitioners will be responsible for identifying any musical equipment needing maintenance, through day-to-day visual checks, and reporting this to the CEO/Operations Manager;

4.3.2. The CEO/Operations Manager will be responsible for ensuring that all maintenance is carried out.

4.3.3. The CEO/Operations Manager will be responsible for ensuring that relevant portable electrical equipment is tested regularly by a competent person in accordance with HSE published guidance on portable electrical equipment in offices or low-risk environments.

4.3.4. The CEO/Operations Manager will be responsible for ensuring that new equipment meets current health and safety standards before it is purchased.

4.4 Information, Instruction and Supervision

4.4.1. Copies of this Health and Safety Policy Statement and of associated risk assessments and guidance will be given to all employees, freelance team members and volunteers.

4.4.2. Health and Safety information will be accessible from the CEO/Operations Manager.

4.4.3. The CEO/Operations Manager will arrange for supervision of any new team members as necessary.

4.4.4. The CEO/Operations Manager will be responsible for ensuring that our team working at locations not under Soundabout's control is given relevant health and safety information.

4.4.5. We will provide personal protective equipment where necessary.

4.5 Competency for Tasks and Training

4.5.1 The CEO/Operations Manager will be responsible for ensuring that current and relevant information on health and safety is included in all Soundabout team members' training courses both for new and existing team members, freelancers, and volunteers.

4.5.2 The CEO/Operations Manager will make sure suitable arrangements are in place for employees who work remotely.

4.6 Accidents, First Aid and Work-related ill health

4.6.1. The CEO/Operations Manager will ensure that team members visiting schools can make use of local first-aid facilities if necessary. The CEO/Operations Manager will identify what the provision is and how to access it prior to first visit.

4.6.2. When out and about on Soundabout work, team members are required to be in possession of a mobile phone to enable them to request help if necessary, and to keep a basic first-aid kit in their vehicle.

4.6.3. Team members, freelancers, and volunteers are required to record all accidents, including road accidents where they suffer injury, even minor injuries, or cases of work-related ill health sustained by them, and to report these to the CEO/Operations Manager, within 24 hours. The accident can be recorded on the Accident/Incident Report form. If the accident occurs on other premises, it should also be reported to the organisation concerned and recorded in its accident book.

4.6.4. The CEO/Operations Manager will ensure that all accident reports are investigated as necessary and reported to the trustees.

4.6.5. The CEO/Operations Manager is responsible for reporting relevant accidents, diseases or dangerous occurrences to the enforcing authority incident centre, as required under RIDDOR.

4.7 Monitoring

4.7.1. If there are any accidents or work-related ill-health, the CEO/Operations Manager is responsible for investigating them and recommending action to avoid a recurrence.

4.7.2. When relevant, an item on health and safety will be included in meetings of the trustees, who will check that safe working practices are being followed. They will also review this policy statement in the light of experience each year.

4.8 Emergency Procedures- fire and Evacuation

4.8.1. All Soundabout team members must know the action to take if they discover a fire or hear the alarm on any premises. Those working from home, must have a fire and evacuation plan.

4.8.2. At other premises, Soundabout team members are required to familiarise themselves with the fire safety arrangements and procedures for the premises, and to be aware of the location of fire-fighting equipment, escape routes and precautions to take, as above. CEO / Operations Manager to ensure this provision is in place prior to any visit.

5. Policies and handbooks that work alongside this policy

Generic Risk Assessment and Event Risk Assessment (include food precautions and noise prevention)
Homeworking Policy, DSE and Homeworking Risk Assessment
Online Safety Policy
Safeguarding Policy
Drug and Alcohol policy
Lone working Policy
Sick Pay Policy
Health & Safety Handbook
Drivers Handbook

Review

We are committed to reviewing our policy annually or after any changes in legislation, changes to our regular activities, changes to our key contacts or any near misses.

	Date	Completed by
First Written	**April 2020**	**Jo Colton**
Updated	**May 2023**	**Holly Radford-James**
Trustee Approval	**May 2023**	**Emily Nunns**
Next review date	**July 2024**	**Kathryn Ungerer**
Reviewed	**December 2025**	**Maryse Degbegni**
Trustee approval	**February 2026**	**Ben Weston-Conway**

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