

## HEALTH & SAFETY POLICY

### 1. Purpose

The health, safety & wellbeing of our learning community is of the utmost importance. MMF commits to ensuring a safe environment for its staff, pupils and other stakeholders and accepts in full its responsibilities under the Health and Safety at Work Act 1974. This policy aims to ensure MMF complies with the 1974 Act and provides, as far as is reasonably practicable, a safe and healthy environment for all people who work at, use or visit MMF sites and services.

### 2. Responsible Persons

The person with overall responsibility for Health & Safety is: **Elisabeth Wigley**, Chief Executive

The person with day-to-day responsibility for ensuring this policy is put into practice is: **David Rees**, Operations Director

### 3. Employees' Responsibilities

- To co-operate with supervisors and managers on health and safety matters;
- To take reasonable care of their own and others' health and safety
- To report all health and safety concerns to an appropriate person (as detailed above)

### 4. Assessment of Risk

All regular MMF activity and premises will be subject to a comprehensive Risk Assessment by the Senior Leadership Team with regular review periods.

One-off or occasional activity will be risk assessed as required by a competent person with responsibility for the activity.

Any activity involving young people must be considered for a Risk Assessment by the Senior Leadership Team. Activity taking place in new or unfamiliar locations or that involves an increased specific risk must be risk assessed before activity can take place.

Risk Assessments will be saved on the shared server in: General\Policies\Risk Assessments and made publicly available via [mmf.org.uk](http://mmf.org.uk) / shared with third parties as appropriate.

### 5. Reporting

All accidents and near misses must be reported by employees to their line manager or a member of the Senior Leadership Team (SLT).

Reports should be logged on the Accident Sheet by the line manager or member of SLT here: General\Health & Safety\Accident Logs

Serious incidents, such as accidents that cause injury, should be investigated in accordance with Section 6 of this policy.

The Accident Sheet should be regularly reviewed, at least once every 6 months, by the Senior Leadership Team in order to identify risk trends and to inform risk assessment and action planning.

## 6. Accident Investigation

All accidents at work that result in injury must be properly investigated as soon as practicable by a member of the leadership with responsibility for Health & Safety.

Near misses should be treated with the same attention and severity as if they had resulted in accident/injury.

A report of the incident is to be taken in writing and saved in the Health & Safety reporting folder. The person conducting the investigation must then make an assessment of the incident's severity and take appropriate action.

Appropriate action may include:

- Reporting the incident to senior leadership / the wider staff team
- Undertaking or updating an assessment of risk
- Taking immediate action to mitigate risk
- Implementing staff training or advice
- Reporting the incident to the relevant authority in accordance with the Foundation's Whistleblowing Policy

## 7. Training

Staff must be appropriately trained for the work which they undertake. It is the responsibility of all employees to ensure that they do not participate in activity for which they are not suitably qualified.

Line managers and the Senior Leadership Team will ultimately be responsible for ensuring that staff are suitably trained for the work which they have been directed to undertake.

Suitable training may include (but is not limited to):

- First Aid at Work
- Pediatric First Aid
- Fire Marshall Training
- Manual Handling

All training must be updated in accordance with industry guidance and relevant legislative frameworks. Training requirements should be reviewed annually and when there are changes to staffing, roles or circumstances.

## 8. Risk Management

The following is a non-exhaustive list of areas that may require a Risk Assessment / Management plan:

- Manual handling
- Lone working
- Working at height
- Dangerous substances (e.g. solvents etc)
- Use of tools / dangerous equipment
- Screens / keyboards
- Fire
- First Aid
- Remote Working
- PPE
- Work-related ill health

## **9. First Aid at Work**

Merton Music Foundation will ensure that adequate provision is made to enable:

- Immediate assistance to be given to staff, pupils or visitors suffering from potential injuries or illness associated with its undertakings
- Rapid summoning of an ambulance or medical assistance

The level of provision provided will be appropriate to the risks identified in each workplace risk assessment.

All First Aiders will be competent and hold a valid certificate of training and their names and locations will be prominently displayed in each workplace.

## **10. Insurance**

The Foundation's insurance issues are dealt with via... ???

## **11. Policy Review**

This policy is to be reviewed annually or immediately in the event of a significant change in circumstances or an incident.

**Updated February 2022**