

## **Health and Safety Policy**

Musical Connections works with a number of self-employed professional musicians, volunteers, students, care home residents, sheltered housing tenants and members of the public. Weekly sessions, intergenerational events and additional community-linked events take place in a variety of care and community settings. Health and safety is of paramount importance, given the nature of our work. This policy sets out our priorities and the arrangements we have in place to ensure the health and safety of everyone with whom we are connected.

### **Health and Safety Priorities:**

- To maintain safe and healthy working conditions
- To minimise the likelihood and severity of accidents during sessions and events
- To provide clear instructions, information and adequate training to ensure that all musicians and volunteers are competent to do their work
- To engage and consult with contractors, volunteers and project partners on day-to-day health and safety conditions
- To maintain instruments and equipment and ensure safe usage
- To be aware of and to follow the fire regulations in the venues where we work
- To implement emergency procedures as required

### **Actions/Arrangements**

- A trustee has special responsibility for health and safety
- Health and safety is considered at every trustee meeting
- Relevant risk assessments are completed, and actions arising out of those assessments are implemented.
- Contractor and volunteer induction procedures, including full DBS checks, and a code of conduct cover health and safety issues to be aware of
- Project managers, volunteers, project partners and beneficiaries are routinely consulted on health and safety matters
- Escape access is kept clear at all times
- PAT testing takes place annually
- Should an accident take place, an incident form will be completed and filed subsequent to an investigation by the health and safety trustee

### **Relevant Musical Connections Policies/Documentation**

These documents are provided to all contractors and volunteers and are available on request

1. Adult and Child Safeguarding Policy
2. Musical Connections risk assessment templates for core weekly sessions, intergenerational sessions (including off-site events) and community centres
3. Volunteering Policy
4. Volunteer and Contractor Induction checklist
5. Code of Conduct

