



*music makes  
me happy*

## **Music of Life Foundation**

### **Health & Safety Policy**

#### **1. Policy Statement**

Music of Life Foundation, a registered charity (No. 1102827) (“**we**”, “**us**”, “**the Charity**”) is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all employees, freelance consultants, volunteers, service users, visitors and participants involved in our activities. Recognising our legal duties under the Health and Safety at Work etc. Act 1974, associated regulations, and relevant codes of practice, this policy outlines our commitment to maintaining a safe and healthy environment for all stakeholders, particularly during our music sessions for children and young people with special needs

The Charity does not operate from its own premises but delivers its activities mainly within schools with which it has an agreement to deliver services. In these circumstances the host school retains responsibility for the safety and management of their premises. The Charity will cooperate with host schools with a view to ensuring that its staff, consultants and volunteers comply with host schools’ health and safety procedures and policies.

We aim to create a safe and healthy environment by identifying hazards, assessing risks, implementing appropriate controls, and promoting a positive safety culture across all our activities.

This policy applies to:

- Employees
- Freelance and self-employed consultants engaged by the Charity
- Volunteers
- Trustees
- Any other individuals participating in or affected by our work

#### **2. Responsibilities**

##### **2.1 Trustees**

The Board of Trustees holds overall accountability for health and safety. Trustees will:

- Ensure the Charity complies with all relevant legislation
- Approve and review the Health & Safety Policy
- Allocate adequate resources for health and safety
- Monitor performance and ensure continuous improvement

## **2.2 Chief Executive Officer**

The CEO is responsible for implementing this policy and will:

- Ensure risk assessments are completed and reviewed
- Maintain safe systems of work
- Provide appropriate training, information, and supervision
- Investigate accidents, incidents, and near misses
- Ensure contractors and consultants are competent and adequately briefed
- Ensure staff, consultants and volunteers are aware of and comply with host schools' health and safety procedures.

## **2.3 Employees**

Employees must:

- Take reasonable care of their own health and safety and that of others
- Follow all safety procedures and training
- Comply with the health and safety procedures of host schools
- Report hazards, incidents, and near misses promptly
- Use equipment and PPE correctly
- Co-operate with management to meet legal obligations

## **2.4 Freelance Consultants / Contractors**

Consultants and contractors must:

- Work safely and in accordance with relevant legislation
- Provide evidence of competence and insurance where required
- Follow the Charity's safety procedures and the health and safety rules of host schools
- Report hazards or incidents to their Charity contact

## **2.5 Volunteers**

Volunteers are expected to:

- Follow safety instructions and training
- Comply with the health and safety procedures of host schools
- Report hazards or concerns
- Take reasonable care of themselves and others

The Charity will ensure volunteers receive appropriate induction and supervision.

## **3. Arrangements for Managing Health & Safety**

### **3.1 Risk Assessment**

We will:

- Conduct suitable and sufficient risk assessments for all activities
- Take account of risk assessments provided by host schools
- Review assessments annually or after significant change
- Implement control measures following the hierarchy of control
- Communicate findings to staff, consultants, and volunteers

### **3.2 Training and Competence**

We will provide:

- Induction training for new staff and volunteers as needed
- Role-specific training where required
- Refresher training at appropriate intervals
- Records of all training delivered

### **3.3 Incident Reporting and Investigation**

All accidents, incidents, and near misses must be reported using the Charity's reporting procedure. Where appropriate, we will:

- Investigate incidents to identify root causes
- Liaise with a host school where the incident occurs on their premises
- Report RIDDOR-notifiable events to the HSE
- Keep an accident book in accordance with GDPR requirements

### **3.4 First Aid**

We will:

- Identify host schools' trained first-aiders or appointed persons
- Make those working in host schools aware of the relevant school's first aid arrangements

### **3.5 Fire Safety**

Responsibility for fire safety within host schools remains with the school.

Employees, consultants and volunteers will:

- Familiarise themselves with the school's fire and evacuation procedures
- Follow all instructions given by the host school in the event of an emergency

### **3.6 Safeguarding and Lone Working**

Where staff or volunteers work alone or with vulnerable individuals, we will:

- Conduct specific risk assessments
- Provide lone-working procedures and communication protocols
- Ensure safeguarding policies are followed

### **3.7 Use of Premises**

We will ensure that:

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- Activities are only delivered in venues we consider to be safe and suitable for the activity
- Equipment provided by the Charity is safe, suitable, and regularly inspected

### **3.8 Mental Health and Wellbeing**

We recognise that health includes mental wellbeing. We will:

- Promote a supportive environment
- Encourage open communication
- Signpost staff and volunteers to appropriate support services

### 3.9 Working with Children or Vulnerable Adults

Where relevant, we will:

- Ensure appropriate safeguarding measures
- Provide DBS checks where required
- Train staff and volunteers in safe working practices

### 4. Monitoring and Review

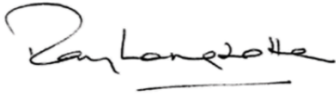
We will:

- Monitor compliance through inspections, audits and feedback
- Review this policy annually or after significant incidents or changes
- Update procedures to reflect best practice and legal changes

**Adopted by the Board of Trustees: 27 March 2026**

**Date of next review: March 2029**

Signed:



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Ray Longbottom  
Chair of Trustees



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Maria Teterina  
Chief Executive Officer