



Health and Safety

Policy and Procedure

Issue 1.0

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1. Health and Safety Policy Statement

This policy will say how Mindsong will manage its health and safety responsibilities.

1. We will manage health and safety by:

- 1.1 Controlling the health and safety risks at work to the best of our ability.*
- 1.2 Involving our personnel** in health and safety issues that affect them.
- 1.3 Ensuring that where our personnel work, and any equipment they use, is safe.*
- 1.4 Ensuring our personnel has relevant information and training on health and safety.
- 1.5 Ensuring our personnel can do their jobs, and are properly trained.
- 1.6 Trying to stop accidents and work-related health problems.
- 1.7 Regularly checking that working conditions are safe and healthy.*
- 1.8 Regularly reviewing this policy and making changes if necessary.

Signed: (on behalf of Mindsong)

..... Date Chair Board of Trustees

Review Date.....

* Mindsong personnel work by invitation at the premises of others (care homes, day centres, hospitals, private homes). A Mindsong representative will visit premises and check for health and safety issues, completing risk assessments where necessary. Mindsong will advise personnel of potential risks and attempt to reduce risks where possible.

** For this document, the term 'personnel' refers to the Mindsong Team, including freelance professionals, volunteers and Trustees.

2. Responsibility for Health and Safety

2. Overall responsibility for health and safety belongs to the Board of Trustees.

2.1 Daily responsibility for managing this policy is given to our CEO, Karen Lawton.

2.2 Mindsong Health and Safety Working Group

Our working group includes Karen Lawton (CEO), Maggie Grady (Lead Music Therapist), Jane Rothery (Volunteer Manager) and Philippa Shaw (Trustee).

2.3 Health and Safety Induction

The following people have responsibilities:

Maggie Grady (Lead Music Therapist) - Health and Safety Induction for Music Therapists and other members of the Mindsong team.

Jane Rothery (Volunteer Manager) - Health and Safety Induction for Volunteers and other members of the Mindsong team.

2.4 Risk Assessments

Where necessary, risk assessments will be undertaken by the appropriate member of the team.

2.5 Accident Recording, Investigating and Reporting

Keeping records will help identify patterns of accidents and injuries. Any incidents should be reported to Maggie Grady who will be responsible for recording. The accident book should be kept for at least 3 years after the last entry.

3. Mindsong Personnel Responsibility

3. All personnel are responsible for:

- 3.1 Co-operating with people who are responsible for health and safety.
- 3.2 Taking care of their own health and safety.
- 3.3 Reporting health and safety concerns to the Health and Safety Working Group.
- 3.4 Health and Safety Working Group Contact Details:

Maggie Grady (Lead Music Therapist)

Tel: 01242 511522

Email: maggie.grady@btinternet.com

Jane Rothery (Volunteer Manager)

Tel: 01594 544149

Email: mindsong.jane@gmail.com

Karen Lawton (Chief Executive Officer)

Tel: 01684 273656

Email: admin@mindsong.org.uk

Philippa Shaw (Trustee)

Email: philippa8shaw@gmail.com

4. Controlling the Health and Safety Risks at Work

4. On first visit to a new place of work, the Music Therapist / Volunteer Manager / Volunteer Coordinator will complete a risk assessment. Further assessments may be necessary if circumstances change.
- 4.1 When starting work at a new establishment (care home, day centre, hospice, hospital, private home) contact numbers for Mindsong's Health and Safety Working Group will be given to **staff** at the establishment, so that in the event of the Therapist or Volunteer becoming unwell, staff will know who to contact, and our personnel will be supported appropriately (for example; if necessary, Mindsong will contact next of kin, or attend to the personnel themselves).
- 4.2 The results of the risk assessment should be shared with Maggie Grady or Jane Rothery, and any relevant action needed to manage the risks will be discussed. Risk assessments will be held by Maggie Grady.
- 4.3 The person/s working in the identified situation will carry out the agreed action points.
- 4.4 Where significant risk has been identified, Maggie Grady will check to see that the actions taken have reduced risks. The person working in the identified situation should report any further concerns to Maggie Grady.

5. Risk Assessments

The Health and Safety Executive (HSE) describes a risk assessment as:

"A careful examination of what, in your work, could cause harm to people.... the aim is to make sure that no one gets hurt or becomes ill".

[Source: <http://www.hse.gov.uk/risk/controlling-risks.htm>]

5.1 Step One – Identify the Hazards

When visiting the place of work, notice any potential hazards.

Examples include:

- If the person you are visiting is bed-bound, is there a bed rail to prevent him/her falling out onto you or from injuring his/herself?
- When setting up a keyboard, can you place it so the lead will not be a tripping hazard to yourself or others?
- Is there risk of violence or aggression from the person you are working with or their carer?
- Is the person you are working with likely to throw an instrument?

5.2 Step Two – Identify Who is at Risk

Once you have identified and listed all the hazards, you need to (i) identify what the specific risk is, and (ii) who is particularly at risk. Consider risks to specific personnel, to both members of our team and the people we work with. Rate the risk 1-3 in terms of severity and likelihood (see Risk Assessment Form, Page*).

5.3 Step Three – Evaluate the Risks and Decide on Precautions

Think about what you can do to remove or alleviate the risk. The main purpose of doing a risk assessment is to be aware of the risks, so that you can take action to eliminate or at least reduce the risks.

5.4 Step Four – Record Your Findings

Write down the actions you propose to take. Ensure the written record of your findings is made available to the relevant personnel.

5.5 Step Five – Review Your Assessment

Check that the agreed actions are reducing the identified risk. Review the assessment if anything changes (such as a reduction or increase in a certain medication, or if the environment changes drastically).

Risk Assessment Form



Name..... Work Place..... Date.....

What is the risk?	Who might be harmed and how?	Rate the Risk		How could you reduce the risk?	Is further action required? <i>Record your plan</i>
		Severity 1-3 (see below)	Likelihood 1-3 (see below)		

Severity 1 = would cause minimal harm 2 = would cause moderate harm 3 = would cause significant harm

Likelihood 1 = unlikely to happen 2 = quite likely to happen 3 = likely to happen

6. Involving Personnel

- 6. Personnel will be involved in health and safety through training, peer group meetings and Board meetings.

- 6.1 Any decisions made at Board meetings concerning health and safety will always be recorded and made available.

7. Health and safety information & support

- 7. The Health & Safety Policy will be issued to all paid professionals and will be available on our website: www.mindsong.org

- 7.1 Health and safety advice is available from any member of the Health and Safety Working Group:

Maggie Grady (Lead Music Therapist)

Tel: 01242 511522

Email: maggie.grady@btinternet.com

Jane Rothery (Volunteer Manager)

Tel: 01594 544149

Email: mindsong.jane@gmail.com

Karen Lawton (Chief Executive Officer)

Tel: 01684 273656

Email: admin@mindsong.org.uk

Philippa Shaw (Trustee)

Email: philippa8shaw@gmail.com

8. Training and Induction

- 8. Relevant health and safety induction training will be provided for personnel as required by Jane Rothery (for our Volunteers) and Maggie Grady (for our Music Therapists and other personnel).
- 8.1 Training should include knowledge of fire / evacuation procedure for each place of work. The Music Therapist / Volunteer should approach staff at their place of work to discover the appropriate procedure.
- 8.2 In Care Homes, Nursing Homes, Day Centres and Hospitals, Mindsong personnel should always have a member of staff present or on hand whilst they work.
- 8.3 For Music Therapists working in private homes, please see our 'Lone Worker' section (p.11).
- 8.4 Training and induction records are kept by Jane Rothery (for our Volunteers) and Maggie Grady (for our Music Therapists and other personnel).

9. Checking Work Conditions are Safe and Healthy

- 9. To ensure that we are working safely and that this health and safety policy is being followed, we will:
 - Investigate accidents/incidents and near misses
 - Discuss relevant issues with personnel
 - Review and update our policy as necessary and at least every 3 years.
- 9.1 The Health and Safety Working Group (Karen Lawton, Maggie Grady, Jane Rothery and Philippa Shaw are responsible for investigating incidents).
- 9.2 The Health and Safety Working Group is responsible for acting on the results of the investigation to **help prevent** the same problem happening again.

10. Lone Workers

In the Health and Safety Executive (HSE) guidance document 'Working Alone', a lone worker is defined as someone who works by themselves without close or direct supervision.

10.1 In the case of Mindsong, Lone Workers are defined as any member of the team working alone in a private home.

10.2 In order to help keep our lone workers safe, Mindsong will:

- Undertake a risk assessment for each new place of work (see pages 7 & 8).
- Respect the right of the Mindsong personnel to refuse the work if they feel unsafe.
- Ensure open lines of communication between the lone worker and the Health and Safety Working Group so regular check-ins can be made, and any concerns raised promptly.
- If necessary, employ the Suzy Lamplugh Trust 'Buddy System' (see Appendix 1)
<http://www.suzylamplugh.org/wpcms/wp-content/uploads/Buddy-System-Guidance-leaflet.pdf>

Further information

(1) Health and Safety Executive: www.hse.gov.uk

(2) Basic health and safety from the Health and Safety Executive:
www.hse.gov.uk/simple-health-safety/index.htm

(3) ACAS leaflet on 'Health, Work and Wellbeing': www.acas.org.uk

(4) Suzy Lamplugh Trust: www.suzylamplugh.org

Appendix 1

Suzy Lamplugh Trust Buddy System

<http://www.suzylamplugh.org/wp-content/uploads/Buddy-System-Guidance-leaflet.pdf>



Simple Buddy System Model (adapted for Mindsong use)

If significant risk has been identified, the following Buddy System would be employed.

1. Lone worker contacts the 'Buddy' (e.g. Lead Therapist) with dates, times, address and contact details of where he/she will be working and with whom.
2. Lone worker arrives at place of work and sends a text / email / phone call to let the buddy know.
3. Buddy acknowledges receipt of this to the lone worker.
4. After finishing work, the lone worker leaves & sends a text / email / phone call to let the buddy know.
5. Buddy acknowledges receipt of this to lone worker.

If the lone worker fails to check in, the buddy will call the lone worker. If there is no response, the buddy calls the site of visit to try to ascertain what has happened. If necessary (still no reply or if the buddy is still concerned) the buddy advises a member of the Health and Safety Working Group and also the lone worker's next of kin. If necessary, the buddy or Health and Safety Working Group member reports the lone worker as missing to the Police, explaining the circumstances.

This system depends upon a commitment from both the lone worker and buddy to make and receive the necessary timely communications as set out above.

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