

Music of Life Foundation Health and Safety Policy

1. Introduction

The Music of Life Foundation, a registered charity (No. 1102827), is committed to ensuring the health and safety of all staff, volunteers, contractors, and participants involved in our activities. 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.

2. Scope

This policy applies to:

- All full-time staff and trustees
- Management and fundraising contractors
- Freelance musicians engaged in music sessions
- Participants in our music sessions

3. Responsibilities

- **Management:** The management team is responsible for implementing this health and safety policy and ensuring compliance with applicable health and safety legislation.
- **Staff and Contractors:** All staff and contractors must comply with this policy, participate in relevant health and safety training, and report any hazards or incidents immediately.
- **Freelance Musicians:** Musicians must hold their own public liability insurance and ensure they are aware of and follow the health and safety regulations of the venues where sessions take place.

4. Health and Safety Practices

- **Risk Assessments:** Prior to any in-person activities, suitable risk assessments will be conducted at the venues where music sessions are held. This includes assessing the environment for potential hazards.
- **Compliance with Venue Regulations:** We will comply with health and safety standards set by the special needs schools and any other venues we utilise, ensuring we follow their specific regulations and procedures.
- **Emergency Procedures:** All staff and musicians will be familiarised with emergency procedures at venues, including evacuation routes, contact numbers for local emergency services, and first-aid arrangements.

5. Health and Safety Training

- Staff, trustees, and relevant contractors will receive training regarding workplace health and safety, including identifying hazards, safe practices, and emergency procedures.
- Freelance musicians will be encouraged to undergo appropriate safeguarding and health and safety training, ensuring they are well-prepared for working with children and young people.

6. Reporting and Monitoring

- All accidents, incidents, or near-misses must be reported to the management team immediately, documented accordingly, and reviewed for prevention measures.
- Regular reviews of our health and safety policy will be conducted to ensure ongoing compliance and the effectiveness of our practices.

7. Review of Policy

This health and safety policy will be reviewed annually or as required to ensure it remains relevant and effective in creating a safe environment for all involved with the Music of Life Foundation.

8. Conclusion

The Music of Life Foundation is committed to promoting a culture of health and safety, encouraging everyone involved in the organisation to take responsibility for their own safety and that of others. Through adherence to this policy, we aim to create a safe environment where children and young people with special needs can thrive through music.

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Review Date: [15 September 2026]

Approved by: [Ray Longbottom, Chair of Trustees]