



HEALTH AND SAFETY POLICY

All Venues

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Contents

1. Statement of intent
2. Aims
3. Principles
4. Responsibilities
5. First Aid Provision
6. Accidents
7. Fire Precautions
8. Electrical Safety
9. Working Environment
10. Moving and Handling
11. Concerts rehearsal and Ad hoc rehearsal venues
12. Playground Safety
13. Risk Assessments
14. Staff Pregnancy
15. Monitoring
16. Security
17. Hygiene



Appendices

Brookland Health and Safety Policy

FCMG and Brookland contract

Incident Reporting form

Chaperoning Guidelines

01. Statement of Intent

This document is a statement of the aims, principles and strategies for ensuring Health and Safety on the Brookland site during FCMG rehearsals. The Trustees of FCMG are fully committed to the establishment and maintenance of appropriate Health and Safety standards which will protect the staff and choir members in their charge whilst attending rehearsals.

02. Aims

To provide a safe and healthy environment for FCMG staff, choir members and all accompanying adults and children who are on the premises during rehearsal time.

03. Principles

The establishment of a healthy and safe environment is an essential pre requisite for the activities of FCMG. It relies upon sound management, vigilant supervision and the cooperation of all involved parties.

04. Responsibilities

All members of the FCMG community (teaching staff, parents/guardians and choir members, committee members and trustees) work towards FCMG's aims by:

Being fully aware of their own responsibilities for maintaining a safe and healthy environment.

Being familiar with all instructions and guidance of safety on site.

Using common sense at all times to take responsibility for their own safety and that of others.



Finchley Children's Music Group (FCMG)

Reporting any unidentified hazards to a committee member without delay.

The Operations Committee and Trustees work towards FCMG's aims by:

Ensuring that all members and their associates are aware of their own responsibilities.

Making termly inspections to ensure that a safe and healthy environment is maintained.

Establishing a system for the reporting, recording and investigations of accidents and ensuring this is applied rigorously.

Monitoring and reviewing this policy and ensuring any necessary revisions are undertaken.

Ensuring that all staff are familiar with the Health and Safety policy of the charity and other codes of practice and legislation.

Facilitating applicable safe training of staff.

Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is reported to Brookland personnel in a timely manner.

Ensuring there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency.

The person leading the Operations Committee works towards FCMG's aims by:

Taking responsibility for the weekly operations of the Health and Safety policy.

FCMG Operations Committee members work towards FCMG's aims by:

Taking responsibility for the safety of members in choir rehearsal sessions.

Exercising effective supervision of choir members and to know the emergency procedures in respect of fire, bomb scare, first aid and to carry them out appropriately.

Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for, and are conscious of, their responsibilities in taking reasonable care for their own safety and that of others.

Providing opportunities for choir members to discuss appropriate safety issues.

Taking quick firm action to ensure that children are not allowed to jeopardise their own safety or that of others.

Being good role models – vigilant and careful.



Finchley Children's Music Group (FCMG)

FCMG choir members work towards FCMG's aims by:

Developing a growing understanding of Health and Safety issues.

Conducting themselves in an orderly manner in line with codes of conduct.

Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

Choir member Parents and Guardians work towards FCMG's aims by:

Ensuring that children attend rehearsals and performances in good health.

Providing prompt communication to the FCMG office to explain all absences.

Providing support and endorsement for the discipline within FCMG and for the staff's role.

Ensuring early contact with the FCMG office to discuss matters concerning the health and safety of their children or of others.

Accepting responsibility for the conduct of their children at all times, including accompanying children who are not FCMG choir members.

Ensuring that the FCMG office has up to date contact address, email and telephone numbers so that parents may be swiftly contacted in emergencies.

The designated Responsible Person works towards FCMG's aims by:

Ensuring that all communal areas, particularly those associated with fire escape routes are kept free from obstruction.

Ensuring that all waste materials from rehearsals are disposed of correctly.

05. First Aid Provision

There is a recognised first aider on site during rehearsals.

Fully stocked first aid boxes are held by the FCMG office and in the FCMG cupboard at Brookland.

Where appropriate, Operations Committee members and staff will be given the opportunity to learn First Aid by attendance at approved external courses.



Finchley Children's Music Group (FCMG)

First Aiders are responsible to the FCMG Chair for the following:

Assessing the extent of injury or condition of a casualty and giving immediate appropriate treatment.

In the case of serious injury or event, First Aid is provided to stabilise a casualty until they can be taken to hospital or put in charge of competent medical care.

Notifying parents/guardians of any head injury or minor injury on appropriate forms.

06. Accidents

All accidents/incidents must be recorded in the Accident Book which is kept by the FCMG Office.

Accidents involving an injury to the head will result in a note being sent to parents/guardians informing them of the incident.

The Accident book will be reviewed at the end of each Sunday rehearsal by the designated Responsible Person and a risk assessment conducted to safeguard against a recurrence of the specific incident.

The FCMG Administrator will scan the entries from the Accident Book and upload to the secure FCMG Health and Safety Folder in the Shared Drive.

07. Fire Precautions

Fire Drills will be held once a term and will be recorded in a log file held in the Health and Safety folder on the FCMG Shared Drive.

Teaching staff and Operations Committee are responsible for the safe environment of FCMG choir members during an evacuation.

All FCMG Operations Committee members and staff have a shared responsibility to ensure escape routes inside and outside the buildings are kept clear.

All deficiencies in fire evacuations should be reported to the responsible person who should inform Brookland School.

FCMG will request to have sight of reports of annual firefighting equipment checks by Brookland School.



Finchley Children's Music Group (FCMG)

08. Electrical Safety

All staff and committee members must take due care in the use of electrical equipment.

All Staff and Committee members should report any defective equipment, trailing cables or fault concerns to the Responsible Person on site, who in turn will report any relevant information back to the venue-responsible administrator and follow up prior to the next scheduled rehearsal.

In the case of defective equipment there should be no tampering.

Equipment must be sited carefully to avoid trailing leads.

Annual PAT testing is undertaken on all portable electrical equipment that is brought on to the Brookland school site by FCMG personnel.

09. Working Environment

Basic issues including ventilation, heating and lighting will be assessed by FCMG Operations Committee and Staff on a rehearsal by rehearsal basis.

10. Moving and Handling

All staff and Operation Committee members should identify manual handling operations with the risk of injury and report to the Responsible Person who will ensure that guidance on manual handling is followed appropriately.

11. Concert and ad hoc rehearsal venues

Risk assessments should be made by staff organising the event and communicated to the FCMG Chair.

A First Aider should be present at the event and take a medical kit.

12. Playground Safety

FCMG will comply with Brookland School's equipment policy for contractors.

FCMG will request visibility of Brookland School's equipment annual safety inspection report .



Finchley Children's Music Group (FCMG)

13. Risk Assessments

Nominated Risk Assessors will receive appropriate training to ensure their competency to carry out risk assessments.

Risk Assessments will be completed for all routine and new activities to identify any potential hazards. Once identified, such hazards will be brought to the attention of all and remedial action taken.

Risk Assessments will be filed in the Risk Assessment folder on the FCMG Shared Drive and reviewed regularly. Longer term action to address any gaps will be discussed with Brookland School if relevant to the school site.

14. Pregnant Members of Staff

Any pregnant member of Staff will require specific risk assessment to be completed and their duties may need to be modified to take account of their changing capabilities.

15. Monitoring

FCMG Committee members will on a regular basis undertake monitoring of Health and Safety on the Brookland site in the respect of:

Pathways – routes from the Car Park to the building

Car parking availability

Site boundary fencing

The Halls, classrooms and other school rooms used by FCMG

Communal areas including spillages in the tuck shop area

Litter on site

Obstruction to walkways and emergency exits

General lighting and ventilation

Floors, furniture and door systems

Effectiveness of the supervision of children before, after and during rehearsals

Fire Evacuation procedures

Signage



Finchley Children's Music Group (FCMG)

First Aid procedures in place

Accident reporting procedures are in place

Actions allocated to individuals

Ensuring time limits for all actions to be addressed satisfactorily are set and adhered to

Regular reviews of Brookland school's current Health and Safety policy are undertaken to enhance collaboration between FCMG and Brookland School

16. Security

All FCMG members are encouraged to be aware of strangers on the premises. If a visitor is unknown identification should be requested in an appropriate manner.

The main exits and entrances used by FCMG in the normal course of routine rehearsals should have committee members and/or designated chaperones stationed during the rehearsal period to note any comings and goings of choir members and associated personnel.

In the event of anything suspicious and/or an FCMG choir member is at risk of injury, this must be reported to the FCMG Office Administrator stationed at the main entrance who will act appropriately.

Any act of violence must be reported to the FCMG Chair who will take appropriate action.

17. Hygiene

It is the responsibility of the FCMG Committee members to monitor the cleanliness of the building as part of a weekly visual inspection.

All FCMG staff are responsible for encouraging good hygiene habits in children. Particular emphasis is placed on handwashing, the wiping of noses and cough shielding.

The area of the tuck shop should be kept thoroughly clean and attention given to hand washing of the tuck shop helpers and the touching of food and drink produce for sale.

Any food or provisions donated by members for sale by the tuck shop should be confirmed as fresh and any produce containing nuts or meat labelled accordingly.

Milk that is used in beverages should be checked as having been stored correctly prior to being served.



BROOKLAND INFANT & NURSERY SCHOOL

Home/School/Child and Online Safety Agreement 2017-2018

Children flourish and succeed where home and school work closely together. These are the responsibilities of the school, parents/carers and pupils:-

The School

We will:

- Set high expectations for your child's learning and behaviour.
- Provide a broad and balanced curriculum that meets the need of your child
- Help your child achieve his/her potential.
- Keep the family informed about your child's progress and general school matters through letters, meetings, consultations and an annual report.
- Encourage your child to take care of the school and to show respect and kindness towards others.
- Provide a safe, secure and stimulating learning environment which enables your child to reach his/her full potential.
- Teach your child to develop a positive attitude towards everyone regardless of differences.
- Promote British Values and uphold the Prevent Duty.

Online Safety:

We will:

- Take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service and employing appropriate teaching practice.
- Provide a comprehensive Online Safety curriculum to children and teach Online Safety skills to help children deal with incidents.
- Monitor your child's use of school technology **whilst on school grounds.**
- Contact you if we have any concerns regarding your child's Online Safety or use of technology.
- Hold Online Safety training for parents to advise you on current issues surrounding Online Safety topics. **We encourage all parents to attend this important event.**
- Ensure all staff are trained annually on Online Safety and are aware of changing technology / issues.
- Actively promote safe and positive online behaviour and use of technology.
- Work with parents and children should any Online Safety issues arise.

The Family

I/We will:

- Ensure the school has up-to-date contact details and emergency contact details for my child in case of an emergency
- Ensure my child attends school regularly and on time, and to make a phone call on the first day of absence and provide a note of explanation for absence.
- Make the school aware of any changes, concerns or problems which might affect my child's progress.
- Support the school's policies and guidelines –uniform, P.E. kit, jewellery, cars on site, behaviour and discipline, recognising the vital role of parents in fostering good behavioural attitudes.
- Support my child with homework.
- Attend consultations, meetings and events.
- Encourage my child to tell me about his/her life at school, sharing problems and celebrating successes.

Online Safety:

I/We will:

- Understand that photos or videos of children taking part in school events must not be uploaded to social media websites. These include class assemblies, performances and sporting events. If you are unsure of whether photos / videos can be taken, please ask a member of staff.
- Not take photographs on school premises without permission. Photos on school trips should only be taken on school cameras.
- Give permission for my son or daughter to use electronic mail, the Internet and other computing facilities, under supervision at school.
- Support the use of safe and responsible use of the internet and technology **outside of school by children (at home and journeys made to and from school)**. Parents are strongly requested to supervise their children's use of technology whilst outside of school, set appropriate parental controls and to report to the school any inappropriate activity by Brookland children. These activities include (but not limited to):
 - Posting offensive messages / videos of any nature.
 - Subscribing to websites that are not age-appropriate for your child (including, but not limited to Facebook and Instagram).
 - Uploading / posting media content (videos and photos for example) whilst wearing the Brookland school logo (without permission from the school).
 - Cyberbullying.
 - Use of mobile technology (including tablets) to send or post inappropriate or offensive content.
- **Not post slanderous or defamatory comments on any social network site about the school, staff or its community (see below for further guidance).**

Important: Parents' use of Social Media

Nationally, there is an increase in the use of social media websites and group email being used to fuel campaigns and complaints against schools, headteachers, school staff, governors and in some cases other parents / pupils. The school considers the use of social media websites in this way as not in the best interest of the children or the school community. If slanderous or defamatory comments are posted on Facebook or other social network sites, about the school, staff and all its community, the school will expect that any parent / carer / pupil responsible removes all comments immediately. Any concerns that you may have about any aspect of school life must be made through the appropriate channels by speaking to the class teacher, the Headteacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.

The Child

I will:

- Work hard, try my best and do my activities I bring home in my book bag
- Follow school and class rules and be polite, friendly and helpful.
- Be gentle and not hurt others
- Come to school regularly and on time.
- Take good care of our school and equipment.
- Remember to wear my uniform and bring the things I need for swimming and P.E.
- Take responsibility for my own learning and behaviour and bring a positive attitude to school each day.
- Share and talk about any problems I have and ask for help when I need it.
- Have a positive attitude towards everyone regardless of differences.

Online Safety:

I will:

- Only use the school's computers and tablets for schoolwork and homework.
- Not look at other people's electronic files without their permission.
- Keep my login and password secret. If someone finds out my password, I will tell my teacher straight away.
- Not bring electronic files into school without permission.
- Ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school. I will not visit websites which I think might be rude or offensive to others.
- Only e-mail people I know, or my teacher has approved.
- Never write unkind things about other pupils or staff.
- Not open an attachment, or download an electronic file, unless I have permission from a teacher or trusted adult and I know and trust the person who has sent it.
- Not give the name of my school, my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher or a trusted adult has given permission.
- Never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless my parent, guardian or teacher has given me permission and I take a responsible adult with me.
- Not respond to any messages that I am unhappy with but instead will tell a teacher / responsible adult. I will not delete the message but keep it so that an adult can deal with it properly.

Childs Name: **Class**

Signed for the school: _____

Signed for the family: _____

Signed by child: _____

BROOKLAND JUNIOR & INFANT SCHOOLS

LONG TERM HIRE OF PREMISES		FCMG CHOIRS
Effective Date: 1 st January 2017		
Length of agreement:	Ongoing by mutual consent Annually reviewed where no notice given on either side	
Notice period:	One complete term's notice on either side (three months) i.e. by end of any term to terminate letting at the end of following term	
Costs:	<ul style="list-style-type: none"> • Both school hire £290 per session - one invoice will be issued • Junior School £145 per session (5hrs) <ul style="list-style-type: none"> • £19.50 ph: Hall hire • £9.50 ph: Music room hire • Payable by half term of each term (3 terms per year) • Infant School £145 per session (5hrs) <ul style="list-style-type: none"> • £19.50 ph: Hall hire • £9.50 ph: Classroom hire • Payable by half term of each term (3 terms per year) • Extra hours charged at £20 ph for either school hall • Charges to be reviewed annually with any price rise to not exceed inflation rate in the previous year. 	
Name of Organisation:	Finchley Children's Music Group	
Name of main hirer(s):	Amy Donaldson – FCMG Administrator Paul Guenault – on behalf of FCMG Trustees	
Name, address, telephone, e-mail of applicant:	76 St James Lane, London N10 3RD T: 07703 673291 E: info@fcmg.org.uk	
Use to be made of premises:	Music lessons (choral and musicianship)	
Access onto school grounds:	Pedestrian gate will be open during the letting. This is so your parents and children can use the lighted paths into school rather than the drive which is not so well lit and may be dangerous, if both pedestrians and cars use the drive. The infant gate onto the car park will also be open so parents could cut through the top end of the car park and walk up the ramp into the junior playground, so long as they are careful, as this area is well lit.	
Maximum number of persons:	180 in main halls 400 across all premises	
Accommodation required with heating as appropriate:	Sundays from 2pm – 7pm Junior school hall, dining room & music room Infant school hall, dining room & Dolphin classroom	
Exceptions	No use of projector	
Dates:	Approximately 30 sessions per academic year Dates to be confirmed each term in advance	
Furniture & Equipment requirements:	Pianos and chairs in halls	
Other facilities:	Telephone urgent calls only - First Aid Kit - Toilets	
Insurance: Barnet Insurance @ 7.35% will be applied to the cost of the hire unless details of insurance and a copy of the certificate of insurance are supplied.	Own insurance Copy of insurance filed with both schools	
Risk Assessment:	YES – copy filed with both schools	
First Aider on site:	YES – Certificates (copies) filed with both schools	
Disclosure & Barring Service checks:	Hirer has responsibility for DBS checking of staff and volunteers Details available to schools on request	
Caretaking requirements:	For duration of letting	
Responsibilities of hirer: Hirer is wholly responsible for damage to property, furnishings and equipment.	<ul style="list-style-type: none"> • Furniture to be returned to its original position if moved • Rooms to be left in reasonable state of tidiness • Playground equipment not to be used • School and Brookland children's property not to be touched. 	

Signed for schools:	/ /
Signed for hirer:	/ /



Accident Report

Name of affected individual:	
Date of Accident:	
Time of Accident:	
Nature of Injury:	
Location of Incident:	
What the individual person doing:	
Caregiver response and first aid:	
Name of First Aider:	
Next of Kin contacted & informed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Next of Kin contacted:	
Who contacted Next of Kin	
How Next of Kin was contacted:	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Other:
Time Next of Kin was contacted:	

Other Contacts or Actions:	
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Further Information re incident (if required)
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Name of Reporter: _____

Date of Report _____

Finchley Children's Music Group

GUIDELINES FOR CHAPERONES AT EVENTS

- A lead chaperone will be nominated for each event who will delegate tasks to other chaperones and brief them of their responsibilities.
- Each chaperone should be responsible for no more than 10 children.
- Chaperones must dress smartly and appropriately - for concerts this is usually in black. If required to sit on stage with the children it is important to do so without drawing the attention of the audience.
- Where applicable, the lead chaperone must ensure that each child in their care is appropriately licensed and should take possession of these licences and make them available for inspection.
- The lead chaperone must have essential information on each singer available, including emergency contact details and any particular needs.
- All licensed chaperones must be familiar with and endeavour to fulfil the terms of the guidelines issued to them by their local authority (Entitled: "Duties of Matrons").

TRAVEL & ATTENDANCE ARRANGEMENTS

1. Chaperones are responsible for all children from the time parents leave them until they are collected.
2. Children will usually travel to events as a group, unless the venue is local and parents are asked to make their own travel arrangements. Where children are travelling to or from an event independently from the group the parent must inform the lead chaperone in advance.
3. Lead chaperone will direct the taking of a register of children at strategic times, especially before arriving at or departing the gathering point or venue.
4. The chaperone team should have spare uniform, music, first aid and any other equipment appropriate for the event
5. No child under 16 years should be left unattended at the venue. Children between 14-16 years who wish to leave the venue during break times, may do so in small groups provided written permission has been given by a parent and permission has been given at the time by the lead chaperone. No child under 14 years may leave the venue without a chaperone.
6. If return times are substantially altered, encourage all singers to contact parents as early as possible. Where a singer is unable to contact their parents, then chaperones will attempt to call / text.
7. If a parent fails to collect their child within 20 minutes of the agreed time and the lead chaperone is unable to contact the parents, a designated chaperone or parent who knows the child should take them home with them and the lead chaperone will continue to try to contact the parents. The Designated Safeguarding Lead should be informed and the situation recorded. The lead chaperone will keep in touch with the chaperone with the child - if parents cannot be contacted within a further 40 minutes, the lead chaperone or DSL should contact the police to refer the situation to Children's Social Services for support.

AT THE VENUE

1. Before going into the venue, singers should line up in an orderly and quiet way and be reminded of the FCMG expectations - positive, smiley and professional.
2. On arrival at the venue, the lead chaperone should contact the event organiser and ascertain the venue requirements for getting in, 'green room', toilets, performance space.
3. Clarify arrangements for timing and location of rehearsals/performance, particularly if any arrangements have changed
4. Confirm fire evacuation procedures, first aid procedures and any other venue specific risks or issues

HEALTH & SAFETY / SAFEGUARDING ISSUES

1. The chaperone is in loco parentis as the adult responsible for the care and welfare of the child. Their primary requirement is to ensure the safety and well-being of the child.
2. All chaperones should be aware of the fire evacuation procedures and exits, locations of first aid points, toilets, water supplies and location of lead chaperone.
3. The lead chaperone is responsible for ensuring that the risk assessment is appropriate and that the venue does not present any unacceptable hazards or dangers at that time.
4. No child under the age of 16 should be unattended at any point.
5. Chaperones should be aware of the designated working times for the day and ensure that these are adhered to.
6. The chaperone team will ensure that there are adequate and frequent breaks for water, food, rest, toilet, exercise and recreation.
7. Chaperones need to be observant and watchful during both rehearsals and concerts to ensure that they are quickly aware if a child becomes ill, faint or dizzy. They must be removed from the rehearsal / performance immediately and appropriate medical assistance should be sought. Parents should be informed if further intervention is required. The child must not be left unaccompanied.
8. All instances of illness (however slight) or where a chaperone has had to administer basic first aid should be recorded and reported to parents when they collect the child.

ATTITUDES & PRESENTATION

1. Chaperones should remind singers that they are representing FCMG and are all individually responsible for promoting its excellent reputation.
2. FCMG expects positive and professional attitudes from all singers at all times and chaperones will encourage singers to embody this
3. All instructions should be given firmly and politely, modelling the excellent behaviours that we expect from the singers.
4. Make sure that children are in the right places at the right times. This includes escorting children to and from rehearsals and the performance and noting their entrances and exits on to the stage.
5. Chaperones are responsible for the line-up on stage and in the relevant waiting area / seating prior to performing. The lead chaperone will agree this with the conductor and the chaperones team will then coordinate the singers. If possible, singers should practise standing and sitting and the order and route in which they will file on and off stage.
6. Check that children are wearing correct uniform and be smartly presented - the choir is engaged as a *children's choir* and so must look like one:
 - Hair should be back off the face
 - All hair ties and socks must be black
 - All shoes must be polished
 - Nails must be free of coloured nail varnish
 - Make-up must be minimal
 - Remove and keep safe all earrings, watches and jewellery during the performance
7. Where a child has arrived for a performance with any unsuitable or missing uniform item, this should be reported to the lead chaperone who will ensure that parents are informed and encouraged to remedy as soon as possible.
8. All members of the choir (chaperones and singers) are responsible for ensuring that venues and transport (coaches) are left neat and tidy as they were found.