



Registered Charity No. 1178401

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## HEALTH AND SAFETY POLICY

### Part 1: General statement of policy

The policy of The Otakar Kraus Music Trust is to provide and maintain safe and healthy working conditions and equipment for all employees, including freelancers, and clients who use the venues where the Trust works and delivers Music Therapy and Music projects. We ensure that the venues where we work are both accessible and safe for clients, many of whom have additional needs and disabilities.

The Trust delivers all services from third party venues that are also used for other purposes.

### Part 2: Responsibilities for health and safety

The Director of the Trust, Clare Lawrence has overall responsibility for Health and Safety across the Trust's operations and is the designated Safety Officer. Both Clare Lawrence and Trustee Jill Clark are the charity's Safeguarding Leads and have Level 3 Safeguarding. All staff are DBS checked and all therapists and teachers who work with clients have Level 2 Safeguarding.

The Safety Officer is responsible for carrying out risk assessments of all venues that the Trust uses, checks of use of electrical equipment and other hazards. The risk assessment documents are shared with the staff and freelancers working at those venues, it is then their responsibility to see if any of these risks have become an issue and to report this back to the Safety Officer to mitigate the risk. The risk assessments are checked on a yearly basis and are done so in collaboration with the venues that the Trust uses. The Safety officer works with the venues to ensure that the risk assessment is updated promptly if there are any changes made to their facility. The Trust puts the risk assessment document in an online shared folder for all staff and freelancers to access.

**First Aid** – The Director of the Trust is a fully qualified first aider, and two music therapists have completed the First Aid at Work course. Any accidents that occur are reported immediately to either the Director or Administrator and logged in the accident book which is kept at the venue where music therapists are working. Non urgent incidents can be reported after the event but will be logged so action can be taken, and risk assessments updated. An additional accident and incident report form is attached to the end of this document.

In line with the British Association of Music Therapists regulations, it is not a requirement that the Therapists be qualified first aiders. All clients are accompanied by a carer/adult who is responsible for and fully conversant with the client's condition and wellbeing. In the event of an emergency 999 should be called.

In making arrangements with a venue, we ensure that the venue provides its own Health and Safety contact person whom OKMT can contact to resolve any Health and Safety issues related to the venue and the facilities that it provides.

**Fire** - The risk assessment includes information about the fire exists in each venue, and all workers are informed of the fire drill procedure.

**Covid** – We follow the government protocol for Covid. If required therapists will take a Covid test and wear facemasks.

**Volunteers** – The volunteers receive the risk assessment document about the venue they are working in, and a copy of the Health and Safety policy.

### **Part 3: Arrangements for health and safety**

As the Trust works primarily with vulnerable children and adults it has additional processes to ensure the well-being of its clients and staff. The underlying policy is that carers remain on the premise while clients are attending sessions. The client may be alone with the therapist if a risk assessment has been carried out and the carer has signed an agreement to this effect, remains within close proximity and leaves their contact details.

The Trust also consults directly with the parent or carer in advance of providing its services to see if any additional specific arrangements are required. These are developed and agreed on a case-by-case basis.

When a member of staff works at a new venue for the first time, they are given a safety briefing by the Safety Office or their representative, identifying any issues or concern, as well as provided with a copy of the accompanying risk assessment document.

This policy is reviewed on a yearly basis by the Director of the Trust Clare Lawrence.

**Updated June 2024**

**To be Reviewed Annually**



**THE OTAKAR KRAUS MUSIC TRUST**

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## ACCIDENT AND INCIDENT REPORT FORM

DATE: \_\_\_\_\_

Client Name: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone No: \_\_\_\_\_

Nature of incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### REPORTED TO:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

Follow up Action required: \_\_\_\_\_

Incident closed date: \_\_\_\_\_