



Policy name:	Health and Safety Policy
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Revision number	Date	Details of Change(s)
0		New policy
Next version		Create a evacuation route map indicating alternative fire exits Link newly created Disaster Recovery Plan Mental Health first aiders Security additions (pending Praxis policy)

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Health and Safety Officer:

Ben Butcher (Head of Operations) is Magic Me's current Health and Safety Officer (HSO) and as such is responsible for the implementation of this policy.

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Purpose:

The purpose of this Health and Safety Policy is to establish clear guidelines and procedures to ensure the safety and well-being of all staff, volunteers, visitors, and anyone involved in our activities. This document outlines the responsibilities, procedures, and practices that must be followed to maintain a safe working environment, in compliance with relevant legislation and aligned with Magic Me's values.

Magic Me is committed to ensuring the safety and well-being of everyone involved in our activities. We comply with the Health and Safety at Work Act 1974 and other relevant legislation. Our commitment extends to maintaining a safe environment for all staff, volunteers, and visitors.

Key documents:

- [Accident Form](#) (which populates the below spreadsheet)
- [Accident Log Spreadsheet](#)
- [First Aid Kit Check Form](#)
- [Fire evacuation route](#)
- [Landlord fire risk assessment](#)
- [Office risk assessment](#)
- [Risk assessment template](#)
- [Safeguarding Adults Policy](#)
- [Safeguarding Children and Young People Policy](#)
- [Emergency response checklists](#)
- [Sickness and absence policy](#)

Key policy elements

This policy contains the following procedures:

- [Lone working procedure](#)
- [Health and safety for visitors](#)



- [Fire evacuation procedure](#)

Values:

We strive to embody Magic Me's values of creativity, collaboration, inclusivity, and thoughtfulness in our health and safety practices:

- **Creativity:** We approach health and safety challenges with innovative solutions, adapting practices to fit the needs of our diverse and dynamic projects.
- **Collaboration:** Our staff are actively involved in the creation, review, and continuous improvement of health and safety practices, fostering a shared responsibility for a safe working environment.
- **Inclusivity:** We ensure all voices are heard when considering safety measures, making health and safety accessible and clear to all staff, volunteers, and participants.
- **Thoughtfulness:** Our health and safety policy reflects our care for both physical and mental well-being, with practices in place to support the welfare of everyone involved.

Health and Safety Responsibilities:

- **Staff, board members, volunteers, artists:** All colleagues must follow health and safety guidelines, report hazards, and use equipment correctly to ensure the safety of themselves and others.
 - **Staff:** Staff are responsible for upholding and communicating the necessary elements of the policy across their areas of activity.
- **Senior Leadership Team (SLT) responsibilities:** The SLT at Magic Me is responsible for maintaining a safe workplace and ensuring health and safety policies are upheld throughout the organisation.
- **Finance, Audit and Risk (FAR) Committee:** The FAR committee is responsible for approving this policy, holding the HSO and SLT to account for implementing the policy, and reviewing accidents and near misses at the committee on an annual basis.
- **Specific roles:**
 - **Health and Safety Officer (HSO):** The HSO oversees the implementation of health and safety practices, completes or approves risk assessments, and ensures compliance across the organisation.
 - **First aiders:** Most staff are trained in emergency first aid and are on-site during project delivery or in the office.
 - **Fire marshal:** The HSO is also the organisation's fire marshal and is responsible for ensuring fire safety procedures are followed and evacuation is handled effectively and efficiently during fire emergencies.

Risk Assessment



Risk assessments are conducted for the organisation's premises by the HSO and on a project-by-project basis by the relevant project manager. All assessments must be signed off by the HSO to ensure that potential hazards are identified, assessed, and controlled appropriately.

The organisation's [project risk assessment template](#) provides a checklist of questions for consideration in relation to health and safety to help ensure that the full scope of potential hazards are identified and risks are appropriately mitigated.

Office safety measures

Below are the key considerations for ensuring a safe office. Training on all of the below key elements is provided via Magic Me's online training platform:

- **Fire safety:** Fire evacuation procedures are clearly displayed, and staff are aware of emergency exits. Drills are conducted in line with building management. [Fire emergency procedure details can be found below.](#)
- **Workstation ergonomics:** Staff should set up their workstations ergonomically and take regular breaks when using computers to avoid strain.
- **First aid:** Magic Me has a number of staff trained in emergency first aid and this training is updated every three years. [First aid procedure details can be found below.](#)
- **Workplace hazards:** Magic Me recognizes workplace hazards and implements measures to reduce risks. Specific hazards to be aware of include:
 - **Manual handling:** Staff must follow safe manual handling procedures according to the latest training to prevent injury.
 - **Electrical hazards:** Regular checks will be conducted on electrical equipment. The HSO is responsible for organising PAT testing for all electrical equipment provided or maintained by the charity.
 - **Trip hazards:** Staff should be vigilant about cables and trip hazards within the office space. In the event that cables need to be run across walkways they should be appropriately fixed to the floor.
 - **Working at height:** Only staff who are trained to work at height are permitted to use ladders. Before beginning any task involving working at height, they must conduct an appropriate risk assessment to ensure the safety of themselves and others.
- **Personal Protective Equipment (PPE):** Magic Me has no current operational activities requiring PPE, but when necessary, PPE will be provided. Staff must follow correct procedures when using any protective equipment.



Lone and small group working

As standard, staff are not permitted to work in the office alone. On the rare occasion that it is necessary for staff to do so, they must check in with their line manager when they arrive, every three hours while working and then notify the line manager when they leave. In the event the line manager is not working they should notify a member of SLT.

Small group working: If staff outside of the SLT are in the office working in small groups it's important that any H&S activity, risk, or concern flagged should be highlighted to the HSO or an SLT colleague in their absence (i.e. the fire alarm going off or the landlord providing notice of something relating to the facilities). If SLT staff are working they have the responsibility of notifying the HSO of what has occurred.

Project safety measures

The below are the key considerations for ensuring the safety of staff, artists and participants during project activities:

- **Workshops & activities:** Projects are planned with safety in mind, especially when working with vulnerable adults, children, or people with disabilities. Space layout, accessibility, and emergency procedures must be considered.
 - **Participant Safety:** Adequate supervision is required for all activities, with clear ratios in place:
 - **Children (ages 8-16):** Minimum of 2 adults at any given time and at least 1 adult per 10 children.
 - **Vulnerable adults:** Ratios are determined by the level of care required, with additional support as needed.
- **Emergency planning:** Project managers must familiarise themselves with emergency procedures at external venues, including fire exits, first aid points, and evacuation routes.
- **Emergency procedures:** Each project will have an emergency plan that includes:
 - Emergency contact details for all participants and staff.
 - Information on medical conditions or specific needs of participants if appropriate.
 - Evacuation plans tailored to each venue, ensuring accessibility for all participants, particularly those with mobility challenges.
- **Safeguarding:** All staff and volunteers working with vulnerable groups must undergo DBS checks, and staff should be briefed on any additional safeguarding policies (i.e. school partner policies) before starting any project. See Magic Me's [Safeguarding Adults](#) and [Safeguarding Children and Young People](#) policies for further information.
- **Personal Protective Equipment (PPE):** Magic Me has very few arts or workshop activities requiring PPE, but when necessary, PPE will be provided. Staff must follow correct procedures when using any protective equipment.



Health and safety for visitors

Artists, contractors and visitors must adhere to Magic Me's health and safety procedures. Visitors will be informed of relevant safety protocols (specifically fire procedures) upon arrival. The below is the basic process:

- **Signing in:** All visitors must sign in upon arrival.
- **Supervision:** Visitors will be accompanied by a member of staff during their stay (unless they are associate artists who have read this policy and know and uphold the H&S processes for the building), ensuring they comply with health and safety protocols.
- **Induction:** Visitors will be briefed on fire evacuation procedures including whether there is likely to be an alarm test or fire drill that day, and any other specific health and safety information relevant to their visit.
- **Signing Out:** All visitors must sign out when leaving.

Emergency procedures

- **Fire safety:** In the event of a fire, all employees, volunteers, and visitors should follow [posted evacuation routes](#) to exit the building safely and proceed to the designated assembly point opposite the building. Clear green fire evacuation signs are displayed around the building.
 - **Procedure:**
 - If you discover a fire, sound the alarm by breaking one of the alarm points and call the emergency services. OR upon hearing the fire alarm, stop all activities immediately.
 - Follow the nearest signposted evacuation route, ensuring that all colleagues and visitors in your vicinity are alerted to the alarm.
 - Once outside, proceed directly to the designated assembly point (opposite the building's rear entrance gate, Magic Me's main entrance) and do not re-enter the building until you are informed it is safe by emergency services or the designated Fire Marshal.
 - A fire drill will be conducted every 12 months with all staff in attendance to practise evacuation procedures and ensure familiarity with safety protocols.
 - The fire alarm is tested on a Thursday morning to ensure the system is functioning correctly by the landlord and is not Magic Me's responsibility.
 - **Fire equipment:**
 - There is a fire blanket and a fire extinguisher located in the kitchen area of Magic Me's office. These items are maintained and inspected by the landlord to ensure they are in good working condition.
 - Staff are encouraged to familiarise themselves with the location and operation of these fire safety tools (as per online health and safety



training) but should prioritise safe evacuation above all else rather than attempting to fight the fire.

- **First aid:**
 - First aid kits are accessible in the main office space and are checked quarterly to ensure they are fully stocked and meet workplace requirements. The SLT oversees these checks, which are coordinated by the HSO on a quarterly basis. The form used to complete the first aid kit checks [can be found here](#).
 - Most staff are trained in emergency first aid and are available on-site during project delivery or in the office for immediate support in case of minor injuries or medical incidents. Staff are encouraged to familiarise themselves with the first aid kit location and content.
 - All incidents, injuries, or near misses must be documented using the official [accident form](#) and reported directly to the HSO. This documentation is crucial for maintaining a safe work environment and helps in identifying potential hazards to prevent future incidents.
 - Following an incident, complete the accident form, detailing the nature of the incident, the injury or hazard encountered, and any immediate action taken. Completed forms should be submitted promptly to the HSO for review and for follow-up if needed. [See below](#) for further details on accident reporting.
- **Emergency response plans:** Magic Me has a checklist in place to respond to unspecified emergency situations (such as 2024's far right riots which threatened the building) for senior staff to follow. [All staff can find these here](#). Although they are designed for SLT colleagues to follow, in the case of an emergency and no SLT colleague being available, they can be followed by other staff.

Accident reporting and investigation

Accidents, incidents, and near misses must be reported immediately to the HSO. Each incident will be reported via the [accident form](#) which automatically records responses in the [accident log](#) and investigated to prevent reoccurrence. The following more serious incidents require reporting to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) within 15 days of occurrence and may require detailed investigation by HSE:

- Anyone dies as a result of a work-related accident
- A worker is injured and is unable to perform their normal duties for more than seven consecutive days.
- A non-worker is injured and taken to the hospital for treatment.
- A doctor notifies you that an employee has a reportable work-related disease
- A "near-miss" event occurs that could have resulted in serious injury or death
- A gas engineer or their employer considers a gas fitting to be dangerous

Incidents requiring RIDDOR to be notified will be reported by the HSO who will collate the relevant information from the accident log and from those involved.



Near miss incidents should also be reported via the accident form to help the HSO and SLT understand if there are any preventative measures that could be introduced to prevent potential accidents.

Incidents, accidents and near miss events will be reviewed as part of the annual review of this policy. The review panel will include members of SLT and the FAR committee.

Inclusion, wellbeing and welfare provisions

Magic Me is committed to the physical and mental well-being of staff and volunteers. The following are provided to support staff:

- Wellbeing meetings: Weekly meetings are held between colleagues and their line manager dedicated to supporting staff with their personal wellbeing.
 - Staff are encouraged to report concerns related to workload or emotional well-being, particularly when working on sensitive or challenging projects which serve communities with a high degree of need.
 - Magic Me is committed to making the necessary accommodations and working adjustments for staff who are suffering from illness or physical ailments according to our [Sickness and Absence Policy](#).
- Breaks:
 - Staff are encouraged to take regular breaks from their work.
 - Walking meetings are encouraged as a means to ensure colleagues avoid prolonged sedentary periods during the day.
- Additional holidays:
 - Days between Christmas and New Year are given in addition to standard holiday allowance
 - In 2024 Magic Me will hold a week of shared summer leave in addition to standard holiday with a view to offering this every year if the data suggests it has a positive impact.
- Monthly staff pulse surveys monitor key inclusion and wellbeing metrics which SLT respond to according to need.

Health and safety training

Training is provided through Magic Me's online platform and must be completed annually by all staff and artists. The HSO will monitor training completion to ensure compliance.

We consult staff on health and safety matters through our regular staff meetings which have H&S as a standing item. In addition to this, email updates and dedicated discussions are held with staff as appropriate. Staff are continually encouraged to raise any safety concerns or suggestions for improvement. Project Managers are responsible for responding to any concerns flagged by associate artists and escalating those to the HSO as appropriate.



Monitoring and review

The HSO will monitor health and safety practices, with regular audits and reviews to ensure compliance. The policy will be reviewed annually, after a change of premises or after any significant change in work activities.

Continuous improvement of this policy

Magic Me is committed to continuously improving its health and safety practices. Feedback, incident reports, and staff suggestions will be regularly reviewed by SLT to enhance our safety measures and ensure best practices. Where appropriate, significant incidents will be reported to the Finance, Audit and Risk committee for additional input and policy revision.