



**MAGIC ME
HEALTH AND SAFETY POLICY
18 Victoria Park Square
London
E2 9PF
Registered Charity: 328331**

Magic Me runs arts education projects which link children and young people with older people in their local community, for mutual learning, enjoyment and benefit.

The Policies

It is the policy of Magic Me to:

- observe statutory Health & Safety legislation.
- work in ways which support the health and well-being of all those involved in our activities.

Responsibilities

- The General Manager of Magic Me is responsible for the day to day implementation of health and safety within the organisation, ensuring that this policy is put into practice.
- The Trustees are responsible for ensuring that this is carried out.
- It is the responsibility of all Trustees, staff, freelance workers, volunteers and participants to act in ways which will promote and achieve the health and safety of themselves and others.

This policy covers the work of Magic Me in the following:

- Our offices
- Venues where projects are run e.g. schools, residential homes,
- Elsewhere including group trips and outdoor events

This Policy relates to other Magic Me Policies including Safeguarding the Welfare of Children and Safeguarding the Welfare of Vulnerable People

OFFICE

Magic Me works with other organisations in a shared building and follows office guidelines to comply with the safety of the staff and building. An induction for Magic Me staff and volunteers working in the office will include receipt of a copy of this Health and Safety policy. Attention will be drawn to the following:

Personal Safety

- Be careful when letting in callers and do not do so if in doubt.
- Lock the door to our meeting room if you are leaving, and the room will then be empty. We are next to the front door and therefore vulnerable to intruders.
- Ensure the door to our office is closed if leaving it empty and locked if it will be empty for a prolonged period.

Computers / Electrical

- Ensure workstations meet your requirements to avoid back strain / eye strain.
- Take frequent short breaks when using VDU, at least every 30 minutes.
- All cables and flexes to be out of walk ways and sockets not overloaded.
- Check all electrical equipment, plugs and leads before use.
- An annual check of all electrical equipment is made by a qualified person. The company used in 2018 was Office Test.

Fire Safety

- Fire and emergency procedures are laid down by our landlords The Young Foundation.
- Ensure that you know and understand what to do if there is a fire and the emergency evacuation procedure.
- Ensure all walkways and fire exits are clear and accessible.
- Fire alarms in the building are tested weekly. Fire evacuation drills are held at least once a year.

First Aid

- All staff and volunteers are to be shown where the First Aid Box is kept (kitchen behind reception)
- Any accidents and/or injuries are to be reported to your manager and details registered in the Magic Me accident book kept in our office.
- The following members of staff are trained in First Aid:
 - Kate Hodson – Programme Director
 - Catherine Connell – Project Manager
 - Phoebe Grudzinskas – Project Manager
 - Mark Bixter – General Manager
 - Imogen Duffin – Fundraising Coordinator

Rubbish Disposal

All rubbish should be disposed of safely, e.g. scalpel blades to be covered and taped before disposal. Rubbish must not block fire exits.

Glues, paints etc

These must be used according to the maker's instructions. Glue etc must be used in the designated area ensuring that there is adequate ventilation.

2.0 PROJECT VENUES

Magic Me will work with users and staff or partner organisations to plan and run projects so that they comply with the Health & Safety policies of all concerned. During the planning of a project **a risk assessment** will be undertaken by Magic Me staff and the partner staff and plans made accordingly. This will use our standard Risk Assessment Form, but be tailored to each individual project.

Induction and training for Magic Me staff, artists and volunteers will draw attention to health and safety issues and this policy. Supervision for artists and volunteers will be provided regularly enabling issues to be raised with project managers and appropriate action agreed and taken.

Personal Safety and Well-being***Disclosure and Barring Service checks and references***

It is Magic Me's policy to vett all eligible staff, Trustees, freelance artists and volunteers before they work with children, young people or vulnerable adults. This process includes taking up references and having police records checked for any relevant offences. We will also work with our partner organisations to ensure that we comply with any protocols or procedures they have.

If the DBS check procedure has not been completed before an artist or volunteer is due to start work with children, young people or vulnerable adults, a risk assessment will be undertaken, including any partner schools etc and action agreed with them.

Sometimes it will be appropriate to run DBS checks on younger or older participants, particularly where adults will be working within schools or children's centres which are assumed to be safe and vetted spaces. Whether to run checks or not should be discussed and agreed with partners as part of each project or activity risk assessment. If required DBS checks will be done in a timely and tactful way to avoid putting off appropriate participants.

Magic Me's Policies on Safeguarding Vulnerable People and Children and Young People should be read in relation to this Policy.

Recruitment and selection of participants

Child protection issues and the needs of vulnerable adults must be taken into account when recruiting and selecting people to participate in projects. Project planning and preparation will include:

- agreeing selection criteria (with partner organisations if they are involved) before people are invited to participate. This will need to be done very sensitively when working with some client groups, for example with people with dementia, so that guidelines on acceptable behaviour are drawn up with staff who know participants.
- agreeing what level of staff supervision and support will be needed for the particular group of participants and ensuring this level is available.
- ensuring that partner organisations understand that they must take responsibility for: recruiting carefully from their own members or users, bearing in mind that young people or vulnerable adults are involved.
- ensuring that partner organisations take responsibility for dealing with any issues that arise with their members or users as the project progresses.
- Partner organisations will be asked directly if they know of any reason why any of their adult members should not take part in a project with young people or children.

Preparation

An important part of Magic Me's approach is careful preparation of young and older people before they meet one another. This phase of a project should enable participants to express concerns and worries, ask questions, get ready to meet their partners and understand what they will be involved in.

It may include specific preparation for children, young people and adults about their older partners and the venue they will visit.

- e.g. Working with wheelchair users,
Partnering people who have speech, hearing or visual impairments,
are physically frail, or who have dementia.
Safety rules for working in a nursing home, or other centre.

Particular information may best come from an 'expert' e.g. a nurse might explain dementia to a group of children, or a wheelchair user will explain how best to push or move their chair.

Usually it will be appropriate for a group to draw up their own list of rules or contract about behaviour within the project.

All participants must feel that it is okay to 'pass' on any activity that makes them feel uncomfortable or pressured. Regular feedback discussions with participants and staff will encourage and enable people to report any concerns and suggest changes.

Risk Taking

At the heart of Magic Me is the basic premise that all people are individuals with a capacity for growth and change wherever they are within the natural process of living, ageing and dying. Growth and change often involve a degree of risk, as an individual takes on the challenge of trying something new. This does not mean putting oneself in danger or being reckless.

Magic Me prefers to discuss risk taking directly with all concerned, including the older person, so that the participants' needs are given proper consideration and a course of action is agreed. Sometimes project artists find that while older people are keen to try something, those who care for them feel that this is too risky and either stop the activity directly, are actively discouraging or are disruptive in hidden ways. Where such a problem arises, project artists should tell their supervisor so that they do not have to deal with this on their own.

There must be access to first aid equipment and trained personnel for any project or event and this must be ensured during the planning process. Some venues such as schools, nursing homes etc have their own first aid equipment and trained staff who can be called on as needed. Magic Me personnel must ensure they are briefed on the venue's procedure before the first workshop or event.

Where Magic Me staff are in direct charge of a group eg. on a holiday project or on a trip a risk assessment must be made and action taken. For instance workshops run at another institution eg. A public art gallery will have first aid, an open space or the seaside will not.

Working in other people's venues or organisations

Whilst planning a project Magic Me personnel will work with staff at each venue to ensure activities also comply with the health and safety policies of the managing organisation. This may include:

Layout of rooms, furniture used etc.

Ensure that the rooms used are appropriate for the planned activities. Check size, layout, floor coverings, furniture, fixtures and fittings that may be hazardous, and the location of electrical sockets so that there are no trailing flexes etc.

Take care to include health and safety information in your workshops, in a way which will help participants take responsibility for themselves and others.

Make sure that Magic Me artists or staff leading the sessions are aware of emergency and fire evacuation routes and procedures, and have thought through their roles and responsibility in event of evacuation. For example in a school, teaching staff not artists will be responsible for evacuating pupils. The project risk assessment should note any disabled visitors to the school, eg older wheelchair users, and artists and school staff should be aware of agreed evacuation procedures for them.

Materials & Equipment

Check that the tools or materials you wish to use are safe for the age and ability of the people concerned. If you are not sure check with the teacher, youth worker, activities organiser etc. Items to check include:

- **paints, inks, glazes, glues**, including simple things such as wallpaper paste which often contains fungicides.
- **cutting equipment** including guillotines and paper cutters (only use with guards) scissors, cutting knives etc.
- **processes involving heat** including glue guns, domestic irons.
- **photographic chemicals and equipment** Darkroom rules must be obeyed. Careful handling and hand washing is essential.
- **materials and fabrics** to be used for large wall hangings, scenery, costumes etc. need to comply with fire regulations.
- **electrical equipment** including slide projectors, video players, sound equipment etc to ensure good working order and no trailing flexes.

Working with schools

Within a school based project a teacher must be present and in charge throughout. If for any reason the teacher is not available, the school must make other arrangements, which both parties agree are safe and appropriate. Magic Me personnel should not escort school pupils on their own in school projects except in emergency, with express permission of the teacher in charge. The school's own guidelines on ratios of escorts to pupils must be met, unless Magic Me personnel feel these are inadequate and set a higher ratio. If there are pupils who need their own individual escort, this person must be present each time.

Magic Me projects are planned so that the teacher is involved in all the parts of the project. Sometimes schools have agreed to this and then left artists to work on their own with pupils. Artists asked to do this should not agree if they have any doubts about the likely behaviour of pupils, which might lead to an unsafe situation. If they do agree, they must be clear whom to contact for help and where that person will be, should a problem arise.

Working with older people's groups

When projects are planned and run in partnership with an existing group, the leader(s) of that group or organisation, whether paid or unpaid, must take responsibility for health and safety issues within the project and their own venue. A named leader must be present during each session, and take appropriate action should an emergency arise.

In some cases eg. projects with very frail elders or people with advanced dementia, Magic Me personnel and staff and users of the partner organisation will need to consider carefully together how best to plan the project and support individuals to participate. No legal ratios for staff to participants are set, but these must be agreed in relation to the activity planned and the situation of the

individuals concerned. Magic Me staff and artists should not agree to work in a group where there is inadequate support for participants, on a regular basis or because of a one-off problem. If no further support is available, plans must be changed, or the session cancelled.

Magic Me personnel should not undertake tasks such as escorting people to the toilet or lifting someone from a chair to a wheelchair. Venue staff must be present throughout the sessions in order to help with personal care and other needs. If asked for help by an older person Magic Me personnel should assure the person that they will seek help for them and then find a member of staff to do this.

Preparation and support for project staff, artists and volunteers

Practical considerations are covered elsewhere. An aspect which is important for artists to consider is their own emotional readiness for Magic Me work. In some circumstances working with older people can have a strong impact, reminding us of our own mortality, the losses which ageing can bring. Something which happens within a session, or an encounter with a particular person may bring up feelings which relate to your own situation, and that of your own family.

When you work with people who respond very little, or in unusual ways, for instance people with dementia, you may feel challenged, personally and professionally. You may feel ambivalent about the institutions in which you will find yourself working, and critical of the system itself.

As an outsider, participants and staff from partner venues will often want to use you as a sounding board, source of information, a go-between or an ear to complain to. You will have to judge how appropriate this is, and how essential to the well-being of the whole project. Be careful not to take on more than you can reasonably do, and try not to offer things which you can't deliver. Know your boundaries.

What to do if concerned about a participant or practice

Working in an institution Magic Me personnel may come across some practices that they are uncomfortable with. On rare occasions they may witness or be told about unacceptable behaviour, abuse or negligence, within an institution or by or towards an individual participant. Workers must report this to their supervisor as soon as possible so that a plan of action can be made to assess the situation, limit the impact and help those already affected. Workers should not agree to hold confidential information given to them by a participant or anyone else.

Action to be taken is laid out in Magic Me Policies on Safeguarding the Welfare of Children and Vulnerable People.

3.0 WORKING AWAY FROM THE PREMISES

A risk assessment will be made and plans made so Magic Me personnel each know their roles and responsibilities in the event of an emergency. Particular care must be taken when escorting children or young people out of school, e.g. on the way to an older peoples' centre or on outings. Make sure that you have agreed a procedure for crossing roads, the route to take, etc. with the other leaders and the young people before you leave.

Age of participants

Magic Me is not legally registered to run activities for children under 8 years old. Activities may be run by our staff for an organisation that is registered, where their staff are present and responsible throughout. Sometimes eg. on a holiday project, children under 8 may be allowed to participate, but only when they are accompanied throughout by a responsible adult.

Parental Permission Form

On holiday projects and other workshops where Magic Me takes responsibility for young participants (ie. where no school or youth group is involved and doing this) all young people under the age of 16 must submit a completed copy of the Magic Me Parental Permission Form signed by their parent or guardian. These forms must be kept securely and be easily available by the lead staff member throughout the scheme in case an emergency should arise and parents need to be contacted etc. The form will state clearly at what times Magic Me is responsible for the young people eg. when sessions start and finish, whether a child will be escorted home or leave the session and go home alone.

Ratio of staff to participants

This will vary according to the participants involved and the activity undertaken and must be planned carefully with staff who know the potential participants. Where an adequate number of staff or other responsible adults is not high enough to ensure safety or legal compliance, the activity must be altered to ensure this is done. See below for a guideline of minimum requirements:

Ages 8 to 11 years	2 adults to every 20 children
Ages 11 to 16 years	2 adults to every 20 children

Magic Me has the following insurance cover: Public Liability Employer's Liability

This policy was agreed and adopted by the Trustees of Magic Me on 2nd July 2002 and is subsequently reviewed annually

It was last reviewed and amended: 28th November 2018

Next date for review of the policy: 27th November 2019

**Magic Me Health and Safety Policy
Declaration**

I have read, understood and agree to abide by this Health & Safety policy.

Name:

Signed:

Date:

Please sign this sheet and return to Magic Me.

Please keep the policy to refer to.

It is important that we are alert to health and safety issues.

Please contact Susan Langford on 020 3222 6064 with any concerns, comments or suggestions relating to this policy.