



Health and Safety Policy

Introduction

In-Spire Sounds is committed to providing a safe and healthy environment for all young people, vulnerable adults, staff, volunteers, trustees, visitors, and contractors. We recognise our legal and moral responsibility to ensure, so far as is reasonably practicable, that our activities, services and workplaces are safe and without risk to health.

This policy is based on the requirements of the **Health and Safety at Work etc. Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, and other relevant UK legislation and best practice guidance.

We acknowledge our particular duty of care to **young people and vulnerable adults**, who may be at greater risk of harm, and we will take proportionate steps to protect their wellbeing.

Scope

This policy applies to all trustees, employees, volunteers, participants, visitors and contractors engaging with In-Spire Sounds.

Commitments

In-Spire Sounds will:

- Provide and maintain a safe and healthy working environment for all.
- Identify and control risks arising from our activities through regular risk assessments.
- Ensure all equipment is safe to use and properly maintained.
- Provide appropriate information, training and supervision for staff and volunteers.
- Pay special attention to the safety and wellbeing of **young people and vulnerable adults**, ensuring safeguarding and health and safety responsibilities work hand-in-hand.
- Ensure emergency procedures (including fire, first aid and evacuation) are in place and communicated clearly.

- Work in partnership with **MakeSpace CIC**, our landlord, to comply with their building safety policies and procedures, which we review annually.
-

Responsibilities

- **Trustees** hold ultimate responsibility for health and safety within In-Spire Sounds, ensuring appropriate systems and resources are in place.
- **Freelancers** must take reasonable care of their own health and safety and that of others affected by their work. Freelancers are expected to follow In-Spire Sounds' policies and risk assessments while also meeting their own legal responsibilities as self-employed professionals.
- **Volunteers** must follow instructions, training and guidance to ensure safe practice.
- **Participants and visitors** are expected to follow safety instructions and respect the measures in place to protect everyone.

Breaches of health and safety procedures may lead to termination of contracts, removal from projects, or further action where necessary.

Protecting Young People and Vulnerable Adults

In-Spire Sounds will:

- Carry out **specific risk assessments** for activities involving young people and vulnerable adults.
 - Ensure **appropriate supervision ratios** are in place for all sessions.
 - Provide a safe environment, including secure entry/exit arrangements where appropriate.
 - Ensure trustees, freelancers and volunteers are trained in both **safeguarding** and **health and safety awareness**.
 - Record and respond to accidents, incidents or near-misses involving young people and vulnerable adults, and take action to prevent recurrence.
 - Align health and safety practice with safeguarding responsibilities to provide a joined-up approach to protecting wellbeing.
-

Implementation

We will implement this policy by:

- Making health and safety a standing agenda item for trustee and management meetings.
 - Carrying out regular **risk assessments** for our premises, activities and events.
 - Ensuring staff and volunteers receive **induction and refresher training** on health and safety and safeguarding.
 - Displaying health and safety information, including fire evacuation routes, clearly in all venues.
 - Providing adequate **first aid cover and equipment** at all activities.
 - Reviewing and adopting relevant **MakeSpace CIC building safety policies** annually.
-

Monitoring and Review

In-Spire Sounds is committed to continuous improvement in health and safety. We will:

- Monitor accidents, incidents and near-misses and take action where necessary.
 - Review risk assessments regularly, particularly before new activities or changes in practice.
 - Review this policy annually, or sooner if legislation, premises, or working practices change.
-

Emergencies and Complaints

- All accidents and incidents must be recorded in the Accident/Incident Log.
 - In case of fire or serious incident, trustees, freelancers, volunteers and participants must follow the **MakeSpace CIC emergency procedures**.
 - Health and safety concerns or complaints will be treated seriously, investigated promptly, and addressed appropriately by trustees.
-

This policy was last updated on: **22/09/2025**

Next review due: **23/09/2026**