

# MAGDALEN FARM STRINGS HEALTH AND SAFETY POLICY



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## Introduction

Magdalen Farm Strings is an annual residential music course for young string players aged 8 to 18.

Magdalen Farm Strings was originally set up in 2008 by Sarah Gleadell and Polly Orr-Ewing as a small, family run music course.

The course takes place for 7 days during the Easter holidays at the Magdalen Farm Environmental Trust. We can accommodate up to 30 participants for the week. The course is run by a small group of 8 staff, including our course leader, course administrator, four music tutors and two housemothers. The children take part in several music rehearsals a day as well as an outdoor afternoon activity and evening music workshop. Two of the evening music workshops are run by members of staff outside of the Magdalen Farm Strings core team. Magdalen Farm staff may also be invited to run some of the afternoon activities. The music practiced throughout the week is then displayed to the parents/carers on the final day.

At Magdalen Farm Strings we aim to...

- Promote a friendly and caring environment for all, by ensuring that all staff and children are accepting of each other.
- Encourage creative and personal development through a range of activities.
- Develop the children's musical abilities and broaden their musical experiences.
- Develop the children's empathy and social skills by forming meaningful relationships with other children and adults through play and music making.
- Boost the children's self-esteem, self-confidence and independence by being allowed to thrive in an accepting environment away from home.
- Encourage the children to connect with nature, through supervised outdoor activities, and consider their behaviour and choices in terms of sustainability.



## Part 1: Statement of intent

**This is the health and safety policy statement of:**

Magdalen Farm Strings

**Our health and safety policy is to:**

- Maintain safe and healthy working conditions
- Ensure the health and safety of the children during the course: overnight, on the farm, during rehearsals and meals
- Provide clear instructions and information, and adequate training for staff
- Manage health and safety risks on the farm
- Follow the Lost person procedure and Serious accident procedure
- Prevent accidents and cases of work-related ill health
- Ensure that accidents are recorded and reported
- - Review and revise this policy annually

Sign: Poppy O-E

Date: 01/12/2024

Print name: POPPY ORR-EWING

Date: 01/12/2024



## Part 2: Responsibilities for health and safety

### **Overall and final responsibility for health and safety:**

Poppy Orr-Ewing (Lead Housemother, Health and Safety Officer, and Designated Safeguarding Lead)

### **Day-to-day responsibility for ensuring this policy is put into practice:**

- Poppy Orr-Ewing (Lead Housemother, Health and Safety Officer and Designated Safeguarding Lead)
- Polly Orr-Ewing (Tutor and Deputy Designated Safeguarding Lead)
- Alma Orr-Ewing (Course Leader)
- Sarah Gleadell (Course Administrator)
- Bonnie Schwarz (Housemother)

### **To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:**

- Poppy Orr-Ewing: safety, risk assessments, consulting employees, first aid, safeguarding, fire and evacuation, training
- Poppy Orr-Ewing and Bonnie Schwarz: child ill health, food and dietary requirements, children's well-being, overnight childcare
- All course tutors: children's safety and wellbeing during rehearsals
- All employed staff and volunteers to read and implement health and safety policy

### **All employees should:**

- co-operate with each other on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).



## Part 3: Arrangements for health and safety

### Risk assessment

- We will complete relevant risk assessments and take action in order to prevent accidents.
- We will review risk assessments annually and when working habits or conditions change.

### Instruction & Training

- We will give staff health and safety inductions and provide appropriate training.
- Magdalen Farm String's Health and Safety Policy is readily accessible to all.
- Magdalen Farm's Health and Safety law poster is readily accessible to all.

### Consultation & Hazards

- We will consult staff on health and safety matters as they arise and formally when we review health and safety.
- Magdalen Farm clearly signs hazardous areas.
- Staff must report verbally any hazards and remove them if they are capable to do so in a safe manner.
- Staff must report and clearly sign any hazards they are not capable of safely removing themselves.

### Fire & Evacuation

- We will make sure escape routes are well signed and kept clear at all times.
- Staff and children are made aware of evacuation plans in the health and safety talk on the first day of the course.

### Accidents, biosecurity & illness

- First aid cover is provided throughout all activities on the farm, and we have access to first aid boxes.
- First aid boxes are located in the Old Dairy kitchen, Farmhouse kitchen and Reception. Magdalen staff working outdoors with the children carry First Aid bum bags.



- Accidents are recorded in the Accident Report Forms found in the staff folder.
- Magdalen Farm's hospitality team are responsible for good standards of housekeeping, clean toilets and washing facilities and providing drinking water.

Should a staff member or child become unwell to the point where they are deemed unfit to continue with the course, they are sent home/collected. In the case of vomiting caused by a virus, the person will be isolated to prevent spread of infection and sent home/collected. Areas where the transmission of germs are likely (e.g. door handles) are then thoroughly disinfected as an additional measure to the cleaning schedule.

## Medication & Allergies

- All staff are made aware of the medical needs of all children during the staff induction. This is inclusive of allergies and well-being needs.
- Parents/carers fill out a form prior to the beginning of the course disclosing the child's medical needs and any medication the child requires to bring to the course. This information is stored in a folder in a location accessible to all Magdalen Farm Strings staff and Magdalen staff, should they need it
- Housemothers will conduct a hand-over with the parent/carer of a child when dropped off to ensure understanding of the child's medical needs.
- Staff must make appropriate arrangements for the storage and administration of prescribed drugs. We have a lockable medicine cabinet and a separate medicine fridge.
- Where possible, the individual administers their own medicine, unless staff have been given authority to administer the medication due to the age or ability of the person. Written consent from the parent/carer is obtained to administer any medication. This also details the dosage to be given.
- In the case of an emergency and there is no suitable alternative, staff may administer medicine (e.g. anaphylaxis administering epi-pen).

Two staff must be present when administering medication. Evidence of administration including type, time and date will be recorded. Written evidence will be maintained for Magdalen Farm Strings records and a copy given to the parent/carer at the end of the course.



## Overnight

- Participants and Housemothers are assigned dormitories.
- Housemothers must have appropriate training to ensure the health and safety and wellbeing of the children. There must be a minimum of two adults on duty overnight: both DBS checked at an enhanced level, at least one safeguarding lead.

The children's dormitories are assigned by age and gender. Participants who do not identify as male or female may choose whether they would prefer to be in the 'girls' or 'boys' dormitories. Any discomfort surrounding dorm assignment can be discussed and resolved between the child, parent/carer and housemothers.



## Lost Person Procedure

To reduce the likelihood of losing a child during an activity, all staff should ensure the following during each visit and activity:

- Carry a radio and a mobile phone to contact the Magdalen office and emergency services
- Carry a whistle
- Have a list of all group members involved in the visit at all times or available through radio or phone contact
- Ensure regular head counting is conducted before leaving a place, at the ends of activities and on returning to the centre.
- Ensure that group appropriate, safe adult:child working ratios are adhered to throughout the visit.
- When walking anywhere in a large group, ensure that one member of staff walks at the front of the group and others are spaced throughout the group, with one member of staff at the back.

Staff should also give clear verbal instructions and information at the beginning of activities:

- Set clear and understandable boundaries for the group
- Make the group aware of a clear, recognisable meeting point – to meet at the end of the activity or if there is a problem or if the whistle is blown once.
- Tell the group not to go anywhere on their own – always go with their buddy.
- Ensure group members know what to do if they become separated from the group:
  1. If they are disorientated (i.e. within earshot of the group), they should stop, listen and go towards the noise of the group.
  2. If they are lost (i.e. they have become severely separated from the group and cannot hear the group anymore), they should remain where they are, continually call for help and wait for the group leader to find them
  3. They should listen to the staff's whistle – and shout accordingly





In the event of a lost child, the lead staff member should take the following steps:

1. Ensure the safety of other group members, with regard to supervision and security.
2. The group will be asked who last saw the person, when and what they were doing.
3. First 15 minutes: search the area – blowing whistle and calling name.
4. After 15 minutes: contact Magdalen Office, instruct to contact and gather all centre staff to assist with search
5. After 45 minutes: contact police via:
  - a. Mobile (direct to 999 then call office)
  - b. Radio (to office, ask them to call 999 with details)
  - c. Send a runner to centre (ask them to report back or phone update)

Provide:

- o Lead staff member's contact number and office contact details
  - o Name, description and age
  - o OS or what3word location
6. Continue to search, opening up the area, keeping in touch by mobile phone if available.
7. When the situation has been resolved hold a debriefing meeting.
8. Contact parent/carer.



## Serious Accident Procedure

To reduce the likelihood of a serious accident, staff should ensure the following during each visit and activity:

- Carry a mobile phone and radio to contact the Magdalen Office and emergency services if required.
- Carry a first aid kit, whistle and (when offsite) an OS map.
- Ensure all staff understand their responsibility of the wellbeing of the group and that health and safety procedures adhered to throughout the visit.
- Ensure the groups' medical needs are known prior to visit, and that staff are competent to handle them.
- Ensure the safe adult:child ratios are adhered to throughout the visit, according to Magdalen Farm Strings guidelines.
- Continually monitor the appropriateness of the activity, the physical and mental condition and the abilities of the group members and the suitability of the prevailing conditions.
- Have personal information (contact numbers and medical information) of group members with staff or be available through radio contact.

Staff should give clear verbal instructions and information at the beginning of activities:

- Clearly explain and/or demonstrate the activity in accordance with the guidance from the lesson plan and the risk assessment for that activity and location.
- Set clear and understandable boundaries for the group
- Make the group aware of a clear, recognisable meeting point to meet at the end of the activity or if there is a problem or if the whistle is blown once.
- Tell the group not to go anywhere on their own – always go with their buddy.



In the event of a serious accident the lead staff member should take the following steps:

- Assess and manage the situation
- Conduct emergency first aid if required / possible
- Get help:
  - a. Mobile phone (direct to 999 then call office)
  - b. Radio (to office, ask them to call 999 with details)
  - c. Send runner to centre (give them a copy of your number and ask them to report back or phone/ radio update)

Provide:

- who you are and contact number
- age of patient
- nature of injury
- grid reference (can be found in all backpacks and first aid kits) or what3words
- nature of site (how to get there)
- Delegate and manage the rest of the group appropriate to the remaining staff and situation.
- Ensure that there is a member of staff available to direct emergency services.
- Ensure that all group members are following the emergency procedures and re-allocate roles as necessary.
- Ensure that a group leader accompanies casualties to hospital with any relevant medical information.
- Group returns to centre when safe.
- Fill in Accident Report Form and pass on information in accordance with RIDDOR. For more information on RIDDOR go to:  
<https://www.hse.gov.uk/riddor/key-definitions.htm>
- Keep a record of all events, times and contacts after the incident.
- When the situation has been resolved hold a briefing meeting.
- Contact parents/carers