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**Health & Safety Policy**

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| Produced by | Nicola Wydenbach |

**Health And Safety Policy Statement**

This policy consists of three sections:

1. Aims & Intent – Medising’s declaration of how it will manage health and safety

2. Organisation & Responsibilities – a summary of the roles and responsibilities for the committee, workshop leaders and others who work with Medising in relation to meeting these standards

3. Standards & Expectations – a summary of the key standards and expectations for managing health and safety

1. **Aims And Intent**

It is the policy of Medising to ensure, so far as is reasonably practicable:

* Safe and healthy working conditions for all creative team members
* The safety of its premises and equipment
* That staff, participants and audiences are not exposed to risks to their health and safety

Medising recognises its responsibilities under the Health and Safety etc. at Work Act 1974 and other related legislation and seeks to satisfy its obligations by achieving these general aims. The policy is particularly relevant to activities where the location or venue does not have its own health and safety policy.

Implementation of this policy is reviewed regularly by the Medising Directors and the policy itself will be formally reviewed on an annual basis or more frequently if required due to changes in our organisation, work practices or health and safety legislation.

1. **Organisation And Responsibilities**

**Medising Directors**

Ultimate responsibility for health and safety matters lies with the Directors. The Directors are responsible for ensuring that all employees and freelancers fulfil their responsibility for implementing this policy. This will be achieved through team meetings prior to the commencement of each project.

The Directors will be responsible for the implementation of the following:

* Ensuring suitable and sufficient risk assessments are carried out and kept up to date
* Reviewing risk control measures
* Ensuring that any venue used for project activity or performance is fit for purpose, safe for use and maintained in that condition
* Ensuring that any equipment used for project activity or performance is fit for purpose, safe for use and maintained in that condition
* Making sure that all workshop leaders, directors and members are aware of the fire exits and various fire systems available to them

**Medising Arts Creative Team**

The Senior Director will complete a risk assessment for all Medising projects and events. Risk assessments will be completed in collaboration with relevant project leads and signed off by the Senior Director. Risk assessments should be circulated to all members of the Medising creative team prior to commencement of the activity, and adherence to the risk assessment will be a contractual obligation. Completed risk assessments will be saved on Medising Google Drive and made accessible to all team members. Each member of the team is responsible for ensuring that the relevant arrangements detailed in the risk assessment are adopted within their own areas of control. They have a duty to look after their own health and safety and that of anyone else that might be affected by their actions. In particular this involves:

* Making sure the control measures identified in any relevant risk assessment are put into place for the activity or work environment they are overseeing
* Reporting and investigating any health and safety concern or incident
* Providing adequate opportunity for consultation and communication with other employees and freelancers within their areas of responsibility
* Ensuring that suitable and sufficient information, training, instruction and supervision is provided to ensure the health and safety of all other employees and freelancers working within, or affected by, activities being carried out under their areas of control
* Taking steps to understand the individual needs of project participants and adjust delivery to allow for a range of modes of participation

**Project Participants**

Medising’s programme involves working with community participants who may be particularly vulnerable due to age or physical/mental health. Lead artists should remind all participants that they are responsible for how they participate in project activity, and that all modes of participation are valid.

**3. Standards & Expectations**

The organisation will be guided by HSE standards and Health & Safety legislation. The effective implementation of procedures will be monitored by the committee. Procedures and guidance will be reviewed annually to ensure they meet the changing needs of the organisation, project activities and any premises or venues used.

Medising strives to impress upon all creative team members and project participants that health and safety is the responsibility of all and to encourage a culture where simple actions are taken when a minor risk is noted (e.g. moving a trip hazard, wiping up spilt liquid on the floor) and more significant risks are reported and dealt with promptly.

**General Health and Safety**

*Project activities*

This can mean participatory arts (in person or online) or live performances. Creative team members and volunteers are expected to be vigilant around the health and safety aspects of all project activity, express concerns in a timely manner, and change/adapt delivery accordingly.

*Project equipment*

Creative team members and volunteers should ensure all furniture, seating, equipment and materials used in the delivery of projects and live performances is safe and fit for purpose, raising any concerns with venues or suppliers.

*First Aid*

During workshops, rehearsals and performances suitable first aid arrangements must be available. Project leaders should be made aware of how to summon a first aider/medical assistance if required. Medising should make regular provision for creative team members to access First Aid training.

*Medical information*

Workshop leaders are to ensure information on the medical conditions (and medications taken), including allergies, of participants is known to them and acted upon where appropriate.

*Manual Handling*

Only those who have undergone suitable manual handling training should undertake manual handling and securing of flats and any other equipment or items that require moving or handling.

**COVID-19 Guidelines**

Cohere Arts will ensure that up-to-date COVID-19 Guidelines are issued to creative team members and volunteers prior to commencing all projects and events. Adherence to these guidelines will form part of any contractual agreement for paid staff.

Medising activity risk assessment

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| **Event/Activity (brief description)**  **Medising Singing for Hypertension** | **Date assessment completed:**  **28th Nov2024** |
| **Name(s) of those completing the risk assessment:**  **Nicola Wydenbach** | **Address of Event/Activity:**  **Community House Bromley**  South St Bromley BR1 1RH |
| **Name and role of person signing off by Nicola Wydenbach** | **Date of sign off:**  1st Dec 2024 |

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|  | **Hazards**  What are the hazards? | **Effects**  What might happen because of this hazard? | **Mitigations**  How have you reduced the risk already? | **Likelihood of risk occurring after mitigations**  **(1=low, 2=medium, 3=high)** | **The impact of the risk after mitigations**  **(1=low, 2=medium, 3=high)** | **Total risk score** |
| **1** | *Moving the piano* | *People may be hurt by heavy lifting* | *Only the Musical Director can move the piano* | *1* | 2 | 2 |
| **2** | *Fire doors need to be easily accessed and marked clearly* | *If they are obstructed or not clear and there is a fire, people may get stuck in the venue* | *Ensure that fire doors are free of obstructions on arrival. Make sure that everyone knows where the exits are in case of a fire* | *1* | *1* | *1* |
| **3** | *Fire Extinguishers* | *There may not be any in case of emergency* | *Ensure that there are extinguishers fitted and that they are maintained and suitably located* | *1* | *2* | *2* |
| **4** | *Slips, trips and falls in the venue* | *Minor injuries to broken bones* | *Ensure that  floors are flat, clean and uncluttered and that furniture positioning allows adequate space for circulation* | *1* | *2* | *2* |
| **5** | *Equipment used in session* | *Possibility of accidents from use* | *Musical Director will explain equipment and monitor situation* | *1* | 1 | 1 |
| 6 | *Spillage of drinks* | *Possibility of accidents from spills* | *Ensure adequate paces to put drinks as well as equipment to mop up* | *1* | 1 | 1 |
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**MEDISING CIC Safeguarding Adults Policy Statement**

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**Introduction:**

The purpose of this document is to set out the expected practice in relation to safeguarding adults who attend projects run by the MEDISING CIC (MS). Further guidance may be available on local inter-agency procedures via police/primary care and /or local social services. MS acknowledges the duty of care to safeguard and promote the welfare of adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

**Any adult may be the victim of abuse. Some adults may be at heightened risk due to their social circumstances. MS accepts the responsibility to take reasonable and appropriate steps to ensure their welfare whilst they are attending MS activities including rehearsals, performance, and workshops either in person or online.**

This policy statement recognises that the welfare and interests of members and associated performers re paramount in all circumstances. It aims to ensure that their welfare and interests regardless of: age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background. And it aims to ensure that all members:

Have a positive and enjoyable experience of MS activities in a safe environment; are protected from abuse whilst participating in MS activities.

As part of the safeguarding policy MS will:

* promote and prioritise the safety and wellbeing of all adults
* ensure robust safeguarding arrangements and procedures are in operation.
* ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raises or disclose the concern
* ensure that confidential, detailed and accurate records of safeguarding concerns are maintained and securely stored
* prevent the employment/deployment of unsuitable individuals utilising DBS checks where required

This policy statement will be widely promoted. The procedures are mandatory for everyone involved in MS activities . Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation.

**We recognise that**:

* The welfare of the vulnerable adult is paramount.
* All vulnerable adults regardless of age, disability, gender reassignment, marital and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, have the right to protection from all types of harm or abuse.
* Working in partnership with vulnerable adults, their carers and other agencies is essential in promoting welfare.
* We have a moral and statutory duty to safeguard and promote the welfare of participants. This document offers guidance and outlines procedures that should be followed in all cases of suspected abuse and situations of serious risk. It applies to all those who are considered to be ‘vulnerable adults’.
* Safeguarding is everybody’s responsibility, and includes measures to prevent or minimise the risk of abuse of vulnerable adults occurring. This can be achieved by ensuring that appropriate support is provided with a clear package of care including a risk assessment.

**Definition of vulnerable adult**

A ‘vulnerable adult’ is a person aged 18 years or over who is, or may be, in need of community care services by reason of learning or other disability, age or illness, is unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation *(Who decides? 1997 Lord Chancellor’s Department and ‘No Secrets’ 2000).*

Whether or not a person is vulnerable will depend upon surrounding circumstances and/or environment. Each case is judged individually and on its own merits.

**The purpose of this policy is**:

To provide protection for the vulnerable adults who participate in MSS activities and to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a vulnerable adult may be experiencing, or be at risk of, serious harm.

This policy applies to all staff employed by MS and volunteers.

**We will seek to safeguard vulnerable adults by**:

* Valuing them, listening to and respecting them.
* Adopting vulnerable adult protection guidelines through procedures and a code of conduct for MS employees and freelancers.
* Recruiting staff and volunteers safely, ensuring all necessary checks are made.
* Sharing information about protection and good practice with vulnerable adults, their carers and staff.
* Sharing information about concerns with agencies who need to know, and involving carers appropriately.
* Providing effective management for staff through supervision, support and training.
* Carrying out an annual review of our safeguarding policy and practice.

**Definitions of abuse**

Abuse and neglect are forms of maltreatment of an individual. Somebody may abuse or neglect a vulnerable adult by inflicting harm, or by failing to act to prevent harm. Vulnerable adults may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger (for example, via the internet). They may be abused by an adult or adults.

**Categories of abuse**

**Physical abuse**

* Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm.
* Physical harm may also be caused when a carer fabricates the symptoms of, or deliberately induces, illness in a vulnerable adult.

**Emotional abuse**

* Emotional abuse is the persistent emotional maltreatment of a vulnerable adult such as to cause severe and persistent adverse effects on their emotional wellbeing. It may involve conveying to vulnerable adults that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving them opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate.
* It may feature inappropriate expectations being imposed. These may include interactions that are beyond the person’s capability, as well as overprotection and limitation of experience or normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing vulnerable adults frequently to feel frightened or in danger; or their exploitation or corruption. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.

**Sexual abuse**

* Sexual abuse involves forcing a vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
* They may also include non-contact activities, such as involving vulnerable adults in looking at, or in the production of, sexual images, watching sexual activities, encouraging them to behave in sexually inappropriate ways, or grooming them in preparation for abuse (including via the internet).

**Neglect**

* Neglect is the persistent failure to meet a vulnerable adult’s basic physical and/or psychological needs, likely to result in the serious impairment of their health or wellbeing. Neglect may involve a carer failing to:
* provide adequate food, clothing and protect from physical and emotional harm or danger;
* ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care.
* Neglect may also include neglect of, or unresponsiveness to, a vulnerable adult’s basic emotional needs.

**Other forms of abuse associated with vulnerable adults include:**

**Financial Abuse**

Includes theft, fraud, exploitation, the misuse of possessions or benefits and pressure applied in relation to financial transactions.

**Discriminatory Abuse**

Abuse based on a person’s disability, including harassment.

**Effects of adult abuse**

These are wide-ranging and profound. They vary accordingly to the type of abuse and how long it has been endured but can include:

* behavioural problems
* educational problems
* mental health problems
* relationship difficulties
* drug and alcohol problems
* suicide and self harm
* in extreme cases, death following abuse.

In relation to vulnerable adults, the government sets out six key principles which apply to all sectors and settings:

* **Empowerment** – People being supported and encouraged to make their own decisions and informed consent.
* **Prevention** – It is better to take action before harm occurs.
* **Proportionality** – The least intrusive response appropriate to the risk presented.
* **Protection** – Support and representation for those in greatest need.
* **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
* **Accountability** – Accountability and transparency in delivering safeguarding.

**Recognising Abuse**

Physical signs that may indicate that someone is being, or has been, abused:

* unexplained or suspicious injuries, particularly if such an injury is unlikely to have occurred accidentally
* an injury for which the explanation appears inconsistent
* bruising/burns/cigarette burns/fractures which are unexplainable
* genital injuries/infections/bleeding or discomfort
* sudden speech disorders, or changes in behaviour
* constant hunger, stealing food, frequently dirty, smelly,
* untreated medical conditions or lack of treatment for illness or injury

Behavioural signs that may indicate a vulnerable adult has been or is being abused:

* inappropriate sexually explicit behaviour or language
* the vulnerable adult appears distrustful of others
* unexplained changes in behaviour
* aggressive behaviour or severe temper outburst
* running away, not wanting to go home
* cover up clothing to hide injuries
* flinching when approached,
* depression, low mood, self harm, eating disorders
* behaving increasingly secretively, possessing unexplained amounts of money, gifts
* drug and alcohol abuse, suicide
* excessive lack of confidence, need for approval, attention or affection
* missing appointments, being continually late
* difficulty forming relationships, no friends

The recognition of abuse is not easy and it is not the place of staff to make such a judgement. However, it is their responsibility to act on concerns in order to safeguard the welfare of the vulnerable adult. If you feel uneasy about something you have seen or heard which could be deemed to be abuse, seek advice from:

The Designated Person for MS is Nicola Wydenbach [nicolawydenbach@yahoo.co.uk](mailto:nicolawydenbach@yahoo.co.uk) 07967442935

**Doing nothing is not an option.**

In some cases of suspected abuse, carers must not be informed first - eg, if there is a risk of immediate harm or a carer is suspected of abuse.

Reasonable physical restraint to prevent a vulnerable adult from harming him or herself or another person, or from causing serious damage to property is not deemed to be abuse.

**How to respond to a vulnerable adult telling you about abuse**

There are some basic principles in reacting to suspicions, allegations, and/or disclosures (please see below).

**What to do**:

* stay calm
* listen, hear and believe
* ask open ended clarification questions only
* give the vulnerable adult time to say what they want
* reassure and explain that they have done the right thing in telling.
* Explain that only those people who need to know will be informed
* act immediately in accordance with the procedure in this policy
* record in writing as near verbatim as possible what was said as soon as you can
* report to the Nicola Wydenbach **and relevant contacts listed below**
* record the events in a report.

**What not to do:**

* do not over-react. It is unlikely that the vulnerable adult is in immediate danger
* do not probe for more information, questioning the vulnerable adult may affect how their disclosure is received at a later date
* do not make assumptions, paraphrase and do not offer alternative explanations
* do not promise confidentiality to keep secrets or that everything will be ok (it might not)
* do not try to deal with it yourself
* do not make negative comments about the alleged abuser
* do not ‘gossip’ or disclose any information with colleagues about what has been said
* do not make the vulnerable adult repeat the story unnecessarily

It is the duty of anyone who works with vulnerable adults to report a disclosure of abuse. It is not for staff to decide whether a suspicion or allegation is true. All suspicions or allegations must be taken seriously and dealt with according to this procedure. If the disclosure is made by a carer, you should follow the same procedure and refer to Nicola Wydenbach and the relevant social care and police contacts listed below.

**DESIGNATED SAFEGUARDING LEADS**

The Designated Persons will inform the relevant outside organisation of the incident.

The Designated Person for MS is Nicola Wydenbach [nicolawydenbach@yahoo.co.uk](mailto:nicolawydenbach@yahoo.co.uk) 07967442935

**Reminders for staff**

* No member of staff should give their personal phone numbers, or home address.
* All members of staff must have a current DBS certificate.

**This form is to be used to report all suspicions or allegations of abuse or a serious incident and is to be sent to the nominated Vulnerable Adult Protection Officer as soon as possible**. (Use additional pages if necessary).

|  |
| --- |
| 1. Your name and designation and the name and designation of anyone else who has been involved in collecting information |
|  |
| 1. The date, time and place that you were advised of the Incident or when you became suspicious of abuse. |
|  |
| 1. The names, addresses and telephone contact details of any witnesses to the incident. |
|  |
| 1. The name and address and telephone contact details of the person making the allegation. |
|  |
| 1. The name, address and (if known) the telephone number of the alleged victim of the incident |
|  |
| 1. Brief account given of the incident, including if any abuse has occurred. |
|  |
| 1. If applicable, describe any injuries which have been observed (e.g. cuts, bruises, burns etc. and where on the body they were observed). |
|  |
| 1. If the incident relates to neglect, please describe the conditions that are in place that have led to the need to take safeguarding action , e.g. state of the home, clothing or the child or vulnerable adult |
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Reviewed Nov 2024

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**Equality, Diversity & Inclusion Policy**

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| Produced by | Nicola Wydenbach |

**Policy statement**

Medising is committed to encouraging equality, diversity and inclusion among our workforce, and the communities we work with.

The aim is for our work to be truly representative of all sections of society and for everyone we work with to feel respected and able to give their best.

Medising CIC stands against unlawful discrimination of any kind.

**Aims of this Policy:**

This policy is designed to ensure that Medising CIC complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.

Medising CIC is unreservedly opposed to any form of discrimination on the grounds of the protected characteristics identified in the Equality Act:

• Age

• Disability

• Gender reassignment

• Marriage and civil partnership

• Pregnancy and maternity

• Race / ethnicity

• Religion / belief and culture

• Sex / gender

• Sexual orientation

• Socio-economic deprivation

**Scope of the policy:**

The policy applies to:

* *Job applicants*
* *Employees*
* *Freelancers*
* *Volunteers including trustees/board members*
* *Community artists*
* *Audience members*
* *Partner organisations*

The policy applies to recruitment and employment. It also applies to project engagement of any kind.

**Recruitment and Employment**

Using fair and objective employment practices Medising aims to ensure that:

* All employees and freelancers are treated fairly and with respect at all stages of their employment.
* All employees and freelancers have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour.
* All employees and freelancers have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
* All employees and freelancers have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

Particular attention will be placed on the following:

* Use of selection criteria that does not unlawfully discriminate in recruitment and promotion procedures
* Requiring entry to employment /volunteering or progression within it to be based on merit
* Not discriminating in opportunities for recruitment, training, promotion or transfer of employees or volunteers
* Ensuring that every individual is assessed according to his or her personal capability to carry out a given job/role
* Ensure that all employees are given equal treatment with regard to terms and conditions of employment, provided they do the same or broadly similar work, or work of equal value
* Ensure equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures

**Project engagement**

We commit to making our activities accessible by:

* Considering and removing barriers to participation wherever possible
* Use of clear, concise and appropriate language in all communications
* Choosing to work in accessible spaces and locations
* Inviting participation and respecting community artist choice
* Implementing co-productive processes where possible
* Celebrating diversity as a rich resource for innovation and creativity
* Making reasonable adjustments to enhance opportunities for inclusion, progression and growth
* Operating a zero tolerance approach to discrimination, harrassment or bullying

**Responsibilities:**

All representatives of Medising CIC have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices. Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with Medising Board of Directors.

Employees, freelancers, volunteers or community artists who feel that they have suffered or witnessed any form of discrimination should raise the issue through discussion with Nicola Wydenbach (Senior Director).

Medising CIC will not tolerate any harassment towards its employees, freelancers, volunteers or community artists and will take appropriate action to prevent it happening again.

**Monitoring of the policy:**

This policy will be reviewed on an annual basis by the Medising Board to assess to what extent it is working and that it reflects the current needs and practices of the organi