

HEALTH & SAFETY POLICY

Last Updated March 2026

Babigloo is.....

a project which delivers therapeutic music-led sessions to parents and children 0-12 months at a child's most vulnerable age. Each baby is accompanied by an adult/parent or carer; and if necessary, support from someone.

The first priority of Babigloo must always be the safety and welfare of participants and team

The very nature of the work of Babigloo music for Babies is that every baby and their family should have access to the formative and transformative qualities of music in our lives. HEALTH & SAFETY is paramount at a child's most vulnerable stage of life something we live by in our workplace and demonstrate through our workforce and methods.

This document should be read in conjunction with Babigloo's other relevant policies:

- SAFEGUARDING
- IDEAS (INCLUSION, DIVERSITY, EQUITY AND ACCESS) and
- INDIVIDUAL VENUE RISK ASSESSMENTS

Babigloo's Designated lead on HEALTH & SAFETY

Colin Phillimore, Co Director

Email: colin@babigloo.co.uk

Tel: 07885 535676

If Colin is unavailable or implicated in a concern you should contact:

Jenny Gordon (Co-Director)

Tel: 077515 25200

Email: jenny@babigloo.co.uk

Babigloo's Designated lead on SAFEGUARDING

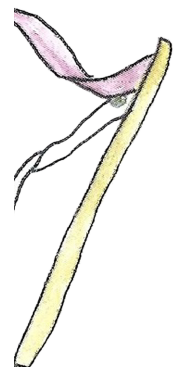
Jenny Gordon (Co-Director)

Tel: 077515 25200

Email: jenny@babigloo.co.uk

This document is for everyone:

- Parents attending Babigloo sessions,
- Babigloo Music Leaders,
- Babigloo Guest musicians,
- Babigloo Directors
- Administrator
- Organisation Partners.



Policy statement

“Babigloo commits to provide, as far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work, for music leaders, guest musicians, participants and volunteers. And aims to ensure that any work undertaken by the organisation does not adversely affect the health and safety of other persons.

We work with our key partners in delivering our sessions especially Early Years Practitioners in local authority Family Hubs and therefore refer to that venue’s policies and procedures”.

The Aim of our HEALTH & SAFETY Guidelines and Procedures is to protect everyone involved in Babigloo from harm

Policy Aims & Objectives

Babigloo music for Babies aims to:

- promote and maintain standards of safety, health and welfare, that comply fully with the Health & Safety at Work Act, 1974, other relevant legislation and codes of practice.
- protect employees, volunteers, participants and others, including the public, from foreseeable hazards including venue specific risk assessments.
- provide all employees and volunteers with the necessary information, instruction, training and supervision needed to ensure that safe working practices are adhered to and safety awareness is developed.
- ensure that all employees, volunteers and participants are aware of their responsibilities to take care of themselves and others.
- encourage consultation and cooperation between employees, volunteers, participants and management on any aspect of health and safety.
- regulate any risk created by work operations and where necessary consult with outside bodies in order to maintain a safe working environment.

Procedures

How we protect everyone at Babigloo from harm:

A Health and Safety and Risk Assessment

Risk assessment for all activities including a pre-delivery visit and discussion with venue team where possible (to include the venue’s Safeguarding Policies. This is shared with all team.

Our Babigloo Welcome Letter sent to all participants pre-programme includes information about the environment, nature of all our sessions.

This Risk Assessment includes:

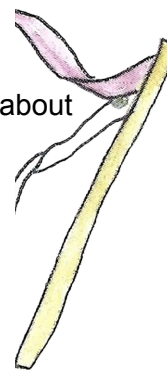
- **Staging sessions and Musicians**
- **Welfare**
- **Instruments and props**

Review of safety of props and instruments used by adults and parents – ongoing daily responsibility for all team to report any issues with broken, unsafe props or instruments.

Props will be cleaned between each session. Verbal instruction clear will be made clear if prop is for parent or baby.

- **COVID 19 or other public health strategies (pandemics)**

The current UK guidelines will be adhered to.



First Aid

If the child is in immediate danger or they need emergency medical attention the wellbeing of the child is paramount. Permission to administer First Aid must be sought from the parent.

Ask someone to go and find the First Aider for that venue.

Stay with the child/parent: Call the Police/Ambulance as appropriate, phone 999

Follow Emergency First Aid Procedure

Support the parent and if at a Family Hub involve the worker/ DSL of the venue.

If at an external venue inform the venue staff on duty.

If for whatever reason the parent/or responsible adult is not present - they should be informed immediately after emergency First Aid is administered.

When safe to do so Call Jenny Gordon, Babigloo Safeguarding DSL Tel: 077515 25200 and inform her.

Accident & First Aid Procedure – Basic Guidelines

- Meetings with Family Hub prior to programmes starting to include discussions on how their First Aid policies will dovetail with ours and procedures for reporting concerns.
- Paediatric First Aid Training will be offered to all Music Leaders every two years.
- A Paediatric First Aid Grab Bag is provided for each session

The following steps should be taken to ensure the safety of all those who use Babigloo sessions:

- Up to date emergency contact details for all team, volunteers and participants are held (respectively) by the Babigloo Director with responsibility for Safeguarding and Health and Safety (please note that It is the participant/team's responsibility to notify FH of any changes to their emergency contact details.)
- All team will have access to Babigloo's emergency contact details available to them at all points in the sessions.
- At least 2 adults should be present at all sessions..
- All team, tutors and volunteers will receive a copy of this policy prior to commencing work/starting a project.
- All team and Tutors are asked to review the relevant risk assessments before starting a project/ session.
- At least one team member/tutor with up to date First Aid training should be present during working times, including evenings and weekends.

The Babigloo team are reminded that emergency situations may include mental health emergencies, including threats of suicide, as well as physical injury. Mental health emergencies should be handled as described above in the same way as any other medical emergency.

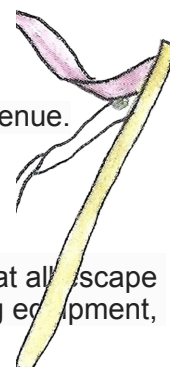
In the event of an injury or incident that requires medical attention quickly, but is not an emergency, the Appointed Person can dial 111 to speak to a medical professional who will provide the relevant support.

Fire Safety

In the case of a fire, the lead team, when appropriate will ensure:

- All workers and participants exit the building quickly and calmly through the nearest fire exit, assembling in the designated Assembly Point for the specific venue.
- Sessional registers are taken with the group to the assembly point.
- Any Fire doors that are propped for ventilation are closed.
- The alarm is raised if not already sounding, or the fire brigade is called.

All team have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear and to report any defective or damaged firefighting equipment, such as fire extinguishers.



Accident Reporting

Any accidents or incidents involving the Babigloo team, tutors, participants or volunteers should be recorded in the venue's Accident Book, and a copy made and reported to the Designated Lead Director for Health and Safety.

The Company Director will report incidents which fall within the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 to the **Health and Safety Executive**. These incidents include major injuries, accidents resulting in employees being absent from work for more than 7 days, or members of the public going to hospital from the scene of the accident etc. Review & Improvement

The Company Directors should review all accidents or incidents to determine if service could be improved to decrease risk in the future. And so that our policies and procedures remain effective,

Actions may include:

- Updating policies and procedures
- Updating risk assessments
- Increasing team training
- Disciplining team in the event that the health & safety policy has been breached
- This policy was last reviewed in August 2024.
- Babigloo will not discriminate against a child with a disability or refuse a child entry to our setting for reasons relating to their disability.

Training

- Babigloo will seek out training opportunities for our team and volunteers in all aspects of our policies to enable them to develop anti-discriminatory and inclusive practices, which enable all children to flourish.
- Babigloo will defer any first aid or medical requirements of participants to the venue team wherever necessary.
- Babigloo will review our practices to ensure that we are fully implementing our policy for Health and Safety.

Meetings

- Meetings are arranged to ensure that all team, management committee members and volunteers who wish to may be involved including the need for their children to attend.
- Babigloo provide a complaints procedure and a complaints summary record for parents to see.

The first priority of Babigloo must always be the safety and welfare of participants and team

Links

Our guidelines provide a brief introduction, a description of the key issues we will adhere to and an example policy. The documents are not comprehensive and do not constitute legal advice.

As part of the Dorset Family Hub Network Babigloo adheres to the [Dorset Council Health and Safety at Work](#) where full procedures are outlined.

This procedure is consistent with the government guidelines set out in the [Health and Safety Executive \(UK\) website](#).

