



## HEALTH & SAFETY POLICY

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## 1.1 HEALTH & SAFETY STATEMENT

The Academy of Music & Sound is committed to creating a safe working environment for all staff, learners and clients visiting each of the Academies.

It is company policy to promote an environment free from risk and danger.

To support this policy, each centre has been designated a smoking free zone which includes e-cigarettes.

It is company policy to ensure that all fire risks are kept to a minimum (bearing in mind the large quantity of electrical equipment within the centre). It is also essential to ensure that adequate fire safety and firefighting equipment is maintained to a high standard and that all staff and clients are aware of fire procedures and drills.

It is company policy to ensure that adequate first aid provisions are readily available should there be a medical emergency.

It is company policy to regularly review and assess Health & Safety issues including changes in legislation that may affect the business.

It is company policy to regularly remind all staff and clients of safety procedures at the centre and notify them of any changes that may occur.

## 1.2 HEALTH & SAFETY & THE LAW

**The Health & Safety at Work Act 1974 (HASAWA)** requires businesses to have a general policy on health and safety at work and the procedures within the workplace for carrying out this policy. This policy states that all employers must display a Health & Safety Law Poster and that a First Aid Kit is provided and details of any accidents recorded.

### **The Workplace, (Health, Safety and Welfare) Regulations 1992**

These regulations deal with physical conditions in the workplace and require employers to meet minimum standards in relation to a wide range of matters, which include:

- maintenance of buildings and equipment
- lighting
- provision of drinking water
- temperature
- rest facilities
- ventilation
- toilet facilities
- first aid.

**The 1999 Health & Safety at Work Regulations** have to a large extent replaced the Offices, Shops & Railway Premises Act of 1963. One of the major requirements of these regulations is that employers must regularly carry out a risk assessment. A risk assessment is regularly undertaken at The Academy of Music & Sound and often involves external companies who specialise in fire and electrical safety.

**The Regulatory Reform (Fire safety Order) 2005** details rules relating to fire safety. The regulations aim to ensure that all employees are aware of how to escape a fire and general fire precautions is clear. This is achieved through the implementation of a Fire Risk Assessment which is carried out on a regular basis.

**The Workplace (Health Safety & Welfare) Regulations 1992** make provisions with regard to lighting, temperature, cleanliness and maintenance of the workplace.

The Health & Safety Law Poster is on display for all read on the Health & Safety notice board within the centre.

There are many Health & Safety Procedure signs around the centre. These give specific details about what to do in the case of an emergency and should be fully understood by every member of staff and all clients and students at The Academy of Music & Sound.

### **The Provision and Use of Work Equipment Regulations 1998**

These regulations set out minimum standards for the use of equipment at work, which The Academy of Music & Sound implements at each centre.

The main requirements are for employers to:

- take account of working conditions and hazards when selecting equipment
- provide work equipment which conforms to relevant safety standards
- ensure that the work equipment is suitable for its intended purpose and used only for that purpose
- maintain and keep the equipment in good working order
- ensure that appropriate safety devices are available, if required
- issue staff with appropriate instructions, training and supervision to use the work equipment safely
- ensure that equipment is inspected after installation or after assembly at a new location.

### **The Electricity at Work Regulations 1989**

The Academy of Music & Sound complies with these regulations, which place a duty on employers to assess all foreseeable risks associated with work activities involving electricity. Employers are required to install safe systems of working, with well-maintained equipment, covering everything from power lines to kettles. All installations

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and repairs will be undertaken by a qualified electrician or those who have appropriate technical knowledge, though some minor repairs, inspections, fitting of plugs, etc may be undertaken by suitably trained staff.

### **Health & Safety for Noise protection - Control of Noise at Work Regulations 2005/ Public Health (Scotland) Act 2008**

The Academy of Music & Sound takes the regulation of noise exposure to performing musicians extremely seriously. The following text provides an overview of the measures taken to minimize the risks involved.

- During student induction week, all students are given a talk on the importance of protecting their ears during all rehearsals and performances.
- Each classroom has a laminated sign on it stating The Academy of Music & Sound policy that hearing protection must be worn during loud playing and gives details of 'how loud is too loud' including details of the length of exposure and decibels that can damage your ears.
- Ear plugs are available in the Centre administration office for anyone who has forgotten them
- Students have received a presentation from a company that makes and sell bespoke earplugs that are molded in the individual's ear shape and are recommended for musicians. (in the past not this year)
- All drummers have to have their own headphones – to protect their ears and for cleanliness

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

These regulations require that people in control of work premises are duty bound to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses) to the Health and Safety Executive and the student funding partner.

#### **1.3 Incident Reporting**

Ensure that all untoward events ie, incidents, accidents, diseases, dangerous occurrences, fire incidents, verbal and physical abuse, security incidents and near misses relating to staff, students, contractors and visitors are reported immediately and documented by the Centre Manager, and that the incident report is forwarded to the Principal. Where the incident is reportable to the Health and Safety Executive the Principal to report it online or by phone;

<http://www.hse.gov.uk/riddor/report.htm>

Ensure that incidents are investigated as appropriate and any remedial action indicated is introduced.

## 1.4 FIRE SAFETY

### ▪ **Smoke Alarms**

Smoke detectors are located on all floors/studio areas. Upon hearing a smoke detector alarm signal, all staff and clients should evacuate the building and meet outside the muster point designated on the **EMERGENCY PROCEDURES SIGN** in each centre

### ▪ **Fire Extinguishers**

In compliance with Health & Safety regulations fire extinguishers are located on every floor of the centre. These fire extinguishers are serviced and checked annually under contract. All Fire extinguishers have operating instructions written on them, and also on cards above each extinguisher. Each fire extinguisher is suitable for different applications. For example; do not use a water filled fire extinguisher on electrical appliances. These are usually large red fire extinguishers.

- Fire Escapes are located: SEE PLAN OF CENTRE EMERGENCY EXITS

## 1.5 FIRST AID

The Academy of Music & Sound operates a First Aid Policy under the requirements of the **Health and Safety (First Aid) Regulations 1981**

These regulations require employers to provide:

- adequate and appropriate first-aid equipment and facilities
- an adequate number of qualified first aiders
- an 'appointed person', if a first aider is absent, to take charge of first-aid arrangements, including looking after the equipment and calling the emergency services.

The Approved Code of Practice to the regulations stresses that the employer must make an assessment of first-aid needs. In response to the regulations regarding educational establishments, The Academy of Music & Sound takes account of risks to pupils/students on and off site when considering the provisions for first aid.

A First Aid Kit can be found in the centre managers office or Health & Safety point. An accident record book can also be found by the side of the First Aid Kit and should be filled in no matter how small an injury or accident may appear. If an injury occurs at the centre, it should be reported immediately to a member of The Academy of Music & Sound centre staff. A First Aid guide is also located in this area as well as a Fire & Safety notice. Serious accidents should be reported to the Local Authority. A First Aid officer is located at the centre should the need arise for assistance.

## 1.6 RESPONSIBILITY & ACTION

It is the responsibility of all staff & students to be aware of the location of fire exits, extinguishers, first aid kits and books. It is the responsibility of the management to ensure that all staff & students receive a copy of the company's Health & Safety Policy. It is the responsibility of all staff to notify the management of any impending danger, however trivial it may seem. There are also individual responsibilities for each department at the centre.

The centre manager will be responsible for checking all electric sockets on a regular basis and informing all students attending training courses of information relating to the company Health & Safety Policy.

The centre manager will ensure that an up to date record of students visiting the centre is kept detailing regular tuition days, times, next of kin, address and a contact telephone number. This information should be regularly updated and management notified of any changes. All Staff should ensure that all students are aware of fire exits, extinguishers and first aid equipment.

It is the responsibility of the centre manager to ensure that all smoke detectors are tested regularly and batteries replaced when necessary as well as ensuring risk assessments are carried out.

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**Agreed by:** Steve Ryan, Lewis Harding