

Health & Safety Policy

Signing off requirements:	
Director	Chris Hodges
Date Of Review:	August 2023
Next Review Date:	August 2024

Purpose of Policy

The Rhythm Studio takes health and safety issues seriously and is committed to protecting the health and safety of its employees, contractors, students and all those affected by its activities and attending the premises that it uses. This policy is intended to help The Rhythm Studio achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.

This is a statement of policy only and does not form part of any contractual relationship with either the employees, contractors or students. This policy may be amended at any time by The Rhythm Studio and will be reviewed at regular intervals to ensure that it is achieving its aims effectively.

Who is Responsible for Health and Safety?

Achieving a healthy and safe environment is a collective task shared by the director, employees and contractors. This policy and the rules contained within it apply to all employees, contractors and students.

Director Responsibilities

The Director is responsible for:

- taking reasonable steps to safeguard the health and safety of employees, contractors, students and all people participating in its activities or visiting the premises that it occupies;
- identifying health and safety risks and finding ways to manage or overcome them;
- providing safe and healthy locations and safe entry and exit arrangements, including during an emergency situation;
- providing and maintaining safe learning locations, equipment and systems;
- ensuring electrical equipment is the PAT tested on an annual basis;
- providing safe arrangements for the use, handling, storage and transport of equipment;
- providing adequate information to enable all contractors to manage and teach safely, to avoid hazards and to contribute to their own health and safety;
- promoting effective communication and consultation between the director, employees and contractors concerning health and safety matters; and
- regularly monitoring and reviewing the management of health and safety, making any necessary changes and bringing those to the attention of all contractors.

Any concerns about health and safety matters should be brought to the attention of the Director.

Employee and Contractor Responsibilities

All employees and contractors must:

- take reasonable care for their own health and safety and that of others who may be affected by their acts and omissions;
- co-operate with the Director generally to comply with health and safety requirements;
- comply with any health and safety instructions and rules, including instructions on the safe use and handling of equipment;
- ensure that students and teachers use adequate hearing protection at all times during drum lessons and band workshops.
- keep health and safety issues at the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions;
- keep the classrooms and communal areas used by The Rhythm Studio tidy and hazard free;
- report all health and safety concerns to the Director promptly, including any risk, hazard or malfunction of equipment, irrespective of how minor or trivial it may seem; and
- co-operate in the Director's investigation of any incident or accident which either has led to injury or which could have led to injury in the opinion of trustees.

Employee & Contractor Responsibilities relating to Equipment

All contractors must:

- use equipment as directed by any instructions issued by the Chris Hodges or James Carey, or contained in any written operating manual or instructions for use;
- report any fault with, damage to or concern about any equipment or its use to Chris Hodges or James Carey.
- Do not attempt to repair equipment unless suitably authorised.

Employee and Contractor Responsibilities relating to Accidents and First Aid

All contractors must:

- promptly report any accident at the school, however trivial, to the administration team so it can be recorded in the Accident Book and co-operate in any associated investigation;
- familiarise themselves with the details of first aid facilities and trained first aiders who are: Charlotte Speechley, Marion Musni, Emmanuel Seriki, Brittany Wallis, James Carey, Kaja Magsam and Chris Hodges
- if an accident occurs, report this without delay to the Office Manager, giving details of the name, location and brief details of the problem.
- The Office Manager is responsible for investigating any injuries, preparing and keeping accident records and reporting these to the Director.

Employee and Contractor Responsibilities relating to Emergency Evacuation and Fire

All employees and contractors must:

- familiarise themselves with instructions about what to do in a fire in the premises in which they are located;
- ensure they are aware of the location of fire extinguishers, fire exits or alternative ways of leaving the premises in an emergency;
- comply with the instructions of fire wardens if there is a fire, suspected fire or fire alarm (or practice drill for any of these scenarios);
- ensure that any fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time; and
- notify the Office Manager immediately of any circumstance that might hinder or delay evacuation in a fire.

On discovering a fire, all employees and contractors must:

- immediately trigger the nearest fire alarm and, if time permits, call 999 and notify the location of the fire; and
- attempt to tackle the fire **ONLY** if they have been trained or otherwise feel competent to do so.