

1. Purpose of Policy

HHMUSIC LLP (HHMS) takes health and safety issues seriously and is committed to protecting the health and safety of its employees, regional directors, volunteers, contractors, students and all those affected by its activities and attending the premises that it uses. This policy is intended to help HHMS 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 tutors or students. This policy may be amended at any time by HHMS and will be reviewed at regular intervals to ensure that it is achieving its aims effectively.

2. Who is Responsible for Health and Safety?

Achieving a healthy and safe environment is a collective task shared by the Board of Directors and sub-contractors. This policy and the rules contained within it apply to all Directors, sub-contractors, employees, apprentices, interns, work placements and students. This policy will be available on the HHMS website (www.hhmusic.co.uk) and will be drawn to the attention of all new customers, volunteers, employees & sub-contractors.

3. Director Responsibilities

The Board of Directors are responsible for:

- taking reasonable steps to safeguard the health and safety of employees, sub-contractors, volunteers, 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;
- 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 directors, employees and sub-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;
- Undertaking of appropriate Risk Assessments;

Any concerns about health and safety matters should be brought to the attention of the Health and Safety leader (Jonathan Eno BEM).

4. Contractor Responsibilities

All regional school Directors, employees, apprentices, interns, work placements and sub-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 Board of Directors 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;
- 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 locations used by HHMS tidy and hazard free;
- report all health and safety concerns to the Health and Safety leader promptly, including any risk, hazard or malfunction of equipment, irrespective of how minor or trivial it may seem; and
- co-operate in the Board of Directors' investigation of any incident or accident which either has led to injury or which could have led to injury in the opinion of directors.

5. Employees and Sub-Contractor Responsibilities relating to Equipment

All contractors must:

- use equipment as directed by any instructions issued by the Directors 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 the CEO; and
- not attempt to repair equipment unless suitably authorised;
- All electrical elements should be PAT tested annually;

6. Employee and Sub-Contractor Responsibilities relating to Accidents and First Aid

All contractors must:

- promptly report any accident at the regional school, however trivial, to the regional school director so it can be recorded on an incident report form and co-operate in any associated investigation;
- familiarise themselves with the details of first aid facilities and trained first aiders;
- if an accident occurs, report this without delay to Jonathan Eno BEM, giving details of the name, location and brief details of the problem, upon which an incident report will be created and logged;

All directors are responsible for investigating any injuries, preparing and keeping incident records and reporting these to the Health & Safety lead (Jonathan Eno BEM).

7. Contractor Responsibilities relating to Emergency Evacuation and Fire

All employees and sub-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 any premises (when working with HHMS) 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 regional school Director immediately of any circumstance that might hinder or delay evacuation in a fire.

On discovering a fire, all regional school Directors, employees and sub-contractors must:

- immediately trigger the nearest fire alarm and, if time permits, call 999 and notify the location of the fire; and
- NEVER attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so;