



Health and Safety Policy

Academy of Rock

Health and Safety Policy

Academy of Rock (AOR) takes health and safety issues seriously and is committed to protecting the health and safety of its directors, managers, teachers, students and all those affected by its activities and attending the premises that it uses. This policy is intended to help AOR 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 teachers or students. This policy may be amended at any time by AOR and will be reviewed at regular intervals to ensure that it is achieving its aims effectively.

This policy is available on our website at [????????](#) This policy will be subject to review and monitoring by AOR and if necessary will be amended and updated following feedback. All future versions to this policy will be flagged and will be posted on our website.

Issue and review

The date of issue of this policy is [???? 2019](#). This policy will be reviewed annually.

Who is Responsible for Health and Safety?

Achieving a healthy and safe environment is a collective task shared by managers and teachers. This policy and the rules contained within it apply to all directors, managers, teachers and students. Copies of this policy will be available on AOR website and will be drawn to the attention of all new teachers and students,

Manager Responsibilities

The Managers are responsible for –

- taking reasonable steps to safeguard the health and safety of teachers and 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 teachers to manage and teach safely, to avoid hazards and to contribute to their own health and safety;
- promoting effective communication and consultation between managers and teachers 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 teachers.

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

Teacher Responsibilities

All teachers 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 Compliance Officer 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 AOR tidy and hazard free;
- report all health and safety concerns to the Compliance Officer promptly, including any risk, hazard or malfunction of equipment, irrespective of how minor or trivial it may seem; and
- co-operate in the Compliance Officer's investigation of any incident or accident which either has led to injury or which could have led to injury in the opinion of managers.

Teacher Responsibilities relating to Equipment

All teachers must –

- use equipment as directed by any instructions issued by the Compliance Officer 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 Compliance Officer and;
- not attempt to repair equipment unless suitably authorised.

Teacher Responsibilities relating to Accidents and First Aid

All teachers must –

- promptly report any accident at the Music School, however trivial, to the Customer Relations Officer 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
- if an accident occurs, report this without delay to the Customer Relations Officer, giving details of the name, location and brief details of the problem.

The Compliance Officer is responsible for investigating any injuries.

Teacher Responsibilities relating to Emergency Evacuation and Fire

All teachers 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 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 Compliance Officer immediately of any circumstance that might hinder or delay evacuation in a fire.

On discovering a fire, all managers and teachers must –

- immediately trigger the nearest fire alarm and, if time permits, call 995 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.