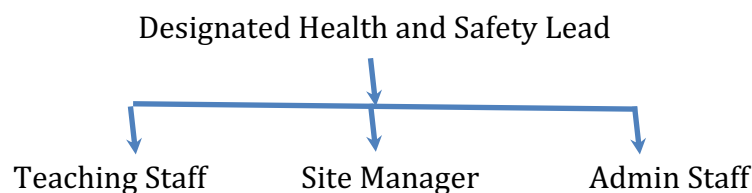




Health and Safety Policy

Muswell Young Musicians strives to ensure the highest standards of health and safety, in line with its responsibilities under the Health and Safety Act 1974 and other statutory and common law duties.

Overall Structure and Responsibilities



Overall responsibility for Health and Safety rests with the Designated Health and Safety Lead (DHSL), who will ensure staff are familiar and compliant with this policy, monitor its effectiveness, and review as necessary. The DHSL is the Director of *Muswell Music LLP*, Patxi del Amo. The DHSL will promote a positive Health and Safety culture, carry out regular audits and risk assessments, and ensure all accidents and near misses are recorded in the Red Book and investigated so that reasonable steps may be taken to prevent a recurrence.

Teaching and Admin Staff have a responsibility to take reasonable care for the Health and Safety of themselves and others while discharging their duties. They will comply with this policy and the measures stipulated in the relevant risk assessments prepared by the DHSL, and report any incidents and near misses.

The Site Manager has a duty to carry out statutory fire alarm tests and enter details in the relevant logbook, liaise with engineers who check fire bells and equipment and ensure all work areas are clean and tidy. The Site Manager will monitor supplies in the First Aid Box, and replenish its contents as soon as possible after use.

Admin Staff are responsible for the safe-keeping of all Health and Safety records, the Red Book and the First Aid Box, as well as the correct filing of attendance registers. They will also ask volunteers and visitors to sign in and sign out in the Visitor Book.



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First Aid

In the event of an injury or illness, First Aid will be administered by the nearest available qualified First Aider, who will assess the injury, provide emergency treatment and take charge of the situation. Where necessary, the First Aider will also:

- Summon parents/carers and a member of SLT.
- Summon an ambulance and send a responsible adult to meet it.
- Safely direct other children away from the scene.
- Obtain ambulance crew details of where the casualty is being taken and arrange for the parent/carer to be notified if they are not present.
- Accompany the child to hospital until the parent/carer arrives.
- Summon the Site Manager when safe disposal of clinical waste, vomit or other bodily waste is required.
- Not put themselves at risk in order to treat a casualty.

The First Aider will make a record of the accident and any subsequent treatment in the Red Book. Parents/carers must be informed of all accidents and (in the case of head injuries), be provided with a Head Injury Note printed on red paper.

The First Aider will under no circumstances administer any medication other than emergency medication (asthma inhalers and Epi-Pens), and only where parents have informed *Muswell Young Musicians* of a medical condition and requested the availability of such treatment. Parents/carers must provide relevant and up to date medical information on registration and indicate any allergies, including to plasters and medication.

The First Aid Box is located with Admin Staff and managed by the Site Manager. It will at least contain the following items at all times:

- Tissues
- Disposable gloves and bags
- Tape
- Individually wrapped sterile wound dressings of different sizes
- Sterile eye pads
- Triangular bandages
- Safety pins
- Assorted plasters
- A mandatory protective mouth shield for mouth-to-mouth resuscitation
- The guidance card

People with First Aid Qualifications: Patxi del Amo





Registration Procedure

Registers are taken at the beginning of each lesson. Children arriving late must be brought into the lesson by their parent/carer, and teachers will update registers as necessary. Parents/carers needing to take a child out before the end of a lesson must inform the teacher.

Fire Procedure

In the event of a fire, *Muswell Young Musicians* staff have responsibility for taking their own students (and any volunteers working under their supervision) out of the building and to the designated assembly point (DAP) calmly and through the nearest fire exit. The DAP is under the big canopy in the entrance courtyard.

Members of staff will stay with their students, take the relevant fire register and communicate it to the School Administrator. While every effort will be made to safeguard other members of the public on site at the time of a fire, the primary concern of *Muswell Young Musicians* is the safety of its learners and staff, and therefore cannot be held legally accountable for the protection of third parties.

The duties of the School Administrator will include to:

- Identify fire hazards and report them without delay to the Site Manager.
- Ensure that escape routes are kept clear and can be used at all times.

On discovering a fire, the School Administrator is expected to:

- Check that the alarm has been raised or alternatively raise it.
- Ensure that everyone evacuates the building quickly and in an orderly way.
- Search toilets and store rooms in their zone in a methodical way to ensure no one remains.
- If possible, close down electrical equipment and close windows.
- Ensure that anyone with additional needs is assisted in line with their PEEP.
- Send a responsible adult to meet the Fire Brigade.

The School Administrator will then go to the DAP and become involved in the roll call procedure, collating all completed fire registers from teaching staff. Once all students and staff are safe and accounted for, the School Administrator shall notify the Designated Fire Marshall (DFM). The DFM is the Site Manager.



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In the event of a fire, the DFM is expected to:

- Investigate the location of the fire if it is appropriate and safe to do so.
- Assist the School Administrator in evacuating the building quickly and in an orderly way.
- Search toilets and store rooms in their zone in a methodical way to ensure no one remains.
- If possible, close down electrical equipment and close windows.
- On hearing from the School Administrator that everybody is safe, take over responsibility for the situation and liaise with the Fire Brigade.
- Ensure no one re-enters the building until the Fire Brigade say it is safe, at which points he will reset fire alarms and panels as necessary and instruct staff and students to return to the building.
- If the DAP should become unsafe, the DFM will instruct staff and students to seek alternative refuge either in the main playground or by exiting the school perimeter through the nearest gates. In the event of a fire alarm all gates open automatically.

Bomb Procedure

All staff have a duty to challenge strangers on site, or anybody who is acting in a suspicious manner. In the event a bomb threat is received, the person receiving the call should endeavour to remain calm and elicit as much information from the caller as possible, following the mandatory guidance issued to administrative staff. The Designated Health and Safety Lead (DHSL) and Site Manager should be alerted immediately and the police should be called. The decision whether to evacuate the building or not will be made by the DHSL with advice from the police. If an evacuation is agreed, the process is as follows:

- If there is an immediate risk, the fire alarm will be sounded and the evacuation procedure followed as per the Fire Procedure. The DHSL will consider whether the DAP is sufficiently safe, and may ask the School Administrator and Site Manager to lead all students and staff to seek alternative refuge either in the main playground or by exiting the school perimeter through the nearest gates. In the event of a fire alarm all gates open automatically.
- If there is more than 20 minutes warning, calm verbal instructions will be given to all by the DHSL, the School Administrator and Site Manager to collect belongings and evacuate the building as per the above procedure.

Flood Procedure

In the event of a flood all classes in the proximity of a flood must be evacuated and assembled in the DAP. The DHSL and Site Manager should be alerted immediately. The decision whether to suspend lessons or not will be made by the DHSL with advice from the Site Manager.





Supervision arrangements

Supervision of students is the responsibility of *Muswell Young Musicians* while they are in lessons. *Muswell Young Musicians* expects children to be brought to (and collected from) the class door by parents at the start and finish of lessons. Teachers will under no circumstances leave children unattended in class, and if a teacher needs to leave a lesson unexpectedly, they must ensure another teacher, assistant or other suitably qualified member of staff can cover before doing so.

Bearing in mind teachers act *In Loco Parentis*, it is reasonable to expect children will not necessarily have to be accompanied every time they leave a lesson. For instance, children in Year 1 and older may go to the toilet or the front desk unaccompanied. However, parents and carers of children in Nursery and Reception may be summoned if their child needs to go to the toilet or is unhappy.

Security, theft and other criminal acts

The Site Manager is responsible for opening up in the morning and ensuring that all doors and windows are locked at the end of the day. The Site Manager also has a responsibility to safeguard the security of the school premises.

Volunteers and visitors to the Saturday Music Centre who are not family members or carers of students must report to the School Administrator, sign in and out of the Visitor Book, and wear a visitor's badge at all times.

In the case of an incident involving violence or abuse against a member of the Saturday Centre community (whether a student, parent/carer, or indeed a member of staff), the DHSL will support that person if they wish for the matter to be reported to the police.

It must be noted that systems are not infallible, and that all staff, parents and carers are required to exercise their judgment and be vigilant at all times.

Dated 01/04/2024

Review date 01/04/2026



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