

Salisbury Area Music Co-operative Health and Safety Policy

1. INTRODUCTION

- 1.1 Teacher-members are obliged to take responsibility for their own Health & Safety while on school premises and ensure that any activity undertaken by them does not cause any harm to others. Under the Health & Safety legislation all contractors in schools (including self-employed teachers) must comply with the school's Health & Safety Policies (including accident & emergency) while on-site.
- 1.2 All Teacher-members are required to have public liability insurance in compliance with the Co-operative's Public Liability Insurance Policy. Members of the Musicians' Union and some other professional associations automatically receive this as part of their membership.

2. THE LAW AND STANDARDS

- 2.1 The Health & Safety at Work Act 1974 places overall responsibility for Health & Safety with the school, irrespective of its status.
- 2.2 Schools have duties to ensure, so far as is reasonably practicable, the health, safety and welfare of teachers, all contractors and other education staff.
- 2.3 All schools have Health & Safety Policies and arrangements for their implementation.

3. MANAGEMENT OF HEALTH & SAFETY AT WORK (Regulations 1999)

- 3.1 Health & Safety Risk Assessments must be undertaken for all activities and measures introduced to manage those risks.

4. WORKPLACE (Health, Safety and Welfare Regulations 1992)

- 4.1 This requires schools to ensure that the workplace, and any equipment, is maintained and in working order — i.e. ventilation, working temperatures/thermal comfort, lighting, room dimensions.

5. CONTROL OF NOISE AT WORK (Regulations 2005)

- 5.1 This requires schools to prevent or reduce risks to health and safety from exposure to noise at work. For more information, visit schools and colleges section of <http://soundadvice.info>

6. CHECKLIST

- 6.1 While on school premises Teacher-members should ensure that they are aware of the school's procedures with regard to:

- pupil/teacher behaviour;
- the evacuation procedure in the event of a fire or major incidents;
- first aid provision;
- accident reporting;
- Health & Safety issues;
- procedures for raising an issue.

7. ACCIDENT REPORT

- 7.1 Any Teacher-member who in the light of an accident thinks there is a possibility of making a claim for compensation against the party responsible (i.e. the establishment in which they were working) must report the accident. Failure to record accidents could render any claims of liability invalid, or compromise any possible benefits from the Department for Work and Pensions.
- 7.2 If a Teacher-member has an accident on school premises this must be reported to the school and recorded using the school's official accident report form. Any claim for compensation can only be validated if the accident is recorded, and, in the case of serious accidents, investigated. The Teacher-member should also report any accident to the Co-operative office.
- 7.3 If a Teacher-member has an accident on any other premises the company uses to perform its activities, it must be recorded on the Co-operative's accident forms, held in the Co-operative's office.
- 7.4 Any accident that occurs to a child in the care of the Teacher-member whilst in school must be reported to the school immediately, and to the Co-operative's office. For tuition provided in an approved private location, the Teacher-member should report any incident to the parent and Co-operative office immediately. In all cases, any accident should be reported to the Teacher-member's insurance company in accordance with the insurers policy and procedure for reporting incidents.