



Health & Safety Policy

Lisburn Music Centre Health and Safety Policy is to provide and maintain a safe and healthy working conditions for all our staff and pupils and to encourage a safety culture within the school. We provide information to identify need in respect of training and provide supervision as necessary for the health and safety of staff and pupils.

The Health and Safety Office Role

The HSO is responsible for the day-to-day application of this policy for both teaching and non-teaching staff.

The HSO is responsible for:

- Developing and implementing an effective safety management system for the centre which should include an appropriate health and safety policy
- Ensuring that health and safety forms an integral part of planning within the centre (such as concerts/recitals)
- Ensuring the availability of resources to maintain and improve the safety management arrangements
- Ensuring that all teachers have appropriate experience and training to safely undertake their work in order to carry out their work in a safe and efficient manner
- Ensuring that equipment and materials purchased are safe and suitable to their intended use
- Developing arrangements for ensuring effective maintenance of a safe working environment
- Initiating a risk assessment process where there is a significant risk to health and safety, and communicating the results of those assessments to teachers and other persons likely to be affected by the activity or process
- Maintenance of procedures for the safety of all persons using the premises under their control
- Ensuring that both teaching and non-teaching staff are issued with a copy of the company's Health and Safety Policy

In the absence of the HSO, the co-director will assume this role.

Equipment Manager

The equipment manager, under the supervision of the HSO, is responsible for the following key duties:

- Supervision of the tidy room/desk policy that all teachers are following the policy.
- Implementing a risk assessment process where there is a significant risk to health and safety
- Checking regularly that all fire extinguishers and other related equipment are in place, unobstructed, serviced annually and replaced/repared when required.
- The equipment manager is a trained Fire Marshall. He must carry out a fire drill procedure once per school year.
- To make sure all required health and safety signage, including evacuation notices, are in place and updated as required.
- Ensure that annual electrical checks are carried out and any dangerous machinery is repaired or replaced as soon as possible.
- To work with the HSO to create an emergency evacuation place to evacuate the centre safely in an emergency situation.
- To help the HSO to develop and update a health an effective safety management system for the centre.

Teaching Staff

Each member of the teaching staff has a responsibility to exercise care and attention regarding the safety of themselves and pupils under their control.

Each teacher is responsible for:

- Implementing and teaching safe working with lessons
- Reporting all accidents to the HSO and ensuring that accident forms are fully completed.
- Reporting to Equipment Manager any health and safety concerns
- Not interfering with or missing any equipment provided to ensure safe working practice

- Co-operating full with the HSO on all matter pertaining to Health and Safety

Health and Safety - Procedures

Risk Assessments

To comply with the Management of Health and Safety Regulations (Northern Ireland) 2000, the directors are required to make a suitable and sufficient assessment of the risks to the health and safety of its teachers to which they are exposed whilst they are at work and the risks to the health and safety of persons not in its employment arising out of or in connection with the conduct of its undertakings.

Risk assessments are undertaken in consultation of those impacted. Where the risk is considered significant, this is recorded and appropriate controls put in place. Controls are monitored regularly by managers/officers and reviewed as necessary. A risk assessment should be undertaken where a new activity or new equipment is introduced. teachers should be informed by the HSO of any risks involved in their daily work activities and of

the safe system of work in place to mitigate, so far as is reasonably practicable, the risk of injury.

Fire & Emergency Evacuation

- Fire Drills are carried out yearly
- Each teaching room has a specific exit route which is known to pupils
- The fire alarm will be tested once a week
- All fire equipment will be serviced once per year

Fire Escape Plan

In the event of a fire:

- **Sound the nearest fire alarm (if applicable) and alert others**
- **Evacuate building, DO NOT attempt to tackle the fire**
- **Call the fire brigade (Responsibility of Fire Marshall or head of departments)**
- **Go to the fire assembly point – front of St Mark's Church of Ireland**
- **Call roll if appropriate**

On hearing the fire alarm, teachers should instruct pupils to:

1. **Stand**
2. **Listen for instruction about the exit route to be followed**
3. **Leave the room in an orderly/calm manner, closing doors**
4. **Follow fire exit signs**
5. **Evacuate through the safest route (shop front or back alley through door located at the bottom of stairs)**
6. **Make way to assembly point (front of St Mark's Church of Ireland).**

Health and Safety Inspections (Proactive Monitoring)

To improve health and safety performance and to assist in promoting a positive health and safety culture, the HSO and equipment manager will ensure that health and safety inspections are carried out on a regular basis.

It is the responsibility of the relevant manager to eliminate unsafe acts and unsafe conditions and take immediate corrective action to prevent recurrence. Health and safety inspections, associated actions, recommendations, responsibilities and time-scales should be recorded.

Accidents and Incidents

Lisburn Music Centre aims, so far as is reasonably practicable, to prevent or reduce the number of accidents and incidents. It will monitor all accidents and incidents and implement the necessary control measures to prevent any recurrence.

All accidents and incidents must be recorded. Initial investigation will be undertaken by the HSO/Equipment Manager. Where required, in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences

Regulations (Northern Ireland) 1997 (RIDDOR), accident and/or incidents will be reported to the appropriate enforcing authority in accordance with the accident reporting procedures.

First Aid

The directors will ensure, through the risk assessment process that adequate provisions are made to administer first aid to any injuries sustained by teachers whilst at work. Where it is assessed as being necessary, competent persons will be appropriately trained and supported to carry out their roles in accordance with the duties in the Health and Safety (First Aid) Regulations (Northern Ireland) 1982. Names and locations of specific first aides will be prominently displayed in the workplace.

| First Aiders | Training Provided | Training Renewal |
|--|-------------------|------------------|
| James Parks Naomi Parks Ben McLoughlin | August 2023 | August 2026 |

Housekeeping

The directors are committed to ensuring that a good standard of housekeeping is maintained on its premises. This includes arrangements to ensure:

- The safe condition of floors, passageways and stairs
- The provision of unobstructed corridors and passageways
- The proper storage and stacking of materials
- The proper disposal of waste materials
- Adequate emergency exits
- The safe condition and positioning of furniture and equipment
- The identification and rectification of potential hazards
- The general cleanliness/tidiness of work areas and toilets

This is maintained on a daily basis by the HSO, in collaboration with the Equipment Manager, but is the responsibility of all teachers.

Provision and Use of Work Equipment

In line with the Provision and Use of Work Equipment Regulations (Northern Ireland) 1999, the directors are committed to ensuring all equipment used on its premises is suitable and fit for purpose. All teachers will be provided with adequate information and training to enable them to operate equipment safely. The equipment manager will be responsible for ensuring that equipment is maintained in good order and repair.

The equipment manager is required to ensure all equipment is regularly inspected and all defective equipment withdrawn from use until faults are rectified or the equipment is replaced.

Transportation and Manual Handling of Materials

The directors are committed to the safe transportation, manual handling and storage of materials used in its work processes in line with in Manual Handling Operations Regulations (Northern Ireland) 1992. The directors are committed to the elimination of the requirement for manual handling where possible and managers will undertake a risk assessment for all manual handling activities which cannot be eliminated.

The HSO and Equipment Manager are responsible for ensuring that the correct procedures for handling and transportation are used and for identifying any additional training requirements. Control measure will be implemented to reduce the risk of injury. Suitable and sufficient training on manual handling techniques will be provided to all relevant teachers.

Electricity at Work

The directors will ensure compliance with the Electricity at Work Regulations (Northern Ireland) 1991. The inspection of portable electrical appliances should be undertaken as required and fixed wiring tests every five year. Only suitably qualified electrical contractors will be employed for all electrical work which includes wiring, installing and repairing electrical equipment.

Health and Safety Policy - Audit and Review

The directors are committed to the continuous improvement of its health and safety management system and will carry out a review of the Health and Safety Policy every 2 years or as required to verify that its contents are valid.