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# Health & Safety Policy and Procedures

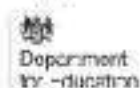
Working for Barnet Education Arts Trust (BEAT)

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**ARTS COUNCIL  
ENGLAND**

BARNET EDUCATION ARTS TRUST  
BARNET MUSIC HUB

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## Table of Contents

1.	Aims	3
2.	Legislation.....	3
3.	Roles and responsibilities.....	3
4.	Site security and equipment of BEAT Office.....	5
5.	Fire	5
6.	Hazardous Materials.....	6
7.	Equipment.....	6
8.	Lone working.....	7
9.	Manual handling.....	7
10.	Violence at work.....	8
11.	Smoking.....	8
12.	Infection prevention and control.....	8
13.	New and expectant mothers.....	10
14.	Occupational stress.....	10
15.	Accident reporting.....	10
16.	Training.....	11
17.	Drugs and alcohol.....	12
18.	Monitoring.....	12
19.	Links with other policies.....	12
	Appendix 1. Fire safety checklist for Music Academies.....	13
	Document History.....	14

## 1. Aims

BEAT aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures
- Have robust procedures in place in case of emergencies
- Ensure that any premises and equipment are maintained safely, and are regularly inspected
- Provide adequate resources to ensure effective implementation of this policy

## 2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

**The Health and Safety at Work etc. Act 1974**, which sets out the general duties employers have towards employees and duties relating to lettings

**The Management of Health and Safety at Work Regulations 1992**, which require employers to make an assessment of the risks to the health and safety of their employees

**The Management of Health and Safety at Work Regulations 1999**, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

**The Control of Substances Hazardous to Health Regulations 2002**, which require employers to control substances that are hazardous to health

**The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

**The Health and Safety (Display Screen Equipment) Regulations 1992**, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

**The Regulatory Reform (Fire Safety) Order 2005**, which requires employers to take general fire precautions to ensure the safety of their staff

BEAT follows national guidance published by Public Health England when responding to infection control issues.

## 3. Roles and responsibilities

### 3.1. The Trustees

Overall and final responsibility for health and safety lies with the Board of Trustees but will delegate operational matters and day-to-day tasks to the CEO and staff members.

The Trustees have a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the BEAT premises.

The Trustees, as the employer, also has a duty to:

- Assess the risks to staff and others affected by BEAT activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

### **3.2. CEO**

The CEO is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there are enough staff to safely supervise pupils
- Ensuring that any buildings and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the Trustees on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed

In the CEO's absence, the Director of Standards and Excellence assumes the above day-to-day health and safety responsibilities.

### **3.3. Health and safety lead**

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas.

#### **BEAT Offices; Located at Dollis Primary School**

Name: Dollis Primary School Site Manager

#### **BEAT Music Academy West (BMAW); Located at St Mary's and St John's School**

Name: Sylvia Pullen

#### **BEAT Music Academy East (BMAE); Located at East Barnet High School**

Name: Kerry Reid

#### **BEAT Music Academy Central (BMAC); Located at Moss Hall Junior School**

Name: Sylvia Pullen

### **3.4. BEAT Staff**

BEAT staff have a duty to take care of pupils in the same way that a prudent parent would do so. Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work

- Co-operate with BEAT SMT on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

### **3.5. Pupils and parents**

Pupils and parents are responsible for following BEAT's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

## **4. Site security and equipment of BEAT Office**

The CEO and Site Manager will be responsible for identifying all equipment/plant needing maintenance.

The CEO and Site Manager will be responsible for ensuring effective maintenance procedures are drawn up.

The CEO and Site Manager will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported to the Site Manager.

The CEO and Site Manager will check that new plant and equipment meets health and safety standards before it is purchased.

## **5. Fire**

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessments of the BEAT office and Music Academy premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week in the BEAT Office

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. For the BEAT office this is the far end of the car park. Specific Assembly points are in place for each Music Academy (see individual risk assessments).

- Staff will take a register of pupils, which will then be checked against the attendance register of that day
- The BEAT Business Manager will take a register of all staff in the BEAT Office.
- The Head of Music Academies will take a register of all staff and parents present at Music Academies.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

BEAT will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in appendix 1

## **6. Hazardous Materials**

- All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label.
- No hazardous substances will be used without the permission of the CEO.
- Low toxic products, such as Valve oil and corrective fluid, will be stored securely and only used under supervision in a well-ventilated area.
- Dust and fumes will be safely controlled by local exhaust ventilation regulations.
- No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- The CEO and site managers will be responsible for identifying all substances which need a Control of Substances Hazardous to Health (COSHH) assessment.
- The CEO and site managers will be responsible for either undertaking COSHH assessments or engaging a suitably qualified consultant to do the assessment. The CEO will be responsible for ensuring that all actions identified in the assessments are implemented and ensure that all relevant employees are informed about the COSHH assessments.
- Assessments will be reviewed every twelve months or when the work activity changes, whichever is soonest.

## **7. Equipment**

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place

- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### **7.1. Electrical equipment**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the CEO or Site Managers immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

### **8. Lone working**

Lone working may include:

- Late working
- Weekend working
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone

### **9. Manual handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture.

If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance. BEAT will ensure that proper mechanical aids

and lifting equipment are available, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## **10. Violence at work**

We believe that staff should not be in any danger at work and we will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) or threats directed to themselves immediately to their line manager/CEO and to the Head Teacher (if they are working in a school). This applies to violence from pupils, parents, visitors, other staff, or any other persons

## **11. Smoking**

Smoking is not permitted anywhere on Trust premises or on any site where BEAT activities take place.

## **12. Infection prevention and control**

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### **12.1. Hand washing**

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

### **12.2. Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged



### **12.3. Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

### **12.4. Cleaning of the environment**

Clean the environment, including musical instruments and equipment, frequently and thoroughly

### **12.5. Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages –use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

### **12.6. Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

### **12.7. Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. BEAT will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

### **12.8. Exclusion periods for infectious diseases**

BEAT will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

### **13. New and expectant mothers**

Risk assessments will be carried out whenever any employee notifies BEAT that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

### **14. Occupational stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within BEAT for responding to individual concerns and monitoring staff workloads.

### **15. Accident reporting**

#### **15.1. Accident record book**

- An accident will be logged in the First Aid and Accident Book as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by BEAT for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

#### **15.2. Reporting to the Health and Safety Executive (HSE)**

The CEO will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) (regulations 4, 5, 6 and 7). The CEO will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Reportable injuries, diseases or dangerous occurrences include:

- Death

- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to BEAT include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

HSE website: <http://www.hse.gov.uk/riddor/report.htm>

### **15.3. Notifying parents**

Management and/or Staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

## **16. Training**

BEAT will ensure that staff are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety within BEAT activities.

The CEO will ensure that there are an appropriate number of first-aid trained staff working within in each BEAT activity.

Staff will be provided with regular training opportunities and have access to support where needed.

#### **17. Drugs and alcohol**

BEAT is a drug and alcohol free area. For further information refer to the Alcohol, Drugs and Substance Abuse policy

#### **18. Monitoring**

This policy will be reviewed by the CEO every 3 years. At every review, the policy will be approved by the Board of Trustees.

#### **19. Links with other policies**

This health and safety policy links to the following policies, procedures and documents:

First aid

Risk assessment

Staff code of conduct

Alcohol, Drug and Substance Abuse policy

**Appendix 1. Fire safety checklist for Music Academies**

<b>Issue to Check</b>	<b>Yes/No</b>
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

**Document History**

Date	Reason for Change	Change Controller
July 2020	Updated	Sharon Broughall

Signed:  Chair of Trustees

Name: Martin Baker

Date : 06/08/20

Signed:  Chief Executive

Name: Sharon Broughall

Date: 06/08/20