



# Health and Safety Policy

## 22 Music Academy

Formatting Note: All text in this policy should be presented in Arial font, size 12, with 1.5 line spacing, and all font in black for optimal clarity and professionalism.

## Introduction

22 Music Academy is committed to ensuring a safe and healthy environment for all staff, students, visitors, and contractors. This policy is underpinned by the Health and Safety at Work etc. Act 1974 and all relevant UK health and safety legislation, regulations, and best practice guidance.

## Policy Statement

Our objective is to prevent accidents and cases of work-related ill health, and to provide adequate control of health and safety risks arising from our activities. We aim to maintain safe and healthy working conditions, provide training and information, and consult with our staff and students on matters affecting their health and safety.

## Legal Framework

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Provision and Use of Work Equipment Regulations (PUWER) 1998
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Other relevant UK and local regulations as applicable

## Responsibilities

- Directors and Senior Management: Overall responsibility for ensuring the implementation and review of this policy.
- Health and Safety Officer: Day-to-day responsibility for ensuring this policy is put into practice, conducting risk assessments, and maintaining records.
- Staff: Responsible for cooperating with the academy's health and safety arrangements, reporting hazards, and following safe working practices.



- Students and Visitors: Expected to take reasonable care for their own health and safety, and that of others, and to follow any health and safety instructions provided.

## Arrangements

### 1. Risk Assessment

We will regularly assess the risks to health and safety from our activities, including the use of musical instruments and equipment, movement of heavy items, and any potential hazards in teaching and performance spaces. Risk assessments will be documented and reviewed annually or when circumstances change.

### 2. Training and Supervision

All staff and students will receive appropriate health and safety induction and ongoing training relevant to their roles and activities. Supervision will be provided for high-risk activities, especially those involving electrical equipment, stage setups, or hazardous substances.

### 3. Equipment and Premises Safety

All equipment, including musical instruments, amplifiers, and electrical devices, will be regularly inspected and maintained. Premises will be kept clean, well-lit, and free from obstructions. Fire safety measures, including alarms and extinguishers, will be in place and maintained.

### 4. Accident Reporting and Investigation

All accidents, incidents, and near misses must be reported to the Health and Safety Officer immediately. Incidents will be recorded in the Accident Book and, where required by law, reported under RIDDOR. Investigations will be conducted to prevent recurrence.

### 5. First Aid

Adequate first aid provision will be maintained on site. Staff will be trained as first aiders, and first aid kits will be clearly signposted and regularly checked.

### 6. Fire Safety

Fire risk assessments will be conducted, and regular fire drills will be held. All staff and students will be made aware of evacuation procedures and assembly points.



## 7. COVID-19 and Infectious Disease Control

We will follow current government guidance on infectious disease control, including COVID-19, ensuring appropriate hygiene, cleaning, and distancing measures as required.

### Consultation

We will consult with staff and students on health and safety matters, encouraging feedback and suggestions for improvement. Regular meetings will be held to discuss health and safety performance and address any concerns.

### Monitoring and Review

This policy will be reviewed annually, or sooner if there are significant changes in legislation, guidance, or academy operations. Performance will be monitored through inspections, audits, and feedback from staff and students.

### Policy Approval

This policy is approved and endorsed by the Directors of 22 Music Academy and is effective from 22/09/2025.

For further information, please contact the Health and Safety Officer at 22 Music Academy.