



HEALTH AND SAFETY POLICY - THE VOICE ACADEMY

STATEMENT OF INTENT

The Voice Academy policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all resident staff, students and outside visitors and to provide such information, training and supervision as they need for this purpose. In accordance with the general health and safety arrangements, safe and adequate access and egress will be maintained at all times when the premises are occupied. Means of escape will be checked on a regular basis to ensure availability. It is the duty of all on site to ensure that means of escape are maintained at all times.

This is a statement of general policy and arrangements for The Voice Academy.

- Maintain safety and healthy work conditions in all areas
- Provide adequate control of the health and safety risk at the premises
- Be open to comments and suggestions from staff, students and adult visitors in matters relating to health and safety
- Provide information, instructions and supervision to staff, students and visitors and make them aware of the first aiders
- Ensure all staff are capable of doing their tasks, hold any required qualifications, documentation and receive adequate training
- Sufficient information, instructions, training and supervision to ensure all staff are well equipped to avoid hazards and contribute positively to effective Health and Safety at work
- Record any harm or injuries that occur in the Accident Book and make changes where required to avoid similar incidents in the future.
- A First Aid folder is available with information of basic first aid
- Regularly review and update this policy
- Update and review the Risk Assessment every 6 months

The Principal; Alexandra Hans has overall responsibility for health and safety at The Voice Academy. Any incident reports also need to be recorded and sent to Alexandra as well as entering in the Accident Book.

A Health and Safety Law Poster is displayed in the Waiting Area on the Upper Floor

THE FIRST AID BOX IS LOCATED IN THE WAITING ROOM ON THE UPPER LEVEL

THE ACCIDENT BOOK IS LOCATED IN THE WAITING ROOM ON THE UPPER LEVEL

THE NEAREST DEFIBRILLATOR IS LOCATED AT THE HIGH STREET CENTRE - RAWMARSH. S62 6LN

In the case of an emergency or serious injury, please contact the emergency services by dialling 999 or 112.

RESPONSIBILITIES FOR ALL STAFF

It is the responsibility of all staff to help maintain the safety and security of the students and the working environment. This includes being aware of the risks, knowing the appropriate action to take and identifying any potential safety issues.

Each member of staff within The Voice Academy has a duty to exercise care and attention with regard to their own safety and that of their students. Under this responsibility, each member of staff shall:

- Ensure reasonable care is taken during their sessions to avoid accidents or injuries to themselves, students and any other personnel within the building
- Shall observe and promote all safety rules at all times
- Familiarise themselves with the evacuation procedure and their nearest emergency exits
- Observe all safety instructions and procedures incorporated in this document
- Report all potential hazards affecting Health and Safety to the Principal
- Report all accidents in the appropriate manner and record in the accident book
- Report any accident and equipment damage to the Principal
- Follow any health and safety instruction given to them by the Principal including the use of equipment
- Must not obstruct any fire escape route, fire equipment or fire doors
- Must report to the Principal any medical condition that could affect the safety of themselves or others
- Ensure that good standards of housekeeping and hygiene are maintained at all times

SECURITY POLICY

Anyone entering the building must have permission and be met by a member of staff. Any unidentified person seen on the premises must be reported to the Principal immediately. CCTV is in operation.

ACCIDENTS AND FIRST AID

The responsibilities of a First Aider are to;-

- PRESERVE LIFE - INCLUDING YOUR OWN.
- LIMIT THE EFFECTS OF THE CONDITION ON THE CASUALTY
- PROMOTE THE CASUALTY'S RECOVERY - IF POSSIBLE
- FOLLOW THE GUIDELINES AS LAID DOWN IN YOUR TRAINING
- RECEIVE RE-TRAINING AND REFRESHER COURSE AS LAID DOWN IN THE FIRST AID REGULATIONS 1981

All accidents are to be reported to the Principal and recorded in the accident book.

FIRST AID AND MINORS

Unless there is good reason, First Aid should not be administered without the permission of a minor's parent or accompanying adult. A minor cannot give consent. If the parent is not at the premises, obtain their phone number and try and make contact. However, if a minor is alone and seriously injured or unconscious, the situation will need to be dealt with immediately. If at all possible, treatment should only be given by a trained First Aider. There will be a trained First Aider on the premises at all times.

Provided this does not in itself put the minor at risk, always try to administer First Aid with another adult present. Always tell the minor exactly what you are doing and why. Unless it is irrelevant, ask the minor if they use medication (e.g. for asthma, diabetes, and epilepsy) or have any allergies. Some minors have allergic reactions to stings.

For minor injuries, you may not offer any medication, including antiseptics or pills of any kind unless permission is obtained by a parent or guardian. If you have any doubts about helping someone to use their own medication, phone National Health Service Direct on 0845 4647 or the emergency services if parent or guardian can not be contacted.

Any treatment should be as little as necessary without threatening a minor's wellbeing.

If a minor comes to you for comfort because of a minor accident or fright, it is acceptable with the Code of Behaviour to hold their hand or put your arm around them. Just ensure:

- you know about any injury and do nothing to make it worse
- physical contact is what the minor wants, and the kind of contact between you is appropriate to their age and stage of development
- you do your best to stay in sight of other adults

If a minor needs a doctor or hospital, call the emergency services immediately

It is nearly always best to stay with them and wait for the ambulance. You should only take the risk of bringing in the minor yourself if the emergency services ask you to do so because of exceptional circumstances. Where possible, another adult should be present.

ACCIDENT PREVENTION

It is the stated aim of the Principal and the prime function of this Safety Policy to lay down guidelines, instructions and procedures to enhance the prevention of accidents to all staff, students and others on the premises. As such it is the duty of all concerned to work in such a manner as to prevent the likelihood of accidents occurring. If an incident does occur it is essential that the procedures laid down in the relevant section of this policy are adhered to.

ACCIDENT REPORTING PROCEDURE

All accidents involving injury to yourself, or others must be reported. The Principal must be contacted as a matter of routine when an accident has occurred.

You must record details of the accident in the Accident Book, and take any necessary action. In addition the accident report form should be completed. This must be done as soon after the incident as possible.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS (COSHH)

All chemicals are subject to the Control of Substances Hazardous to Health Regulations 1999 and as such The CornerSpace will ensure that the necessary instructions and information are provided where it is necessary to use products of a hazardous or potentially hazardous nature. Wherever possible alternative, less harmful substances will be used.

No chemicals or substances which may be subject to the above regulations are to be brought on to or used on the premises without express permission.

The following basic rules must always be followed.

1. Never use something if the label is missing and only use chemicals if you have been trained.
2. Never take any substance for granted. Just because it is familiar does not mean it is not dangerous.
3. Look for the hazard symbols:
 - Skull / Cross Bones - Very Toxic. This symbol gives warning that if it gets into your body by whatever route it is potentially fatal or possesses very serious health risks either immediately or in the longer term.
 - Skull / Cross Bones - Toxic. This symbol signifies a substance that will have serious effects whenever and however it gets into your system. The effects may lead to death or serious ill health.
 - Diagonal Cross - Harmful/Irritant. This symbol indicates a substance which will have an adverse effect on your health when it gets into your system.
 - Dripping Test Tube - Corrosive. This symbol indicates a substance which if coming into contact with your skin or is somehow ingested will destroy living matter.

ENTRY POINTS

Inhalation - The most frequent route of dangerous substance into the body is by inhalation.

Ingestion - Contaminated hands, food or drink is the obvious route here. Good hygiene should take care of many of these problems.

Injection - Among common problems that can occur here is a possible wound, usually a hand injury, in the course of work. Always seek first aid treatment, even if the cut is slight. Better still wear protective gloves.

Absorption.

SAFETY CHECKS

Equipment

Correct storage of equipment is vital in the role of minimising risks. Any equipment not being used is a potential risk. Every piece of equipment that is being used must be checked at the beginning of the session to ensure its safety. In addition, care must be taken to:

- Storage of equipment- make sure that all equipment/resources used are safely and securely stored after each lesson
- Reporting - any damaged equipment should be reported to the Principal, for repair or replacement

- Setting up - setting up of equipment must be comprehensive, correct and safe
- Equipment use - when using equipment, ensure that students are shown how to use the equipment correctly and safely
- Supervision - ensure that no student is able to access equipment without supervision

Studios

Checks to be made before students enter the studio:

- Floor – ensure floors are clean with foreign bodies removed
- Mirrors – ensure mirrors are unbroken
- Plug sockets – ensure they are safe with no exposed wire showing
- Doors and exits – ensure doors are secure and that there is nothing blocking emergency exits

Attendees

- Ensure all students are wearing appropriate clothes and footwear for the planned activity, to minimise accidents or risk

HOUSEKEEPING

The CornerSpace is responsible for the over all maintenance of housekeeping. The Voice Academy staff are responsible for the the general housekeeping in their respective areas. In particular nothing is to be stored or placed in front of fire exits. Corridors will be kept clear at all times. If any additional housekeeping is required, the Principal must be notified.

In line with general housekeeping arrangements Studios are to be kept as clean and as clear as is practical. Under no circumstance are escape routes to be obstructed. Adequate space around desks will be maintained.

A comfortable environment taking into consideration heat, light, ventilation and other relevant matters will be maintained in accordance with the Welfare regulations 1992. To ensure safe access and egress, floors and stairs must be kept clear of tripping hazards. Corridors and doorways must also be kept free of obstructions.

RISK ASSESSMENTS

In accordance with the Management of Health and Safety at Work Regs. 1992, the Principal will ensure Risk Assessments are carried out in all areas of its activities which may pose a threat to the health, safety or welfare of its staff, students, members of the public or any other lawful visitor. Steps will be taken to identify, and then eliminate or control any hazard which is noted or brought to the attention of management by any member of the staff or public.

Risk assessments must be readily available for inspection by the enforcing authorities. They may also be required to demonstrate compliance with legal and injury compensation requirements, therefore the owner must ensure that all documentation is completed in a clear and legible manner. In all cases resident staff and visiting staff will be made aware of all details of the risk assessments.

FIRE SAFETY

The CornerSpace/The Voice Academy operates a no smoking policy on its premises. All staff will be advised of the fire action procedure, location of fire alarms and fire exits. See separate Fire Safety Procedures Document

FIRE EVACUATION PROCEDURE

- If you discover a fire
- In the event of discovery of a fire, activate the fire alarm.
 - Your main responsibility is to help supervise the safety and orderly evacuation of attendees and any other people in your vicinity. Keep calm. Try to keep others calm.
 - Do not prolong your evacuation but on passing check all the corridors, toilets etc. to make sure no one is left behind.

In the event of hearing the fire alarm

You are responsible for yourself and the attendees in your studio.

- Evacuate attendees in your studio from the building immediately on hearing the alarm by using the nearest fire exit. If possible take a quick head count. Under no circumstances must you stop to collect any personal belongings or equipment
- Assemble at the fire point and supervise any attendees

- Do not re-enter the building until you are informed to do so by the Health and Safety Officer

The policy was reviewed April 2022.

Name: Alexandra Hans

Job Title: Principal - The Voice Academy