

Health and Safety Policy

Date of issue:	May 17th 2017
Review date:	March 2020

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1. Introduction and Statement of Intent

This health and safety policy is important for all staff and users of Berkshire Maestros. It sets out our approach, organisation and arrangements for identifying and controlling hazards and risks faced by staff, pupils and other people such as parents, visitors, contractors and hirers.

Berkshire Maestros has various obligations under the Health and Safety at Work Act 1974 and other associated laws. These include taking all reasonable steps to ensure the health, safety and welfare of all staff, including teaching, support and temporary staff. We also have a duty to ensure that pupils, visitors, contractors and others are not put at risk by our activities or the condition of our buildings and equipment.

Health and safety laws all have the same purpose - to minimise the likelihood and severity of injury, ill-health and damage which can arise from incidents and conditions within or connected with Berkshire Maestros. Injury and ill-health can consume considerable amounts of valuable time and money as well as causing pain, distress, inconvenience, disruption of education and lowering of morale and reputation. Therefore, all of us should aim to follow the principle that "prevention is better than cure".

As well as meeting our obligations to provide a safe and healthy teaching environment for pupils while engaged in Maestros activities or during educational activities, we have the opportunity to do much more for them. We should set a good example to them while they are in Berkshire Maestros care and actively encourage them to think about recognising hazards, assessing risks and then taking appropriate precautions within many contexts. By doing so, we will provide them with valuable lifelong knowledge and attitudes which will benefit them and others, both now and in the future, whether at home, at work or during leisure activities.

(signatures).....

Mrs Lynne Ellis
Chief Executive Officer

Mr Mike Harris
Chair of Trustees

(date)

At the end of this document is an appendix sheet with details of persons who hold the various positions and perform the functions which are mentioned in the document. The appendix sheet will be updated and re-issued at appropriate intervals to reflect changes in those details. Some sets of legal regulations are also named within the document. As they are prone to amendment, the titles and dates of any revised legislation may also be included in the appendix.

2.0 Responsibilities

Everybody within Berkshire Maestros has some responsibility for health and safety. Responsibilities are as follows:

2.1. Management Responsibilities

Accidents do not just happen; they occur either because of one or more unsafe physical conditions, incorrect behaviour or a combination of these. The control of safety hazards is an essential part of effective management. The same applies to the control of health hazards.

The Chief Executive has overall responsibility for health and safety within Berkshire Maestros. However, responsibility for dealing with health and safety issues on a day to day basis is delegated to the Head of Resources who has the role of Health & Safety Coordinator (see appendix). This

responsibility is shared with all 'line managers'. These are members of the senior and middle management teams and any others whose role includes supervising other staff, pupils and Maestros activities.

If you are a line manager, you:

- a. Are responsible for the health and safety of employees under your control and for pupils, visitors and others within the areas and/or activities under your control.
- b. Should meet these responsibilities by routine visual checks and discussions to enable you to identify and assess potential and actual health and safety problems. After this, you should ensure that suitable precautions are provided, understood and followed. As explained in more detail later in this policy, this role encompasses carrying out, recording and acting upon risk assessments.
- c. Should investigate or arrange for the investigation and reporting of accidents and "near miss" events concerning areas, employees, pupils and others for whom you are responsible. Where appropriate, you should identify, record and instigate measures which should be taken to avoid or minimise similar incidents in future.
- d. Should consult a more senior manager if you require more information or advice or are unable to resolve problems using your own resources.
- e. Should consider whether the introduction of new systems of work (including practical lessons), machines, substances or the significant alteration of existing arrangements will create new health and safety problems.

2.2 Responsibilities of employees

All members of staff, including all managers in their personal capacity, have responsibilities which are imposed by law. Therefore, if you are employed by Berkshire Maestros in any way, you should:

- a. Take reasonable care for your own health and safety whilst working at Berkshire Maestros or during other Maestros activities. You also have a duty to take reasonable care for the health and safety of other persons such as colleagues, pupils and other people who may be affected by how you work or behave;
- b. Co-operate with Berkshire Maestros as far as is necessary to enable it to comply with its legal obligations regarding health and safety.
- c. Tell your line manager or other appropriate managers of any known or suspected unsafe equipment, substances, system of work or other situation, including those of contractors, of which you become aware.
- d. Tell your line manager about any injury, known or suspected ill-health or violence which arises through your work for the school. You should also report any "near-miss" events which could have caused injury but fortunately did not do so.
- e. Not deliberately or recklessly interfere with or misuse anything provided for the purposes of health, safety and welfare.

2.3 Responsibilities of pupils

Pupils must take reasonable care for their own health and safety and that of other pupils and other people who may be affected by how they behave whilst involved in Maestros activities. This includes following safety rules and information given to them and wearing appropriate protective equipment and clothing, and using safety devices whenever advised to do so. Failure to do so could

result in harm to the pupil and the risk of disciplinary action by Berkshire Maestros. If a pupil is injured whilst engaged in a Maestros activity, or spot any defect or damage to equipment or Maestros property, they must tell a member of staff.

3. Risk assessment

Along with other employers, Berkshire Maestros is obliged by law to apply the risk assessment process to all of its activities and situations, and then to take action where appropriate. For activities and situations which are identified as posing **significant** risk to staff, pupils and others, Berkshire Maestros has to ensure that appropriate precautions are provided and followed in order to avoid or minimise the likelihood and severity of harm occurring.

If your work involves or may involve activities or situations which could pose significant risk, you and/or your colleagues should be consulted during the risk assessment process. By law, records should be kept of risk assessments and you should be shown copies of or have ready access to ones which are relevant to you. Risk assessments should be reviewed at regular intervals, usually once a year, or whenever activities or situations which have been risk assessed undergo significant change and could render the existing assessments invalid. Records of general risk assessment will be kept by the Health & Safety Coordinator. If you think that any aspect of your work involves significant risk and does not appear to have been subject to risk assessment, do ask your line manager. The same applies if you have any queries, comments or suggestions about any existing risk assessments or think that an assessment is no longer valid because circumstances or arrangements have changed.

4. Common health & safety matters

Different activities pose different types of hazards. The following matters are common to most or all parts of Berkshire Maestros activities and affect all members of staff who must familiarise themselves with the contents.

5. Electricity

Electricity has the potential to kill without warning. Therefore, all electrical appliances which operate at over 50 volts are maintained in a safe condition. To achieve this, Berkshire Maestros arranges for them to be tested at appropriate regular intervals by an electrician and/or a suitably trained and equipped technician. As such tests comprise the electrical equivalent of a vehicular MOT, users of appliances should be vigilant for defects such as damaged plugs and flexes. If you know or suspect any appliance to be defective, you should take prompt action to take the appliance out of use and store it securely until it has been repaired or destroyed.

6. Hazardous Substances

The Control of Substances Hazardous to Health Regulations 2002, often known as the "COSHH" Regulations, require Berkshire Maestros to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as sewage and by-products of processes) which can harm staff and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health. Berkshire Maestros will do this by:

- a. identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm;
- b. Providing suitable precautions to protect persons against the hazards, and;
- c. Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them.

7. Protective equipment and clothing (including hearing protection)

Berkshire Maestros will provide suitable protective clothing and equipment for staff and pupils whose work is liable to involve hazardous substances or excessive levels of noise. If you are provided with any item of protective clothing or equipment, you must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, you should report it and obtain a replacement before continuing with any work which requires it.

8. Fire Precautions

Although instances of fire within school buildings are relatively rare, fire can pose a serious potential hazard when it does occur. The main danger posed by fire is smoke because it obscures vision, is toxic and can induce panic. Although the main aim of fire precautions is to protect human life, they have the additional purpose of avoiding or minimising disruption to the education process which can arise through loss of or damage to school buildings and contents.

Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring, e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end all internal parts of Berkshire Maestros buildings and school space rented by Berkshire Maestros are designated as “no smoking” areas at all times (see Smoking Policy section)

As preventative measures can never be foolproof, reactive measures are also important and include:

- a. Physical measures which include fire doors, smoke detectors, alarm systems and fire fighting equipment. These will be provided, tested and maintained where necessary.
- b. Organisational measures which include regular fire evacuation practices and the use of fire fighting equipment. Detailed information about fire evacuation procedures is provided as a separate sheet to regular and temporary members of staff, including volunteers. Details about fire evacuation routes will be displayed in Music Centres and other schools where staff regularly work. You should familiarise yourself with such details for the rooms which you use.

Records will be kept of any tests and examinations of alarm systems. The same applies to all evacuations for whatever reason, including practices and false alarms, so that the effectiveness of each evacuation can be assessed and action can be taken regarding any problems which have occurred.

A separate fire procedure is published for each Music Centre which supplements instructions posted in those buildings.

Residential accommodation / Tours - People are usually most at risk from fire when they are asleep. Therefore, if you are booking accommodation for groups of students, e.g. tours and courses, you must enquire beforehand and satisfy yourself about the adequacy of the fire precautions provided. Seek further advice if you are in doubt or require a second opinion. If the fire precautions are clearly inadequate you should inform the provider and, depending on the circumstances, the fire prevention department of the local fire brigade in order to protect other potential users. If fire precautions become inadequate while your party is staying in the accommodation, you should tell the provider and require remedial action. If suitable remedial action is not taken, you need to decide whether it is necessary to stop using the accommodation and move elsewhere or even return home.

9. Contractors

Contract work can create temporary hazards in areas where hazards are not normally present. Thus contractors can pose a risk for Berkshire Maestros staff, pupils and other visitors, and also be at risk themselves. Therefore, before **any** contract work begins, the proposed work, including time/s,

location/s and precautions involved must be considered and approved beforehand by the appropriate senior member of staff. Although Berkshire Maestros will aim to inform you beforehand of significant contract activities, there will be occasions when transient work, e.g. a repair to a broken window, cannot be notified and may briefly cause some noise and distraction. Except in an emergency the nature of some types of work is such that they will only be carried out during school holiday periods or outside normal Berkshire Maestros operating hours.

10. Manual handling and postural problems

If your work includes tasks which regularly or occasionally require you to move, lift or carry persons or awkward shaped or heavy objects, you could be vulnerable to back injury and other musculoskeletal problems. Such problems can result in considerable pain and discomfort and are difficult to cure. They can be very costly in various ways as well as impairing the services provided by Berkshire Maestros. Therefore, in order to avoid such problems, your manager should discuss such tasks with you as part of a manual handling risk assessment and then ensure that appropriate precautions are taken either to eliminate such tasks or effectively control the risk. Examples include reducing heavy loads into smaller manageable loads, using mechanical devices such as trolleys or having more than one person lift or carry a heavy load. If no assessments have been made for tasks which you think may put you at risk, do tell your line manager. Although management has a legal obligation to devise and provide safe systems of work for employees, it will help your line manager to help you if you can suggest any practical ways in which to make your work safer.

Back ache and related problems can also occur through work which involves incorrect posture, inadequate seating or prolonged work sat in front of a computer, commonly known as a Visual Display Unit (VDU). If you think you are suffering problems through any of these causes, do ask your line manager for an assessment of the task, seating or your VDU "workstation". See the 'Visual Display Units' section for further details.

11.0 Noise

Everyone involved with music education has a responsibility to help with noise management. Primary responsibility for complying with the **Control of Noise at Work Regulations 2005 (updated 2008)** rests with the employer, Berkshire Maestros.

Your responsibility for managing noise exposure, depending on whether you are an employer, an employee, freelancer or self-employed, should:

- take reasonable care for your health and safety and that of others while at work;
- use control measures in accordance with any instructions given to you;
- make sure the legal limits on noise exposure are not exceeded.

Teachers/instructors of music are often exposed to high levels of noise at work and therefore have a responsibility to make noise awareness part of a complete musical education. It is Berkshire Maestros policy to ensure the safety of all parties involved in the organisation.

Choice of location needs to be suitable for the instrument(s) or music being played and length of exposure is as important as noise level. Some instruments – particularly brass, percussion or when amplified – can cause high sound levels when played in a small teaching room or in inappropriate venues. A small room for tuition will place the teacher close to the output from the instrument. The louder the instrument, the larger the room required. Rooms with poor acoustics may increase the risk of hearing damage in the teacher and the pupil(s). Selection of loud music and making as much noise as possible is common in music teaching, particularly with the very young. Back-to-back lessons of this kind can be damaging. Teachers can be exposed to high sound levels over a long period during a working week from individual and classroom teaching as well as ensemble events and their own practice and performance. Added to this can be any other sources of exposure.

Berkshire Maestros has a duty to assess the risks to employees from noise at work and will take actions to reduce the noise exposure that produces those risks. Hearing protection should be provided if exposure cannot be reduced enough by using other methods. The legal limits on noise exposure must not be exceeded.

Under the Health and Safety at Work Act 1974 employees must take reasonable care for their health and safety and that of others while at work and to co-operate with their employer to enable the employer to carry out legal duties. Employees should take care to avoid actions that might damage their hearing or the hearing of others. Employees must use control measures in accordance with their employers' reasonable instructions; wear hearing protection according to their employers' reasonable instructions; report faults and difficulties in using noise control equipment and make themselves available for health surveillance. However, where employee(s) reasonably believe(s) they are being placed in a situation of serious and imminent danger they can stop work and remove themselves from that situation. **Under the Control of Noise at Work Regulations 2005, self-employed workers have the same responsibilities as employers and employees for their health and safety arising from exposure to noise and for other people whose hearing might be damaged by their acts or omissions.**

11.1 Noise Risk Assessments

The aim of a noise risk assessment is to help decide what measures are necessary to ensure the health and safety of employees who are exposed to noise. It is more than simply taking measurements of noise - sometimes measurements may not even be necessary. Assessments should be drawn up by an appropriately trained individual and based on current advice, information and health and safety policy. This could be someone from within the organisation. Noise risk assessments should:

- identify where there may be a risk from noise and who is likely to be affected;
- contain a reliable estimate of the noise exposure and compare this with the exposure action and limit values;
- identify what noise-control measures are needed and whether hearing protection is necessary and, if so, where and what type;
- identify any employees who need to be provided with health surveillance and whether any are at particular risk.

11.2 Estimate the noise exposure

The daily personal noise exposure (LEP,d) of workers at risk should be estimated and compared with the exposure action and limit values. It takes account of both the level of the sound and how long it lasts. Often a worker's daily noise exposure is made up of a number of periods of time exposed to different levels of noise, so this needs to be taken into account when estimating exposure.

It is essential that any estimate of employees' exposure is representative of the work that they do. It should take account of:

- the work they do or are likely to do;
- the ways in which they do the work;
- how the work may vary during the day or from one day to the next.

Tools are available on the HSE website (www.hse.gov.uk/noise/calculator.htm) that allow noise exposure to be calculated based on information on likely noise levels and durations of exposure. There is a noise ready-reckoner chart and an electronic spreadsheet.

When in any doubt, assume that control measures are necessary and that hearing protection will be required until the control measures are sufficient to reduce the employees' exposure to below the upper exposure action value. If music is to be played (especially loud amplified music) it would be good practice to assume there is a risk and some noise controls will be necessary.

11.3 Action Levels

The Control of Noise at Work Regulations 2005 requires employers to take action at certain action values. These action levels relate to:

- the levels of exposure to noise of employees averaged over a working day or week;
- the maximum noise (peak sound pressure) to which employees are exposed in a working day.

The values are:

- the lower exposure action values:
 - daily or weekly exposure of 80dB
 - peak sound pressure of 135dB
- the upper exposure action values:
 - daily or weekly exposure of 85dB
 - peak sound pressure of 137dB

In determining employees' noise exposure in relation to the upper and lower exposure action values, no allowance may be made for the effects of hearing protection. There are also levels of noise exposure which must not be exceeded:

- the exposure limit values:
 - daily or weekly exposure of 87dB
 - peak sound pressure of 140dB

When determining these exposure limits values, it is permissible to take account of any reduction in exposure provided by hearing protection. If an employee is exposed to noise at or above the exposure limit values, then the employer must take immediate action to bring the exposure down below this level.

11.4 Further advice and information

<http://soundadvice.info/>
<http://www.hse.gov.uk/noise/>

12. Hirers and other users of Berkshire Maestros facilities

Some rooms and facilities are used or hired on a regular or occasional basis by clubs, charitable bodies and various other organisations. Pre-use/hire liaison between Berkshire Maestros management and occasional user/hirer and regular liaison for long term hirers/users is essential to ensure that hirers/users will not put Maestros staff and pupils at risk and vice-versa. Where the hirer/user's activities may pose a foreseeable risk to participants, the hire/use agreement should make it clear that the hirer/user and not Berkshire Maestros is responsible for ensuring that the activities are properly supervised by suitably qualified and experienced persons. Berkshire Maestros can also require users and hirers to provide copies of their records of risk assessments. Where doubt exists about such matters, Berkshire Maestros may seek further professional advice.

13. First Aid

Berkshire Maestros will provide and maintain suitable first aid equipment as required by law and ensure that there are sufficient numbers of staff trained in first aid. Names of first aiders and the locations of first aid equipment will be displayed at relevant locations throughout Maestros premises. Members of staff who organise any activities, including tours and concerts, which take pupils away from Maestros premises must consider and provide appropriate level of first aid equipment and first aiders or others with basic knowledge.

14. Off-site activities

Berkshire Maestros has reasonable control over the nature and condition of its Music Centres and other premises used on a regular basis. By contrast, off-site activities, especially tours, can pose potentially greater risks for pupils and staff partly because the environments in which they occur are less familiar and cannot be readily controlled by Berkshire Maestros. Unknown environments are changeable and can be potentially very hostile. Also, some environments by their nature can pose a greater element of potential risk than normal activities within school or Maestros premises. Therefore, the need to assess and manage risk for off-site activities is most important. For such activities, risk management is a continuous process which requires leaders to remain alert and ready to modify or even abandon activities in response to adverse conditions. Detailed guidance for off-site activities is obtainable from the shared folders on the Berkshire Maestros network. All potential tour leaders should acquaint themselves with this set of guidelines and be familiar with the offsite policy and procedures. If in doubt, staff should always check with the member of SMT responsible for safeguarding and offsite activities or the CEO.

15. Visual Display Units

Under the Health and Safety (Display Screen Equipment) Regulations 1992 Berkshire Maestros has obligations to all employees who regularly use visual display units (VDUs). This includes assessing each VDU and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations. These include matters such as control over glare and reflection and adjustability of seating in order to avoid postural and other health problems which can be caused by VDU work.

16. Medical Matters

Berkshire Maestros will provide occupational health service advice through an external provider, as and when necessary. Staff are encouraged to take eyesight tests at Berkshire Maestros expense via the Specsavers Corporate eye care scheme when they are regular VDU users. Potential staff are required to undergo pre-employment medical checks at the discretion of Berkshire Maestros and in line with the Safer Recruitment Policy.

17. Accidents, Dangerous Occurrences and Ill-Health

An “accident” is any event in which a member of staff, student or any other person such as a visitor suffers any injury through any cause while on Maestros premises or during Maestros activities. The first priority after any injury is for the injured person to receive prompt first aid assessment and treatment and/or medical attention as appropriate. Staff with responsibility for Music Centres should:

- a). investigate accidents without delay to establish their cause
- b). suggest any measures which could be taken to prevent similar accidents in future
- c). ensure that details of the accident are recorded. (All reports are to be handed to the Health and Safety Coordinator by the member of staff making the report)

A “dangerous occurrence” or “near miss” incident is one which had the potential to cause injury, but fortunately did not do so, although damage to equipment or property may have occurred. Nevertheless, “near misses” should be investigated and reported as appropriate so that any preventative action can be identified and taken. Failure to do this could allow the circumstances to be repeated, but with significant consequences including injury and/or serious damage.

If any member of staff is diagnosed as suffering from any medical condition which is either suspected or known to have been caused by or through any aspect of his or her work, they should tell their manager and/or the Berkshire Maestros Health & Safety Co-ordinator.

As required by RIDDOR - the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, some types of injury accidents and incidents need to be reported to the Government Health & Safety Executive (HSE) by completing the relevant form (www.hse.gov.uk/riddor). Likewise, some dangerous occurrences and certain work related medical conditions should be promptly notified to the HSE. Advice about these can be sought from the Health and Safety Coordinator.

18. Violence

"Violence" as defined by the HSE comprises any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work. Berkshire Maestros is committed to protecting staff from violence, as far as possible, whether it be committed by pupils, parents or anyone else. If you think any aspects of your work could put you at risk from violence, do tell your manager so that ways of avoiding or minimising the risk can be identified and put into practice.

If you have been subjected to violence, you should inform your manager. The circumstances will be treated confidentially and support measures will be provided, if required, to assist you in recovering from an incident. The increasing incidence of violence in schools is a reflection of changes in society's values and attitudes. Therefore, if you have been subjected to violence, neither you nor anyone else should consider that you have been inadequate or failed in your work. Potentially all members of staff are vulnerable to violence, but the overall effects of violence can vary and be influenced according to person, time, place and various other factors.

19. Lone Working

Lone workers are those working in situations where they are the sole representatives of Berkshire Maestros. It involves work, which for at least some of the time has to be done without the continuous support of colleagues. It is also acknowledged that lone workers can become victims of crime as a result of going out alone in cars. Lone working may also apply to administrative staff if their colleagues haven't turned up for work or to workers who stay late to finish off some work after everyone else has left the office building.

Employees must have an expectation of a safe place and safe system of work. Berkshire Maestros aims to adhere to the Management of Health and Safety at Work Regulations 1999. We operate a zero tolerance policy and all violent clients will be excluded from services and may be prosecuted. This can include those clients that are verbally abusive and/or threatening.

Berkshire Maestros will:

- Avoid lone working where possible.
- Carry out a risk assessment of lone worker situations and identify the risks and changes that are necessary.
- Allow staff to trust their intuition where they have concerns and respect their right not to wish to work alone with certain clients and in certain situations.
- Keep a photograph of the lone worker and car registration number at the office so it can be passed onto police if necessary.
- Ensure the worker knows what to do in the event of a fire or needing first-aid treatment.
- Re-emphasise hazards and control measures associated with lone work.
- Ensure the building is secure and cannot be entered from outside without the worker's knowledge or permission.
- Provide a system of incident reporting which will be regularly reviewed.
- Ensure that any lone worker has the following:

- A mobile phone and emergency contact details.
- Provide appropriate personal safety training.
- Personal Safety at Work – Guidance for all Employees booklet

The Lone Worker will:

- Keep their mobile phones on (silent) at all times (whilst at work) regardless of their activity. Phones should not be answered whilst teaching, but a return call may be made as soon as it is appropriate to do so.
- Aim to have parents wait outside the lesson or in the car.
- Arrange to contact a colleague/friend by a given time at the end of the lone teaching, so that someone is aware of the situation and 'on call' - Introduce a contact arrangements system (buddy system) so the worker's whereabouts are known and action can be taken if necessary.
- Undertake risk assessments, based on the circumstances at the time.
- Trust their intuition. If the worker feels scared or uneasy, they must not ignore this but act on it.
- Assess the potential risk of a situation – it is not weak to walk away from violence.
- Check information available to you about the environment/students before teaching in a lone working situation.
- Be aware of where first-aid equipment is stored.
- Report all incidents, however small, to the line manager.
- Maintain accurate records of their teaching timetable and pupil lists and ensure that any changes to lone working arrangements are shared appropriately with relevant colleagues.

Virtual Lessons

It is not currently Maestros policy to deliver any form of tuition via online/virtual means.

After any incident Berkshire Maestros will:

- Be available to listen to and support a victim after an incident
- Arrange counselling should this be required
- Accept that verbal abuse can be just as upsetting as a physical attack
- Assist with reporting incidents to police
- Allow appropriate time off work to recover

20. Home Working

For full guidance on working from home and teaching Maestros pupils at home, please refer to the Staff Handbook.

Under the health and safety at work act 1974, Berkshire Maestros is responsible for employees' safety at work. The employee cannot reasonably expect Berkshire Maestros to carry out individual site visits to employees' homes and therefore the employee is responsible for ensuring their own health and safety, including the provision of a safe working environment whilst at home. There is no expectation that any employee will work at home. This is simply a reasonable employer agreeing to an employee's request to work at home to carry out a particular piece of work.

The employee also has an obligation to ensure that they take reasonable care not to harm themselves or others. The Working Time Regulations also apply and homeworkers must ensure they keep working hours within the legal limit. If using a computer, they should take appropriate breaks and have regular sight tests.

For personal safety, work related meetings should not be held in the home and the employee's personal home telephone number or address should not be given out to customers or companies unless they themselves wish to do so. All work related external post should be addressed to the employee via their Maestros office or chosen Music Centre. Internal post and correspondence (e.g. pay slips) can be sent to home addresses.

To help ensure the employee's personal safety, the line manager needs to be aware of the employee's whereabouts during working hours. Employees are therefore required to comply with any checking-in arrangement or team calendar system agreed between the line manager and the employee.

In the best interests of the employee and for the protection of Berkshire Maestros we reserve the right to check the employees home work area for health and safety reasons.

If the employee has an accident whilst working from home, this must be reported in the same way as an accident in the office – i.e. it will be notified to the line manager as soon as possible and appropriate investigations would be carried out and details entered onto the accident reporting form.

If the employee falls ill on a homeworking day, they must notify their line manager in the usual way as described in their contract. The day will count as sickness absence.

21. Child Protection

A detailed Child Protection Policy reflecting all current procedures is in place at Berkshire Maestros. A fundamental part of this policy is a mandatory DBS check for all staff working at all levels within the organisation. The policy offers guidance on all aspects of Child Protection and advice to staff.

Copies of this policy can be obtained from the Designated Safeguarding Lead (DSL), from the deputy (see appendix) or from the shared folders on the Berkshire Maestros network.

22. Smoking

This section has been developed to protect all employees, parents, students, contractors and visitors from exposure to second hand smoke and to assist compliance with the Health Act 2006. Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Stoneham Court (property owned by Berkshire Maestros)

Smoking is prohibited in all enclosed and substantially enclosed areas. This includes the building and grounds with the exception of one designated smoking area for Maestros **staff only**. This area is located on the roof terrace accessed from the 1st floor. Smoking is strictly prohibited in the alcove leading out to the terrace regardless of weather conditions. The door accessing this area must be closed when smoking is taking place.

Other workplaces

Berkshire Maestros adheres to the policies implemented by schools, concert venues and all other organisations that are classed as a Berkshire Maestros workplace, whether on a temporary or permanent basis.

Vehicles

Smoking is strictly prohibited in the Berkshire Maestros van.

This policy applies to all employees, consultants, contractors, customers or members and visitors. Any contractor employed on site has to be made aware of this policy before work takes place.

Smoking is not permitted by any group **hiring** Stoneham Court premises for regular lettings. They are to be made aware before bookings are made.

Appropriate 'no-smoking' signs must be clearly displayed at the entrances to and within the premises.

Non-compliance

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Help to stop smoking

The NHS offers a range of free services to help smokers give up. Visit www.smokefree.nhs.uk for details.

23. Safety Representatives

Berkshire Maestros has appointed its Music Centre managers as safety representatives. Safety Representatives have various legal rights, including the ability to inspect relevant workplaces, investigate accidents and to notify unsafe conditions to management. Details of the safety representatives are listed in the appendix.

24. Berkshire Maestros Health & Safety Committee

Berkshire Maestros has a Health & Safety Committee which meets as and when necessary, usually once a term, to review Berkshire Maestros health and safety performance and to consider significant issues and problems which cannot be routinely resolved. Members of the Committee are listed in the appendix. This meeting is usually coincident with a termly meeting of Music Centre managers.

25. Enforcement of health and safety laws and rules

HM Inspectors of Health & Safety, from the HSE are authorised by law to inspect any part of Berkshire Maestros, its activities or those of contractors to check that health and safety laws are being obeyed. They have numerous powers which include stopping any dangerous activity, requiring an unsatisfactory situation to be rectified or improved within a certain time, and to carry out investigations of accidents and other circumstances. They can also take Berkshire Maestros and/or any individual manager to court for prosecution for not obeying health and safety law. They can also prosecute any member of staff who recklessly or wilfully ignores health and safety law.

Any manager or other member of staff who recklessly or wilfully fails to follow the law or Berkshire Maestros rules concerning health and safety is liable to discipline by Berkshire Maestros.

26. Sources of Advice and Information

Information about health and safety matters is available from the HSE website - www.hse.gov.uk

27. Communications

Serious accidents and matters at Berkshire Maestros or involving Maestros activities should be notified directly or by telephone to any member of senior management. After completion, all reports concerning accidents, dangerous occurrences, ill-health, violence and fire evacuations should be promptly sent to the Health and Safety Coordinator who will arrange for appropriate action to be taken. As already noted, Berkshire Maestros is obliged by law to notify certain types of injury, dangerous occurrences and occupational disease to the HSE.

28. Monitoring of health and safety and this Policy

The Berkshire Maestros Health & Safety Co-ordinator will monitor the adequacy and content of completed report forms and also arrange for accident statistics to be compiled for and reviewed by

the Board of Trustees, the Senior Management Team and the Berkshire Maestros Health & Safety Committee. Among other things this should enable Berkshire Maestros to identify significant causes of injury, to note any trends and consider whether any changes to existing health and safety precautions are required.

The Senior Management Team and the Berkshire Maestros Health & Safety Committee will review this Policy at regular intervals and extend or modify it as necessary.

APPENDIX - HEALTH & SAFETY POLICY

Last Modified: July 2017

Chief Executive Officer: Lynne Ellis
0118 901 2360
Email: lynneellis@berkshiremaestros.org.uk

Health & Safety Coordinator: Richard Raymond, Head of Resources
0118 901 2385
Email: richardraymond@berkshiremaestros.org.uk

Designated Safeguarding Lead (DSL) and Teacher Representative: Helen Robertson
0118 901 2362
Email: helenrobertson@berkshiremaestros.org.uk

Trustee Representative: Greg Sehringer
0118 901 2385

Music Centre Health & Safety Representatives:

Catherine Wilkins, Reading Music Centre
0118 901 2366
catherinewilkins@berkshiremaestros.org.uk

Rosie Saxton, Bracknell Music Centre
01344 782976
rosiesaxton@berkshiremaestros.org.uk

Tracey Oldman, Newbury Music Centre
0118 943 9611
traceyoldman@berkshiremaestros.org.uk

Dawn Parker, Windsor Music Centre
0118 943 9621
dawnparker@berkshiremaestros.org.uk

Stoneham First Aiders (office hours only):

Jude Bowers 0118 9012361

Joe McCormack 0118 9012353

Fire marshals and first aiders for music centres are interchangeable depending on day and timetabling.

(end of appendix) - - - - -