



c/o The Bursar  
Royal Grammar School  
Amersham Road  
HIGH WYCOMBE  
Buckinghamshire  
HP13 6QT

## The Chiltern Music Academy Health and Safety Policy

### General Health and Safety

At CMA we are all responsible for each other's safety and will be mindful to ensure behaviour does not cause risk to others or their belongings. Music Leaders, Parent Helpers and all members of CMA dependent on their age and understanding must be vigilant in assessing and managing potential risks and must report any issues of concern to the Principal immediately. Ensemble Leaders must be familiar with the general layout of each site they use and any potential hazards which need to be managed, e.g., stairs, car parks. Leaders should ensure that members of their ensembles are aware of any potential risks.

CMA does not own its own premises. Rehearsal spaces are hired from RGS and WHS both of which have their own detailed H&S policies and the terms of CMA use are covered by the specific hire agreements. When other buildings/sites are used, the Music Leader in charge of the event will ensure that the site-specific H&S policy is followed.

While there will nearly always be adults in the Sixth Form Centre at the Royal Grammar School and in the Forum at Wycombe High School, CMA only accepts responsibility for members during their actual rehearsal times, when attendance registers are taken. All other supervision is the responsibility of the parents/carers. Members should be made aware that they should spend non-rehearsal time only in the Forum, the Space or other designated waiting space at a different site.

If anyone is lost or needs assistance they should make their way to the Welcome Desk (WHS) or Music Office (RGS).

No member of Primary School age may leave the building unless accompanied by an adult. Members of Secondary School age are expected to remain on site to complete their usual ensemble activities. If, however, they need to leave beforehand, they should inform the most appropriate CMA Music Leader.

If an expected adult is not present at collection time, any child should return to the Welcome Desk/Music Office and report their concerns.

## **Vehicle Movements**

We recognise that both RGS and WHS sites have areas where separation of pedestrians and vehicles is not possible. At evening rehearsals at RGS staff are leaving the site as CMA members are arriving with activities occurring on both sides of the Quad. Parents are encouraged to use the Uplyme Car Park as far as possible. All adults and CMA members need to be vigilant of the risks.

## **Registering CMA Members in Rehearsals**

All members are required to sign in at the beginning of each rehearsal using the ensemble registers to comply with Fire Regulations. Ensemble leaders need to ensure this happens each week, and that latecomers are added to the register on their arrival. Registers should be kept to hand during all rehearsals so that if the building needs to be evacuated, they can be taken out to the assembly point so that a role call can be taken. Registers should be returned to the Welcome Desk after each session.

So that rehearsals run smoothly, members need to arrive a few minutes before the start time to sign in, set up their place and warm up.

Ensemble leaders will make sure the younger children know where the nearest toilets are and explain their own rehearsal etiquette for leaving and returning to a rehearsal. All children should be encouraged to inform the Music Leader/Parent Helper if a child has not returned within a reasonable amount of time. If a child does not return to the rehearsal within a few minutes, a parent representative or nominated adult will seek the child and, if they are not found, the ensemble leader will phone Elen Môn Wayne (Designated Safeguard Lead), Tim Venvell or Andy Rogers (Deputy DSLs).

## **Medical Conditions, Allergies and Special Needs**

In order to take care of all our members and visitors, any medical conditions, allergies or other special needs which may impact health and safety should be reported in confidence at initial registration and on consent forms for specific events. We will need to assess the physical environment at both our sites in order to plan to ensure that each child is safe and supported.

Confidential discussions with ensemble leaders and senior staff of CMA may be needed to ensure the best experience for each child. All significant medical conditions are indicated discreetly in the ensemble registers. Ensemble leaders review this termly and when new information becomes available.

## **Infectious Illnesses**

We ask that if a CMA member has a significant infectious illness, the family does not send the member or any siblings to CMA and informs Elen Môn Wayne or a member of the Management Team as soon as possible. This also applies to Music Leaders and adult volunteers.

If someone becomes unwell and is suspected of having a significant infectious illness, this must be reported to an appropriate CMA Leader. Parents will be contacted and asked to take them off site as soon as possible. All others will be kept at a suitable distance.

## **First Aid and Medical Emergencies**

First Aid equipment is kept at the Tuck Shop and our designated First Aiders are Andy Rogers; Julie-Marie, Alex King, Hannah l'Anson, Elen Môn Wayne and Ruth Cox (Parent Volunteer and First Aid Trainer). Music Leaders and Parent Helpers are asked to put the telephone numbers of these team members in their mobile phones so that they have them immediately available.

In the case of a severe medical emergency during a rehearsal, ensemble leaders will direct members to leave and go to the Sixth Form Centre/Forum. The parent representative or nominated adult will contact a First Aider. If any injury/condition appears to be life threatening, the emergency services should be called immediately, without waiting for a First Aider.

Medical Report Forms are available in our First Aid Box which is kept at the Welcome Desk and Music Office. These forms should be completed whenever first aid given, whether to a CMA member or otherwise.

We ask but cannot guarantee that all CMA sites and events are nut-free.

## **Emergency Procedures for RGS and WHS**

Each site has its own specific procedure outline which is at the back of every ensemble register and at the Welcome Desk.

Fire exits must always be kept clear.

Ensemble leaders are responsible for familiarising themselves with these procedures and ensuring that their students understand them. Special emphasis of these procedures should be given at the start of each term.

Ensemble Leaders will let their members know where the site fire assembly point is at the beginning of the year, ensuring all are familiar with its location and are confident in using appropriate routes to get there.

A copy of the Emergency Procedures for WHS and RGS is sent to the site managers at the beginning of the academic year for comment. Unannounced fire drills will take place on both sites during the school year.

## **Pat Testing & General Maintenance of Equipment**

All CMA electrical equipment is listed on an inventory which records dates of PAT testing.

Equipment left at RGS and WHS will be PAT tested by prior arrangement with the schools.

Music Leaders and any other music providers visiting CMA are responsible for using equipment which is either under guarantee or holds a current PAT certificate.

## **Slip & Trip Hazards**

Slip and trip hazards should be minimized by establishing routines for placing instrument cases and personal possessions appropriately. Music Leaders are responsible for ensuring that these are not blocking fire exits, which must always be kept clear.

The Music Leader running a specific rehearsal/concert must ensure beforehand that the area involved is free from obvious potential hazards, e.g. loose/frayed carpet, drink spillage on floor, un-taped cables. Height differences on staging need careful assessment and management, pointing out safety considerations to CMA members and staff involved. Any safety concerns should be raised with the most senior CMA Leader present, who will contact the relevant site manager. In the case of serious concern, the Music Leader should phone Elen Môn Wayne straight away.

## **Moving and Handling**

In order for CMA to operate effectively, a range of lifting and handling activities will take place regularly. These include moving furniture, music, larger instruments and equipment. Please be mindful of individual children's needs and your responsibility to assess the risk for and ensure supervision for the activity. If you personally have any difficulties moving or handling equipment you need to let us know.

We may also provide support to members who have mobility support needs. We will complete a support plan for anyone who needs help to get around the building. If you identify a child who may need such help, please inform Elen Môn Wayne.

## **Exposure to Noise**

We recognise that there will be certain ensembles which will be more affected by the levels of sound they create. Concerns for specific ensembles or individuals should be raised at the earliest opportunity with Elen Môn Wayne who will inform the Trustees.

Ear plugs are on sale at the Tuck Shop and information can be provided to Music Leaders and members about organisations who provide advice about hearing and noise levels when necessary.

## **Tuck Shop**

The Tuck Shop is a highly valued part of CMA which is run by a team of dedicated parent and student volunteers. A wide range of drinks and snacks are available and whilst we do our best to ensure no nut products are sold we cannot guarantee a totally nut free environment. Families of members with allergies should discuss appropriate options with their children and any significant concerns should be raised with Elen Môn Wayne.

No-one is allowed to use the urn unless they have been shown by an adult how to use it safely. They must not be below the age of 14 and an adult must always be present. Spillages should be reported to the adults on duty so that they can be dealt with appropriately.

## **Health and Safety Policy Review**

Last Review March 2024

The Trustees will review this policy annually.