



# **SOUTH WEST MUSIC SCHOOL**

## **Health & Safety Manual**

### **Responsibilities**

**Fire Safety**

**Accidents and First Aid**

**Missing Students**

**Utilities and Equipment**

**Risk Assessments**

**Safeguarding**

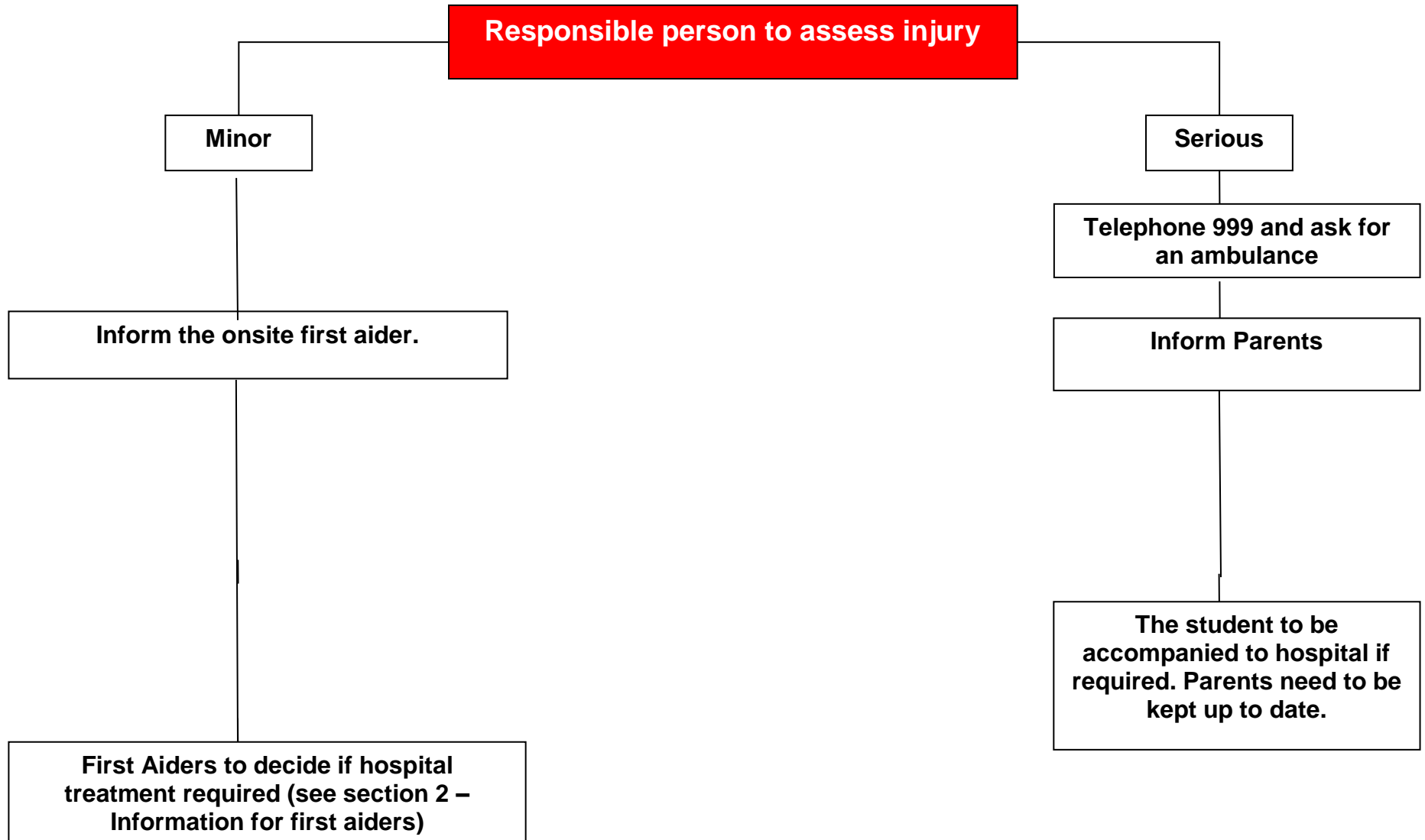
**December**  
**2024**  
**Tracy Hill**

FIRE SAFETY	Read and understood
<p><b><u>When a fire is discovered</u></b></p> <ol style="list-style-type: none"> <li>1. Raise the alarm by clearly shouting 'FIRE'</li> <li>2. Only attempt to tackle the fire if trained and if it is safe to do so.</li> <li>3. Leave by the nearest available exit to the assembly point.</li> <li>4. Do not use the lifts</li> </ol>	
<p><b><u>Action on hearing the alarm – all persons except for Fire Marshalls</u></b></p> <ol style="list-style-type: none"> <li>1. Do not stop to collect personal belongings</li> <li>2. Close windows and doors if it does not cause undue delay</li> <li>3. Escort students and leave by the nearest available exit and go to the assembly point</li> <li>4. Complete an emergency role call for all staff and students.</li> <li>5. Do not use the lifts</li> <li>6. Check that someone has called the Fire Brigade</li> <li>7. Do not return to the building until given the all clear</li> </ol>	
<p><b><u>Fire Prevention</u></b> To prevent fire, please ensure you are aware of;</p> <ol style="list-style-type: none"> <li>1. All emergency exits, fire exits are kept clear</li> <li>2. No smoking on site</li> <li>3. Location of escape routes</li> <li>4. Location of assembly points</li> <li>5. Location of Fire Extinguisher</li> </ol>	

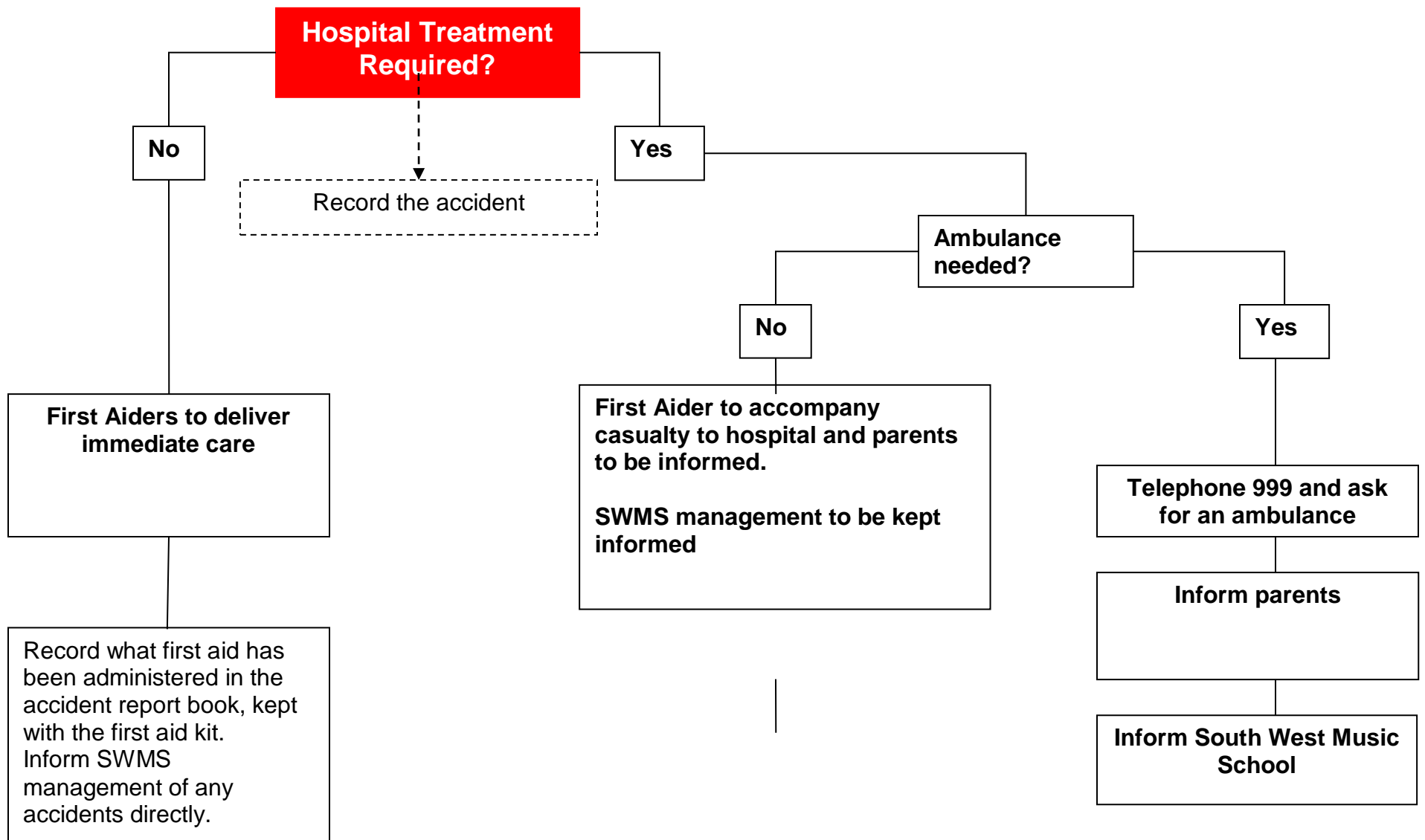
**ACCIDENTS AND FIRST AID**

**Read and understood**

All accidents that occur need to be recorded in the accident book and reported to SWMS.. Please follow the flow chart below;







<b>MISSING STUDENTS</b>	<b>Read and Understood</b>
<p>All students should be registered at the start of the course and provide emergency contact information.</p> <p>If a student goes missing during a one-day workshop session, the tutor should immediately report the situation to the onsite SWMS representative.</p> <p>Under no circumstances should the other students be left unattended while tutor searches for the missing student.</p> <p>If the student goes missing during a residential course, the tutor should immediately report the situation to the house parents who will initiate a search. House parents have a duty of care to students and have knowledge of all students to assess the seriousness of the situation.</p>	

<b>UTILITIES AND EQUIPMENT</b>	<b>Read and Understood</b>
<p>All persons within the group need to understand:</p> <ol style="list-style-type: none"> <li>1. That electrical equipment brought onto site must be safe and used in a safe manner</li> <li>2. That cables should be routed safely to avoid posing a trip hazard</li> </ol>	

<b>RISK ASSESSMENTS</b>	<b>Read and Understood</b>
<p>Relevant risk assessments for group activities must be provided by SWMS management prior to the event and made available to the contracted staff.</p>	

<b>SAFEGUARDING</b>	<b>Read and Understood</b>
<p>SWMS has a duty of care as prescribed in the Children's Act 1989, the Education act 2002 and section 13 of the Children Act 2004. Please see separate Safeguarding policy as set out in the South West Music School policies handbook.</p>	

