



HEALTH AND SAFETY POLICY

Approved on 20 April 2016

INTRODUCTION

1. The Christchurch School of Music (**CSM**) is responsible under the Health and Safety at Work Act 2015 (**the Act**) for ensuring, so far as is reasonably practicable, the health and safety of its staff, volunteers, students and those affected by the work carried out as part of the CSM's business.
2. CSM is committed to providing and maintaining a safe and healthy workplace for all staff, and to provide any information, training and supervision needed to achieve this.
3. CSM will take responsibility for health and safety procedures, however, employees need to be aware of their responsibilities and comply with the business health and safety policy.

GLOSSARY OF TERMS

4. In these Policies:
 - **CSM premises** means the, venue, auditorium, teaching space, room, part of a building, house or such other space where a lesson, rehearsal, or performance takes place.
 - a **volunteer worker** has the meaning set out in s 19(3) of the Act, and is:
 - a. means a volunteer who carries out work in any capacity for a PCBU—
 - i. with the knowledge or consent of the PCBU; and
 - ii. on an ongoing and regular basis; and
 - iii. that is an integral part of the business or undertaking; but
 - b. does not include a volunteer undertaking any of the following voluntary work activities:
 - i. participating in a fund-raising activity:
 - ii. assisting with sports or recreation for an educational institute, sports club, or recreation club:
 - iii. assisting with activities for an educational institute outside the premises of the educational institution:
 - iv. providing care for another person in the volunteer's home.

POLICIES

5. The CSM will ensure, so far as is reasonably practicable:

- a. The provision and maintenance of a work environment that is without risks to health and safety, including in homes or places where teaching of students of the CSM occurs;
 - b. The provision of adequate facilities for the welfare at work of workers in carrying out work for the CSM, including ensuring access to those facilities;
 - c. The provision of information, training, instruction, or supervision necessary to protect persons from risks to health and safety arising from work carried out as part of the business of the CSM;
 - d. The monitoring of the health of workers and the conditions at CSM premises for the purposes of preventing injury or illness of workers arising from the business of the CSM.
6. The Council and the Director of the Christchurch School of Music (CSM) hold duties as officers under the Act, meaning they must exercise due diligence to ensure that the CSM complies with its duties outlined above. This means that the Council and the Director must:
- a. Acquire, and keep up to date with knowledge of work health and safety matters;
 - b. Be in possession of an understanding of the nature of the CSM's business and generally of the hazards and risks associated with that business.
 - c. Ensure that the CSM has available for use, and uses, appropriate resources and processes to identify and eliminate or minimise exposure to any hazards or risk to health and safety associated with the conduct of CSM's business activities;
 - d. Ensure that appropriate processes are in place for receiving and considering information regarding incidents, hazards, and risks, and for responding in a timely way to that information including where appropriate ensuring that any corrective action is taken;
 - e. Ensure that the CSM has in place, and implements, documented processes for complying with the Act;
 - f. Verify the provision and use of the resources and processes; AND
 - g. Nominate and appoint at least One Council Member who shall keep the Council up to date on Health and Safety Matters.
7. CSM and its staff are not responsible for the health and safety of students once a student has left the CSM's premises
8. Every employee of the CSM will share in the commitment to this policy and is expected to play a vital and responsible role in maintaining a safe and healthy workplace through the following:

- a. Observing all safe work procedures and instructions.
 - b. Ensuring his or her own health and safety and that of others.
 - c. Keeping the workplace tidy to minimise the risk of any trips and falls.
 - d. Reporting any hazards or potential hazards immediately.
 - e. Cooperating with the monitoring of workplace hazards and employees' health.
 - f. Ensuring that all incidents are promptly reported.
 - g. If harmed, taking an active role in the CSM's rehabilitation plan to ensure an early and satisfactory return to work.
 - h. Seeking advice if he or she is unsure of any work practice.
 - i. Participate in training and apply learning.
9. CSM will promote a system of continuous improvement of Health and Safety Processes and Procedures, including the annual review of policies and procedures.

Procedures

The Council will discharge its obligations under the Health and Safety at Work Act 2015 by ensuring that the following procedures are in place to ensure that:

1. All workers are made aware of their obligations to provide a healthy and safe environment when teaching in their own homes or places otherwise not under the control of the CSM.
2. A Register of Incidents is maintained by the Music Director, who will record the date, time, location and name of persons involved in all accidents or incidents in the premises occupied or used by the CSM, where injury occurs or could easily have occurred. This will be reviewed regularly by the Council to assist identification of significant hazards.
3. Appropriate first-aid supplies will be provided and maintained at all premises occupied or used by the CSM.
4. All employees, students, parents and other visitors are made aware of emergency procedures and evaluation plans and how to respond to all emergencies and critical incidents.
5. Serious harm incidents will be reported to the Department of Labour.