

# **CORK CITY MUSIC COLLEGE**

## **HEALTH & SAFETY POLICY**

### **Safety, Health and Welfare at Work**

It is the policy of Cork City Music College Board of Directors to provide a safe and healthy work environment for the school community and to meet its duties to students, staff and parents/visitors. This policy has been formulated during the school year of 2017/18 , updated in August 2020 and April 2023 by the staff and Board of Directors of Cork City Music College.

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005, for every employer, in conjunction with employees, to prepare a Health and Safety policy. It represents the Board of Directors' commitment to safety and health and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards.

The Board of Directors is required to document the schools' health and safety policy and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Directors must also consider its 'duty of care' in the school and this must be an integral part of any Health and Safety policy.

The Board of Directors recognises that its obligations are to provide the following:

- A safe place to work
- Safe systems of work
- Appropriate information and training to ensure safety
- Preparation and revision of emergency plans
- Prevention of risk to health from any activity
- Hygiene facilities as appropriate

The success of this policy will depend on the co-operation of all personnel. All staff members should ensure that they understand their role and the overall arrangements for health and safety within the school and its Outreach Centres. All staff members should be aware that they have an obligation to take care of their own safety and that of others who may be affected by their decisions.

### **Responsibility of the Employer, Board of Directors**

The Board of Directors will endeavour to secure the safety, health and welfare of employees, staff, students and visitors.

It will:

- Carry out risk assessments, identify hazards and prepare a safety statement, taking account of the general principle of prevention.
- Management will be fully familiar with the organisation's safety statement and ensure all employees are informed of its contents and any subsequent revisions.
- Employees will be informed of hazards and risks identified, the protective and preventative safety measures, and the names of designated employees representing health and safety processes.
- Organise methods and systems for managing and conducting work activities to ensure, as far as possible, the health and safety of employees.
- Ensure that there are safe means of access and egress to the place of work, and endeavour to ensure that the equipment and facility is safe and without risk to health.
- Prevent, as far as possible, any improper conduct or behaviour likely to put the health and safety of the employees at risk.
- A Health and Safety Committee will meet to review all safety issues and accidents/dangerous occurrences in order to ensure the compliance with the safety statement and relevant legislation.
- Provide written information and instructions regarding the fire safety on the premises to ensure that employees are aware of the actions to be taken in the case of an emergency.
- Ensure that properly maintained fire protection equipment is available and fire routes are kept clear.
- Provide and maintain first aid boxes on the premises.
- Ensure that all employees receive adequate safety training and instruction appropriate to the task performed.
- Will consider any representation about health and safety from any employee.
- Dedicate the resources necessary to ensure, as far as is reasonably practicable, the safety, health and welfare of its employees and visitors to the premises.
- Report accidents and dangerous occurrences to the Health and Safety Authority.
- In the event of a pandemic, management will follow government guidelines, and implement a response plan and public health measures.

Compliance with the safety statement is the ultimate responsibility of management.

## **Responsibility of Employees**

The Safety, Health and Welfare at Work Act 2005, (Section 13) places a number of obligations on employees while at work. These are:

- To take reasonable care of your own health and safety and that of other personnel who may be affected by your acts or omissions.
- To cooperate with your employer on issues pertaining to health and safety.
- To use any suitable appliance, protective clothing/equipment provided for securing safety, health and welfare.

- To report to management without delay any defects of which you become aware in equipment, place of work or system of work, which might endanger safety, health and welfare.
- Not to intentionally or recklessly interfere with any safety measures provided. Such action will lead to disciplinary procedures.
- To be familiar with the safety procedures and safe work methods.
- Not to be under the influence of an intoxicant while at work (including drugs and alcohol) and to submit any reasonable tests for intoxicants accordingly.
- To attend and take account of any safety training, particularly where risk assessment states that this training is necessary.
- Not to engage in improper conduct or negative behaviours (including bullying/harassment).
- To immediately report to management or safety representatives, all accidents and near miss accidents.

## Risk Assessment

Cork City Music College

At Coláiste Éamann Rís, St. Patrick's Road, Cork

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Risks associated with Outreach Teaching Centres and CCMC Office

Hazards & Risks	Preventative Measures	Those affected by Hazards & Risks
<p><b>Hazard:</b> Untidy classroom blocking access and egress to piano/ area in which to teach</p> <p><b>Risk:</b> Trips, slips or falls</p>	<p>Maintain good housekeeping, ensure chairs are tidied away and/or on desks.</p> <p>Report extremely untidy working areas to management.</p> <p>Ensure school bags and other loose materials are kept in suitable areas.</p>	<p>Employees</p> <p>Students</p> <p>Visitors</p>
<p><b>Hazard:</b> Poorly maintained furniture e.g. piano stools, office chairs, seating for students.</p> <p><b>Risk:</b> Injury, falls, cuts</p>	<p>Report poor maintenance to relevant authority, i.e. CCMC or relevant school and ensure faulty or poorly maintained pieces of furniture are removed from general circulation until repair.</p>	<p>Employees</p> <p>Students</p> <p>Visitors</p>
<p><b>Hazard:</b> Lifting heavy instruments/ sound equipment</p> <p><b>Risks:</b> Injury to back, limbs etc</p>	<p>Where possible avoid heavy lifting. Use lifts where available. Avoid any carrying by sole individuals</p>	<p>Employees</p>
<p><b>Hazard:</b> Negative stress, e.g. repetitive strain injury</p> <p><b>Risks:</b> Tendonitis etc.</p>	<p>Take regular breaks from sitting in same position or working on computer for long periods of time.</p> <p>Ensure comfortable seating and desk areas.</p>	<p>Employees</p>

General Hazards and Risks that can be avoided by being mindful of the following:

Slips, trips and falls are the second most common type of accident in most places of work. The risk depends on:

- the premises being kept clean, tidy and uncluttered
- the flooring and stairs being kept in good repair and on the type of flooring used
- the control of other trip hazards
- the quality of lighting
- spillages of liquid being cleaned promptly

The extent of injury may vary from relatively minor to severe, depending on a variety of factors including the nature of the fall, whether at the level or from a height.

Signed:

Virginia Metcalfe.

8th May 2023.