

# Health and Safety Policy

## Private Music Tuition

### Health and Safety Policy

Rebecca Terry – Dolby Music School

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Next Review Date: August 2026



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## 1. Statement of Intent

At Dolby Music School, the health, safety, and wellbeing of students, families, and staff are central to our practice. As a private music tutor operating in various settings, I am committed to providing a professional, safe, and healthy learning environment in accordance with relevant health and safety legislation. This policy is underpinned by the following legislation:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (First Aid) Regulations 1981
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Data Protection Act 2018 (UK GDPR)
- Children Act 2004
- Equality Act 2010
- Education (Independent School Standards) Regulations 2014 (where applicable)

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## 2. Roles and Responsibilities

### 2.1 Teacher Responsibilities:

- Conduct and regularly update health and safety risk assessments.
- Keep teaching environments clean, ventilated, and hazard-free.
- Maintain emergency contact information and mobile phone access.
- Stay current with First Aid and safeguarding certifications.
- Ensure clear communication with families about safety expectations.
- Respond appropriately to accidents, incidents, and safeguarding concerns.
- Record and report health or safety-related incidents within 24 hours.

### 2.2 Student and Parent/Guardian Responsibilities:

- Provide relevant medical or learning information.
- Follow all instructions during lessons.
- Ensure a suitable, supervised space for home-based lessons.
- Notify the teacher of any changes in circumstances that could affect safety.

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## **3. Teaching Environments**

### **3.1 Dolby Music School Studio:**

- 5 minutes between lessons to ensure smooth transition between pupils.
- Clean and tidy teaching space.
- Instruments in good working order.

### **3.2 Online Lessons:**

- Secure platforms (Zoom, Skype, etc.) with password protection used.
- Professional appearance, neutral background, and no personal data displayed.
- No lesson recording permitted without written consent.
- Parents/guardians must supervise or remain nearby for under-18s.

### **3.3 Student Homes:**

- An adult must be present throughout the lesson.
- Unsafe environments must be reported and result in lesson cancellation.
- Clear exit route established during first visit.

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## **4. Infection Control**

- Instruments, surfaces, and shared areas cleaned between each lesson.
- Handwashing and sanitising required on entry and exit.
- PPE to be worn during cleaning and during lessons where needed.
- Lessons transitioned to online in the event of illness or infection risk.
- Teachers and students with symptoms must not attend face-to-face lessons.

### **Covid 19**

- 15-minute gaps between lessons for cleaning and ventilation.
- PPE (masks, gloves, sanitiser) available and used where necessary.
- Parents remain outside the premises to minimise contact.
- All contact surfaces disinfected after each lesson.
- Instruments and shared materials are for single user use only.

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## **5. Equipment and Premises**

- Weekly inspections of musical instruments and classroom equipment.
- Electrical wires secured and checked for hazards.
- Broken or faulty items removed immediately.

- Cleaning products stored securely, in compliance with COSHH.
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## **6. Fire and Emergency**

- Clear access to fire exits maintained at all times.
  - Smoke alarms tested monthly.
  - Emergency evacuation procedure explained to students.
  - Fire exit doors clearly labelled.
  - First Aid Kit available and regularly checked.
  - Emergency contact numbers kept up to date and accessible.
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## **7. Online Safety and Data Protection**

- Online teaching follows UK GDPR and Children's Code principles.
  - Lessons hosted on encrypted, secure platforms.
  - No personal contact information is shared.
  - Consent required for lesson recordings.
  - Digital records securely stored and password protected.
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## **8. Copyright and Media Use**

- No lesson may be recorded without signed consent forms.
  - All shared musical works comply with copyright law and fair use.
  - Permission is required to use student performance material online.
  - Dolby Music School adheres to takedown protocols and copyright frameworks.
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## **9. Confidentiality**

- Records securely stored digitally or in locked filing systems.
  - Access to student records restricted to authorised personnel.
  - Information retained for 7 years and destroyed securely.
  - Sensitive data transmitted via secure, encrypted platforms.
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## **10. Legal Compliance**

This policy supports compliance with the following legislation:

- Health and Safety at Work Act 1974
  - Management of Health and Safety at Work Regulations 1999
  - Health and Safety (First Aid) Regulations 1981
  - Control of Substances Hazardous to Health (COSHH) Regulations 2002
  - Children Act 2004
  - Data Protection Act 2018 (UK GDPR)
  - Equality Act 2010
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## **11. Review and Acknowledgement**

This policy will be reviewed annually, or sooner if required due to changes in legislation, incidents, or updated best practice.

**Signed:** \_\_\_\_\_ Rebecca Terry

**Date:** 05/08/2025