

# Questors Young Musicians Club Health and Safety Policy

Approved by Trustees: November 2023

QYMC holds employers' liability and public-liability insurance. We take seriously the health and safety of our students, as well as staff, teachers, volunteers and families.

## Overall site health and safety

- LEPS (Little Ealing Primary School) is contracted to keep the premises in a safe and suitable condition.
- QYMC MD/administrator performs a site walk-through each Saturday morning and reports any issues directly to the on-site caretaker.
- Staff and teachers know that they must immediately report any concerns or risks to the MD. The same applies to trustees, who are asked to share with students and families that they should do the same.

## Accident risk assessment

The following risks have been identified:

- **The cafe:** risk of burns, electrical shock, allergic reactions.
- Volunteers are briefed on accident procedure.
- There is a circuit breaker on the kettle & coffee machine
- Electrical equipment is PAT tested.
- Coffee machine photo instructions are kept in the cafe folder.
- No nut notices are displayed on the main reception & in the cafe area. Cafe ingredients are checked for nuts.
- No children (other than supervised volunteers) should enter the kitchen whilst the cafe is operating from 9-12. If a parent who is volunteering brings their child into the kitchen with them, they maintain full responsibility and liability for them.

**The playground:** risk of personal injury.

- QYMC's insurance does not include use of the school's specialist equipment, so parents agree to ensure their children do not use school equipment (including indoor PE equipment and any toys/equipment in the playground) as part of the Terms and Conditions.
- Students attending QYMC are not permitted to use the outdoor equipment or to play on the astro-turf pitches and QYMC cannot accept any liability for any injuries incurred.

## First Aid

- The First Aider is: Natasha (Administrator)
- In case of minor treatment required, a First Aid Kit is stored at the middle desk. This expires and will need replacing in June 2027.
- All accidents are recorded in the accident forms stored at the middle desk.
- Trustees & volunteers sign up yearly to confirm they are briefed on emergency procedure in case of incidents that require ambulance assistance.
- There is a defibrillator in the school office, by the window as you step up to the front reception.

- Medical conditions data is collected on students and stored with our student data on the Google Drive.
- Individual emergency plans will be made with parents of children with potentially serious conditions such as severe allergies.
- Parents/carers of primary-aged children remain on site in the cafe or playground so they can be found if there are issues during a lesson or they need to consent to emergency treatment.
- QYMC collects two contact numbers for each student so that we can contact a parent/carer immediately if necessary.
- Parents agree to secondary school aged students being issued emergency first aid through the Terms and Conditions (or rescind this in writing).

#### **Online security and Wi-fi:**

- Only the MD & Administrator are permitted to have the code and to use the school wi-fi.

#### **On-site registers - in case of emergency**

- Secondary school students sign in and out at reception.
- Teachers complete a student register at the beginning of each lesson.

#### **Fire risks**

- LEPS is contracted to keep the premises in accordance with fire-safety regulation.
- QYMC ensures that any electronic equipment owned by the school is PAT tested.
- QYMC has a fire evacuation procedure in place ([found here](#)). The procedure is tested regularly (at least once per year).

#### **Volunteers**

- Children aged 14+ are insured to volunteer at QYMC under adult supervision.
- Signed Volunteer Agreements are required which include a briefing on health and safety procedures.
- Cafe & Door Volunteers age 18+ sign up yearly to fire and first aid procedures.

#### **Off-site concerts**

- When booking a venue we confirm they hold public liability insurance.
- We bring the QYMC first aid kit to concerts.
- The same principles of primary school age students apply with parents remaining on site at the venue.
- We bring secondary school student registers to complete sign in and out procedures at the venue.