

# IMS

Welcome To Instrumental Music Services...  
Providing Quality Instrumental Tuition Since 1991

## **IMS Health & Safety Policy**

### ***Rationale:***

We believe that every pupil has the right to learn in a safe environment. To help us do this, we have set out the following clear and concise guidance for IMS managers and teachers to refer to. All IMS teachers must sign an agreement to acknowledge and adhere to the guidance in this policy when undertaking work with us.

- While on educational premises, teachers should be aware of the school or college Health & Safety policy and abide by their statements and policies.
- Each school/college will have a designated H & S officer and IMS teachers are advised to be aware of the name and location of that officer.
- IMS expects its teachers to work with the H & S officer to ensure that the teaching rooms are acceptable and that pupil risk is minimised. If there is any doubt about the safety of the teaching premises then the teacher should actively seek out the H & S officer for that school/college with a view to finding a resolution.
- In the event of emergency, teachers should be aware of the nearest fire escape, door to the outside, collection point and First Aid centre.
- Teachers are advised not to lift, move or carry heavy instruments, especially drum kits and pianos. It is not part of an IMS teacher's job to transport or move any heavy instruments even if asked to do so.
- IMS recommends the use of ear defenders for both pupils and teachers where loud instruments are taught and learnt, especially drum kit and percussion instruments.

### **Risk Assessments:**

- Hazards should be identified in teaching areas, rehearsal/concert halls and band rooms.
- Risks should be prioritised.
- Risks should be thoroughly assessed and if a rehearsal/concert venue, a written risk assessment should be produced prior to use.

If concerns are raised regarding health and safety at work, teachers are expected to report the matter, even if satisfactorily resolved, to a director of IMS.