

Health & Safety Policy

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Responsibilities of Taranaki School of Music (TSM)

As a self-employed music teachers, we have a legal duty to ensure, as far as is reasonably practicable, the health and safety of:

- Ourselves while at work.
- Any workers we engage (such as contractors or other teachers working under TSM).
- Students, parents, and any lawful visitors to our music lessons.

These responsibilities cannot be transferred to another person.

To meet our legal obligations, we must ensure:

- Our own health and safety while at work.
- The safety of workers (if any) and others who may be affected by our business activities.
- That the teaching environment is free from risks to health and safety.

Hazard Management

- Identifying and mitigating risks in the venue
- Ensuring safe entry and exit points for all visitors and teachers
- Keeping equipment, instruments, and facilities well-maintained and hazard-free

Emergency Preparedness

Taranaki School of Music must have an emergency plan, including:

- Effective responses to emergencies (e.g., fire, earthquakes, medical incidents).
- Evacuation procedures and notification of emergency services
- First aid resources and access to trained personnel
- Clear communication strategies for all persons in the lessons

First Aid

- Adequate first aid equipment must be available.
- Teachers must have access to first aid training or a designated first aid provider.
- Failure to meet these regulations may result in legal penalties.

Responsibilities of Others in the Workplace

Under Section 46 of the Health & Safety at Work Act (HSWA), all individuals present at a workplace have a duty to:

- Take reasonable care for their own health and safety.
- Ensure their actions do not put others at risk.
- Comply with any reasonable health and safety instructions provided by Taranaki School of Music.

This applies to:

- Students and parents attending lessons or events.
- Visitors such as guest musicians or administrative staff.
- Volunteers assisting with concerts or workshops.

Workplace Definition

Under Section 20 of the HSWA, a workplace is defined as any location where work is carried out, including:

- Private teaching spaces
- Concert venues, rehearsal spaces, or performance halls.
- Any location where a teacher delivers lessons or supervises students.

Hiring or Borrowing a Venue for Events

If we hire or borrow a venue for a concert or recital, both us (the hiring party) and the venue owner share legal responsibility for health and safety. Responsibilities should be clearly defined, preferably in a written agreement.

Due Diligence and Compliance

Taranaki School of Music advises all teachers to familiarise themselves with the Health and Safety at Work Act 2015 and its regulations. They must ensure compliance with all relevant health and safety standards, as failure to do so could result in penalties.

For further information and official guidance, refer to:

- WorkSafe NZ: www.business.govt.nz/worksafe
- Legislation NZ: www.legislation.govt.nz

By implementing these health and safety measures, we ensure a safe and supportive learning environment for everyone at Taranaki School of Music.