



ABBNEY ROAD

INSTITUTE

Abbey Road Institute Mumbai

Health & Safety Policy

Last updated: October 2025

Issuer: Abbey Road Institute Mumbai (trading name of A R INSTITUTE LLP, India)

1. Purpose and Application

- 1.1. Abbey Road Institute Mumbai (“ARI”) maintains rules and minimum standards to prevent injury, ill-health, fire, electrical hazards, and unsafe conditions across its premises, studios, classrooms, offices, and ARI events (on- or off-site). The Policy applies to all employees, visiting/guest faculty, contractors, interns, volunteers, adult students (18+), vendors and visitors.

2. General safety instructions

- 2.1. Keep corridors, stairways, exits and fire-fighting equipment **unobstructed** at all times; do not store items in passageways, exits or shafts
- 2.2. Housekeeping controls keep floors dry/even, cables routed safely, and materials clear of exits and fire protection.
- 2.3. Smoking, open flames and pyrotechnics are **strictly not permitted** inside the facility. Smoking in designated areas only.
- 2.4. Emergency numbers and local wardens’ names are displayed on each floor.

3. Fire & life safety

- 3.1. Exit signage and emergency lighting are provided and maintained; exit doors open in the direction of egress without keys.
- 3.2. Portable fire extinguishers of appropriate types/ratings are installed at marked points; staff and student representatives receive familiarisation training.

Abbey Road Institute Mumbai

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- 3.3. Facility-wide evacuation drills are conducted as required.
- 3.4. Temporary sets/decor and hot-work (welding/cutting) are controlled through written internal authorisation
- 3.5. ARI complies with lawful directions issued by the Mumbai Fire Brigade/Chief Fire Officer.

4. Electrical safety instructions

- 4.1. All installation, modification, and repair work is carried out by competent persons in accordance with safety regulations. Panels are accessible and labelled.
- 4.2. Live electrical work is strictly not permitted without administrative authorisation.
- 4.3. Studio distribution (amps, backline, lighting, IT) is load-assessed; only administration approved cables/connectors are used.

5. Workplace conditions (Shops & Establishments)

- 5.1. Cleanliness, lighting, ventilation and safe access/egress are maintained consistent with the Maharashtra Shops & Establishments Act, 2017.
- 5.2. Safe drinking water and hygienic sanitary conveniences are provided and kept serviceable.
- 5.3. Each floor/area maintains a duly equipped first-aid box and displays the names/contacts of trained first-aiders.
- 5.4. The studio may run 24×7 operation, where working hours and overtime are rostered in line with current notifications.

6. Noise & acoustics

- 6.1. Operations conform to ambient noise standards and the night-time (10:00 p.m.–6:00 a.m.) restrictions on loudspeakers/PA under the Noise Rules.
- 6.2. Acoustic treatment and soundproofing limit sound leakage to common areas/neighbours; levels are monitored during rehearsals/events.

7. Emergency preparedness

- 7.1. A concise Emergency Response Plan covers fire, medical, electrical and natural hazards, with site maps, assembly points, roles and call-trees aligned to building management and local responders, consistent with the Disaster Management Act framework.
- 7.2. Induction for staff and students covers alarms, exits, muster points and hazard-reporting; refreshers occur periodically.
- 7.3. First-aid points are stocked; serious injuries are escalated via 112 while incident details are recorded.

8. Contractors, vendors, visitors and events

- 8.1. Contractors working on site comply with this Policy and applicable safety requirements; hot-work or intrusive works require written internal authorisation.
- 8.2. Event organisers adhere to venue capacity and egress limits; temporary equipment/structures undergo pre-use checks and, where required by the venue/authorities, permissions.

9. Reporting, records and non-retaliation

- 9.1. Hazards, near-misses, incidents and unsafe acts are reported promptly to the assistant manager or the designated safety contact.
- 9.2. ARI maintains: (a) incident/near-miss logs; (b) drill reports; (c) extinguisher and system check records; (d) first-aid register; (e) electrical inspection/test reports (where prescribed/appropriate).
- 9.3. Good-faith reporting or participation in incident reviews does not attract retaliation.

10. Enforcement and review

- 10.1. Breaches of this Policy may result in disciplinary action, removal from premises, contractor sanctions, and/or referral to authorities where legally required.
- 10.2. This Policy is reviewed at least annually, or sooner if laws, premises or operations materially change.