

Dance Scene's Health and Safety Policy

Health and Safety Guidelines



Dance Scene takes seriously their responsibility to ensure the safety of their pupils. All pupils must complete a Registration Form when joining the school with clear information regarding emergency contacts and any relevant medical history. A copy of emergency contact numbers will be kept on class registers.

1. It is the parent's responsibility to notify the school of any changes to their emergency contact details
2. In case of a Fire emergency all teachers have a clear understanding of responsibilities.
3. The School will undertake regular assessment of risks regarding premises hired and any concerns will be raised with the providers
4. We are committed to ensuring all employees/volunteers are competent to do their tasks and to give them adequate training
5. It is the schools responsibility to keep a fully equipped First Aid Box at all hired premises. In case of an incident – an Accident / Incident report must be made
6. If required the school will contact the emergency services first, then the parent / guardian of the student(s) involved by the telephone number on the class registers
7. Parents understand that dance is as active as engagement s any sport, and whilst every effort is made to avoid them, injuries can happen. The school accepts no responsibility for injuries sustained via any means other than a teacher's negligence
8. Pupils will be supervised during class time only and parents / carers must ensure the safety of their children in the waiting, changing and toilet areas
9. Students/parents or guardians should inform the teacher of any special health considerations or existing injuries before participating in class
10. Parents must be responsible for ensuring your child's punctuality. Teachers are not available to supervise late pickups. Students may be refused entry if they are continuously late for class as they are missing out on warming up safely for class
11. Dress code must be observed at all times, especially footwear for safe dance practice. Only indoor dance shoes to be worn in the studio to protect the floor and for health and safety
12. Pupils should not wear any jewellery that may pose a risk to themselves or others (stud earrings, and jewellery worn for religious or cultural reasons are acceptable)
13. No food (or chewing gum) is allowed in the studio. Water is permitted in cap bottles
14. Please ensure that the elastics on your child's ballet shoes are secure and neither too loose nor too tight

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STATEMENT OF INTENT

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for myself and all our staff and pupils and to provide such information, training and supervision as they need for this purpose. I / We also accept responsibility for the health and safety of other people who may be affected by my or our activities.

Where reasonably practicable, this policy will seek to provide and encourage:

- A safe place to work and safe access to and from it
- Safe arrangements for the use, handling and storage of equipment
- Sufficient information, instructions, training and supervision to ensure all employees are well equipped to avoid hazards and contribute positively to effective Health and Safety at work

The policy will be kept up to date, particularly as I or our organisation change in nature and size to ensure our responsibilities are met in relation to:

- Health & Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation

To ensure this, the policy and the way in which it has operated will be reviewed annually.

RESPONSIBILITIES FOR ALL STAFF

It is the responsibility of all staff to help maintain the safety and security of the pupils and the working and dancing environment. This includes being aware of the risks, knowing the appropriate action to take and identifying any potential safety issues.

Each member of the teaching staff within the organisation has a duty to exercise care and attention with regard to their own safety and that of their pupils. Under this responsibility, each teacher shall:

- Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, pupils and any other personnel within the building
- Observe all safety instructions and procedures incorporated in this document
- Report all potential hazards affecting Health and Safety to the Principal
- Report all accidents in the appropriate manner and record in the accident book

ACCIDENTS AND FIRST AID

All accidents are to be reported to the Principal and recorded in the accident book.

Unless there is good reason, First Aid should not be administered without the permission of the child's parent or accompanying adult. A child cannot give consent. If the parent is not at the premises, obtain their phone number and try and make contact. However, if a child is alone and seriously injured or unconscious, the situation will need to be dealt with immediately.

If at all possible, treatment should only be given by a trained First Aider.

Provided this does not in itself put the child at risk, always try to administer First Aid with another adult present. Always tell the child exactly what you are doing and why. Unless it is irrelevant, ask the child if they use medication (e.g. for asthma, diabetes, and epilepsy) or have any allergies. Some children have allergic reactions to stings.

For minor injuries, you may not offer any medication, including antiseptics or pills of any kind. If you have any doubts about helping someone to use their own medication, phone **National Health Service Direct on 0845 4647** or the emergency services.

Any treatment should be as little as necessary without threatening the child's wellbeing.

If a child comes to you for comfort because of a minor accident or fright, it is acceptable with the Code of Behaviour to hold their hand or put your arm around them. Just ensure:

- you know about any injury and do nothing to make it worse
- physical contact is what the child wants, and the kind of contact between you is appropriate to their age and stage of development
- you do your best to stay in sight of other adults

If a child needs a doctor or hospital, call the emergency services.

It is nearly always best to stay with them and wait for the ambulance. You should only take the risk of bringing in the child yourself if the emergency services ask you to do so because of exceptional circumstances.

SAFETY CHECKS

Equipment

Correct storage of equipment is vital in the role of minimising risks. Any equipment not being used is a potential risk. Every piece of equipment that is being used must be checked at the beginning of the dance lesson to ensure its safety. In addition, care must be taken to:

- Storage of equipment– make sure that all equipment/resources used are safely and securely stored after each lesson
- Reporting - any damaged equipment should be reported to the Health & Safety officer immediately, for repair or replacement
- Setting up - setting up of equipment must be comprehensive, correct and safe
- Use of safety mats - where appropriate, safety mats to be used appropriately
- Equipment use - when using equipment, ensure that pupils are shown how to use the equipment correctly and safely
- Supervision - ensure that no pupil is able to access equipment without supervision

Dance Studio

Checks to be made before pupils enter the studio:

- Floor – ensure floors are clean with foreign bodies removed
- Mirrors – ensure mirrors are unbroken
- Plug sockets – ensure they are safe with no wire showing
- Curtains – any falling/fallen down
- Doors and exits –ensure doors or exits are secure and that there is nothing blocking emergency exits
- Lighting and light switches – identify any that are not working or loose

Pupils

- Ensure all pupils are wearing appropriate dance wear/uniform and footwear to minimise accidents or risk
- Safety/protection clothing must be worn when appropriate, i.e. knee pads

FIRE SAFETY

I and our organisation operate a no smoking policy in its premises.

All staff will be advised of the fire action procedure, location of fire alarms and fire exits.

Fire evacuation drills are arranged by the Principal, practiced at least annually and records maintained by the Principal of the evacuation time.

Fire alarm points have a regular operational check, ensuring each point is operated in turn over an annual period.

The Principal, or in her absence a member of staff, will complete a roll call and liaise with Fire Service personnel.

FIRE EVACUATION

If you discover a fire

- In the event of discovery of a fire, activate the fire alarm.
- Your main responsibility is to help supervise the safety and orderly evacuation of pupils and any other people in your vicinity. Keep calm. Try to keep others calm.
- Do not prolong your evacuation but on passing check all the corridors, toilets etc. to make sure no one is left behind.

In the event of hearing the fire alarm

You are responsible for yourself and the pupils in your class.

- Evacuate pupils in your class from the building immediately on hearing the alarm by using the nearest fire exit. If possible take a quick head count. Under no circumstances must you stop to collect any personal belongings or equipment
- Assemble at the fire point and supervise an orderly and quiet line
- The Principle or member of staff will take the register and wait for further instructions – any absences or concerns should be reported immediately to the Principle or other members of staff
- Do not re-enter the building until you are informed to do so by the Principle

SECURITY POLICY

Swipe cards are used for access to our Harlow College venue where each pupil is responsible for their own card and must carry it at all times to allow them access to and from the studios campus.

Anyone wishing to enter the premises for a trial class must be escorted by a member of staff and upon registration they may receive a swipe card to allow them access to the secure campus.

Any unidentified person seen on the premises must be reported to the Principal/member of staff/security immediately.