Flair School of Dance

Policy Documents & Procedures

Health & Safety Policy

OUR HEALTH & SAFETY POLICY HAS BEEN ENDORSED BY THE COUNCIL FOR DANCE EDUCATION AND TRAINING (CDET). IT IS THE GUIDE WE ISSUE TO OUR TEACHERS ALL OF WHOM SIGN AND ACCEPT THESE PRACTICES BEFORE STARTING WITH US, & MUST CONTINUE TO UPHOLD THROUGHOUT THEIR WORKING TENURE WITH US.

Designated Officer: Lucy Barry (07713 260452)

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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 ourself 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 is reviewed annually.

Security Policy

Anyone wishing to enter the premises must be escorted by a member of staff.

Any unidentified person seen on the premises must be reported to the Principal / Teacher immediately.

Responsibilities for All Staff, Members, Volunteers

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 or, if appropriate, designated Health and Safety Officer
- Report all accidents in the appropriate manner and record in the accident book

Accidents & First Aid

All accidents are to be reported to the Principal or, if appropriate, designated Health and Safety Officer 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.

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 at their induction.

Fire evacuation drills are arranged by the Principal, or where appropriate, the Health & Safety Officer, practiced at least annually and records maintained by the Principal or Health and Safety Officer 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 Health and Safety Officer, or in her absence a member of staff, will complete a roll call and liaise with Fire Service personnel.

FIRE EVACUATION PROCEDURE

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 designated Health and Safety officer will take the register and wait for further instructions – any absences or concerns should be reported immediately to the Health and Safety Officer.
- Do not re-enter the building until you are informed to do so by the Health and Safety Officer or Fire Service where appropriate.

Muster Points

New Line Learning Academy:

On the top field, accessed through the fire doors immediately opposite the dance studio door and through the doors in the waiting area.

St Nicholas Church Hall:

On the grass at the front of the main church building, accessed through the fire doors immediately off the small hall and through the main doors immediately off the large hall.

Competency

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 are exits are secure and that there is nothing blocking emergency exits.
- Lighting and light switches – identify any that are not working or loose.

Declaration

On behalf of Flair School of Dance we, the undersigned, will oversee the implementation of the Health & Safety Policy and take all necessary steps to ensure it is adhered to.

Signed:

Date:

Print Name:

Position within Flair School of Dance:

Signed:

Date:

Print Name:

Position within Flair School of Dance: