



.H.D.S.

HASLAND DANCE STUDIOS

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HEALTH AND SAFETY POLICY

Last Reviewed: 06 March 2017

STATEMENT OF INTENT

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for our staff, parents, students and visitors, and to provide such information, training and supervision as they need for this purpose.

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 overall Health and Safety of the organisation is the responsibility of the Partners, Alison Hunt, Anne-Marie Maple and Anna Morgan, who will ensure the policy will be kept up to date, particularly if the organisation changes 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 students 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 students. Under this responsibility, each teacher shall:

- Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, students 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 Partners
- 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 Partners 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. Currently, most HDS staff have in date first aid certificates.

Provided this does not in itself put the child at risk, staff should always try to administer First Aid with another adult present. Each studio contains an SOS card enabling a teacher to send for assistance without leaving the injured student. They should always tell the child exactly what they are doing and why. Unless it is irrelevant, they should 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. All class registers advise where students are on such medication to enable teachers to ensure students have pumps or epi-pens where appropriate.

For minor injuries, they should not offer any medication, including antiseptics or pills of any kind. If they have any doubts about helping someone to use their own medication, they will phone **National Health Service Direct on 111** or the emergency services.

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

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

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

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

It is nearly always best to stay with them and wait for the ambulance. The member of staff should only take the risk of bringing in the child themselves if the emergency services ask them 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– staff should make sure that all equipment/resources used are safely and securely stored after each lesson
- Reporting - any damaged equipment should be reported to the Receptionist immediately, who can liaise with the Partners to arrange 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
- Equipment use: when using equipment, ensure that students are shown how to use the equipment correctly and safely
- Supervision: ensure that no student is able to access equipment without supervision or adequate training

Dance Studio

Checks to be made before students 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
- Blinds – are kept up and the cords are secured against the walls
- Doors and exits –ensure doors that are exits are secure and that there is nothing blocking emergency exits
- Lighting and light switches – identify any that are not working or loose
- Ensure barres are securely fastened to the wall

Students

- Ensure all students 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

HDS operates a no smoking policy inside its premises or directly in front of its premises (on the forecourt)

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 Partners and records maintained of the evacuation time.

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

The fire escape route is regularly checked and cleared.

One of the Partners, or in their 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 students 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

Each teacher is responsible for themselves and the students in their class. They will:

- Evacuate students in their class from the building immediately on hearing the alarm by using the nearest fire exit. If possible they will bring the register and take a quick head count. Under no circumstances will they stop to collect any personal belongings or equipment
- Assemble at the fire point and supervise an orderly and quiet line
- A Partner, or in their absence, the Receptionist on duty, will take the register and wait for further instructions – any absences or concerns should be reported immediately to the emergency services
- Do not re-enter the building until you are informed to do so by the emergency services

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 Partners/ Receptionist immediately.