



# Health and Safety Policy

**Last Updated June 2024.**



Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for ourselves and all staff and pupils and to provide such information, training and supervision as needed for this purpose. We accept responsibility for others health and safety who may be affected by our activities whilst they are engaged in activities at Off Beat Dance Academy.

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

- A safe place to work, including safe access
- 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 effectively to health and safety at work

Our policy will be kept up to date and ensure our responsibilities are met in relation to:

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

It is the responsibility of all staff and volunteers to help maintain the safety and security of the pupils and the dance environment. This includes being aware of risks, knowing appropriate action to take, and identifying potential safety issues. Each member of staff has a duty to exercise care and attention, so each teacher and teaching assistant shall:

- Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, pupils, and others associated with the school.
- Observe safety instructions and procedures within this document
- Report potential hazards to Stephanie Goodall.
- Report all accidents in the appropriate manner on the correct accident form.

### **Accidents and First Aid**

All accidents are to be reported to Stephanie Goodall on the correct accident form. Unless there is good reason, first aid should not be administered without the consent of the child's parent/guardian. A child cannot give consent. If the parent is not on the premises, try to phone them. However, if the child is alone and seriously injured, deal with this situation immediately. If possible, first aid should be administered by a trained first aider. Provided this does not in itself put a child at greater risk, always try to administer first aid with another adult present. Always explain to the child what you are doing and why. Ask the child about allergies and always check, where possible, enrolment forms for information on allergies and medication. For minor injuries, you may NOT offer any medication of any kind. If you have doubts about assisting someone with their own medication, seek help. Any treatment should be as little as necessary without threatening a child's wellbeing.

If a child comes to you for comfort because of a minor injury or fright, it is acceptable to offer comfort by putting your arm around them or holding their hand. Just make sure:

- You know about the injury and do nothing to make it worse
- Physical contact is what the child wants and is age- and developmentally- appropriate
- You do your best to stay in sight of other adults.

**If a child needs a doctor or hospital phone 999 immediately.**

Stay with them to wait for the ambulance, contact their parents, do not drive them to hospital yourself except for in very exceptional circumstances.



**Safety Checks**

**Equipment:**

Every piece of equipment must be checked at the start of every class and stored safely.

Make sure everything is put away after use.

- Check all equipment is undamaged, and report any damage to Stephanie Goodall for repair/replacement.
- Equipment must be set up comprehensively, safely and correctly.
- Any wire must be safely positioned, either away from students or taped down.

**Dance studio:**

Checks to be made before class: [

Add in here checks you will make in the studio. See below for some examples]

- Floors are clean and dry
- Chairs are stored away safely and away from children.
- Tables are stored away safely and away from children.
- Doors and emergency exits are clear.
- Door at the back of the studio is locked or monitored during hot weather.
- Ensure correct uniform and footwear (*including jewellery removed and hair tied back*)

**Fire safety:**

In case of a fire alarm, the nearest exit is underneath the stairs, students must leave quickly and orderly and leave belongings, shoes and jackets. The main teacher must take a register (paper or on a device) with emergency contact details. Students must meet at the Friary Grange Meeting point until further instructed.

**Security Policy:**

As the studio is part of a public building, strangers are around in the venue, including venue staff.

- Do not let anyone other than staff members into the studio unless you have prior consent.
- If anyone's behaviour gives you cause for concern speak to Stephanie Goodall or a staff member at reception.
- Do not let a child leave with anyone who you do not KNOW is supposed to collect them, if unsure, ask/call a parent/guardian.
- Do not let a child leave if a child seems uncomfortable with that adult without checking.
- Do not let a child leave alone unless prior consent has been given.

All Off Beat Dance Academy staff and volunteers are to adhere to this policy.

Signature: