

**Health and Safety Policy**

Select School of Dance staff and volunteers will provide and maintain safe and healthy dance and teaching conditions, equipment and systems, for all students attending classes and events organised and run by Select School of Dance. Where necessary we will inform, instruct and supervise students as well as parents/carers

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

* a safe place to dance and safe access to and from it
* safe arrangements for the use, handling and storage of equipment
* sufficient information, instructions and supervision to ensure all Select School of Dance teachers and volunteers are equipped to avoid hazards and contribute positively to effective Health and Safety practice

The policy will be kept up to date, particularly if Select School of Dance changes in nature and size to ensure responsibilities are met.

**RESPONSIBILITIES FOR ALL TEACHERS AND VOLUNTEERS**

It is the responsibility of all teachers and volunteers to help maintain the safety and security of all 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. Everyone within the organisation has a duty to exercise care and attention with regard to their own safety and that of our students. Under this responsibility, each teacher shall:

* ensure reasonable care is taken during their dance activities to avoid accidents or injuries to themselves, their students and any other personnel within the studio building
* observe all safety instructions and procedures incorporated in this document
* report all potential hazards affecting Health and Safety to the Principal.

**ACCIDENTS AND FIRST AID**

A basic First Aid Kit is kept in our venues with an Accident Book. All accidents are recorded in the Accident Book and the Principal must be informed.

Unless there is good reason, First Aid should not be administered without the permission of a child’s parent/carer or accompanying adult. A child cannot give consent.

For minor injuries, we may not offer any medication, including antiseptics or pills of any kind.

If the parent is on the premises, the teacher will call them into the class to assess the situation and decide the best course of action.

If the parent is not at the premises, we will obtain their phone number from the emergency contact list and try and make contact.

Any treatment should be as little as necessary without threatening the child’s wellbeing. If a child comes to us for comfort because of a minor accident or fright, it is acceptable with the code of behaviour to hold their hand or put an arm around them.

We will ensure:

* we do not do anything to make an injury worse
* give an age/stage appropriate kind of physical contact
* stay in sight of other adults when this is carried out

If a child is seriously injured or unconscious, the situation will need to be dealt with immediately. If at all possible, treatment should only be given to a student by a trained First Aider. Provided this does not in itself put the child at risk, we will always try to administer First Aid with another adult if they are present. We will tell the child exactly what we are doing and why. Unless it is irrelevant, we will check if the child uses medication (e.g. for asthma, diabetes, and epilepsy) or has any allergies. Some children have allergic reactions to stings. We will check the emergency contacts and medical details list.

If we have any doubts we will phone National Health Service Direct on 111 or the emergency services.

If a child needs a doctor or hospital, we will call the emergency services. We will stay with them and wait for the ambulance.

**SAFETY CHECKS**

Select School of Dance will assess the class area and any performance areas related to any of our events and festivals to identify specific risks which could affect students, teachers, volunteers, parents/carers.

**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 for:

* the storage of equipment– all equipment/resources used must be safely and securely stored after each lesson
* reporting - any damaged equipment should be reported to the Principal immediately, for repair or replacement
* setting up of equipment must be comprehensive, correct and safe
* the use of safety mats - where appropriate, safety mats are to be used appropriately
* the use of equipment - when using equipment, we will ensure that students are shown how to use the equipment correctly and safely
* supervision – we ensure that no pupil is able to access equipment without supervision

**Dance Studio -** Checks to be made before pupils enter the studio:

* mats, chairs, tables- to prevent risk of collision we will ensure chairs are not stacked too high, tables are not left in the wrong place and mats are properly laid
* floor – to prevent slips and falls we will ensure floors are clean with sharp or abrasive objects/foreign bodies removed, any spills mopped up immediately and cordoned off until dry
* floor- to prevent trips and falls- we will ensure bags, resources etc are left in a safe, designated area within or outside the dance studio
* mirrors – to prevent minor injuries we will ensure mirrors are unbroken
* plug sockets – to prevent minor injuries we ensure they are safe with no wire showing
* curtains – to prevent trips and falls we will ensure curtains are not falling/fallen down and secured out of the way
* doors and exits –we will ensure doors and exits are secure and that emergency exits are not blocked
* lighting and light switches – we will identify any that are not working or loose

**Pupils -** Teachers will make checks to:

* ensure all pupils are wearing appropriate dance wear/uniform and footwear to minimize accidents or risk, no jewellery is to be worn
* recommend safety/protective clothing when appropriate, i.e. knee pads
* ensure students are well spaced out within the studio and they have sufficient room for what they are being asked to do
* ensure all students warm up and cool down to minimise risk of dance related injury
* remind students to drink water at regular breaks to prevent dehydration

**FIRE SAFETY**

Select School of Dance operates a no smoking policy.

All teachers and volunteers should know the fire evacuation procedure, location of fire alarms and fire exits at each dance venue.

Registers will be updated at the start of every class to ensure students, teachers and volunteers can be checked and accounted for by means of roll call in the event of any fire or evacuation.

Fire evacuation drills are arranged by the Director/Premises Officer/designated Health and Safety Officer at each venue and we will if advised by them practice an evacuation drill at least annually and records maintained as appropriate

**FIRE EVACTUATION PROCEDURE** - If a member of staff from Select School of Dance discover a fire they will activate the fire alarm.

Our main responsibility is to help supervise the safety and orderly evacuation of our students and any other people in our vicinity. We will keep calm and try to keep others calm.

We will not prolong our evacuation but will on passing, check all the corridors, toilets, changing rooms etc. to make sure no one is left behind.

In the event of hearing the fire alarm:

The teacher is responsible for themselves and the students in their class. We will:

* evacuate the students in our class from the building immediately on hearing the alarm by using the nearest fire exit. If possible we will take a quick head count. under no circumstances will we stop to collect any personal belongings or equipment
* assemble at the relevant fire point and supervise an orderly and quiet line
* tell parents/carers in the waiting area to make their way to the nearest fire exit and assemble at the relevant fire point
* take the register and wait for further instructions – any absences or concerns should be reported immediately to the Director/Health and Safety Officer.
* not re-enter the building until we are informed to do so by the Director/Health and Safety Officer
* if necessary contact the appropriate emergency services directly

**PARENTS/CARERS MUST MAKE THEMSELVES AWARE OF THE FIRE EVACUATION PROCEDURE IN THE VENUE**

**SECURITY -** Any unidentified person who is acting suspiciously in any of the studio buildings must be reported to the class teacher immediately.

This policy will be regularly monitored and will be subject to an annual review.

LAUREN TEMPLETON, PRINCIPAL

Signed………………………………………………………………………………………………………

Date…………………………………………………………………………..…………………………….