

D-Railed Dance Ltd: Health and Safety Policy

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 these purposes. We accept responsibility for others health and safety who may be affected by our activities whilst they are engaged in activities at D-Railed Dance Ltd.

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

- A safe place to work including safe access
- Safe arrangements for the use, handing 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 Sheryl Hornblower
- Report all accidents in the appropriate manner on the correct accident form.

Accidents and first aid:

All accidents are to be reported to Sheryl Hornblower on the correct accident form.

Unless there is good reason first aid should not be administered without consent of the child's parent/ guardian. A child can not 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, on the Class4Kids system 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, not left lying around
- Report any damage to equipment to Sheryl Hornblower for repair/ replacement
- Equipment must be set up comprehensively, safely and correctly (eg no trailing wires)
- Ensure any equipment that is for pupil use they are showed how to use correctly and safely
- Ensure NO pupils are left unsupervised.

Dance studio:

Checks to be made before class:

- Floor clean and dry
- Plug sockets, safe with no wires showing
- Curtains, not falling down
- Doors and emergency exits are clear
- Lighting all working and no loose wires Any problems must be reported straight to Sheryl Hornblower and to the site manager on Duty.
- Appropriate ventilation

Pupils:

- Ensure everyone is wearing correct uniform and footwear
- If additional protection eg knee pads are ever needed they must be worn or that activity not undertaken.

Fire safety:

- No smoking is permitted at any D-Railed Dance location
- All staff must know the location of fire doors and fire alarms
- All staff must know fire evacuation drills
- Principle or staff in charge on the day to maintain up to date registers and liaise in case of emergency with Fire service personnel.

ALL registers MUST be taken and up to date at the start of every class.

If you discover a fire:

- Raise the alarm
- Keep calm and evacuate your pupils
- Evacuate quickly but check, corridors, toilets on your way out for pupils. (do not forget the child you sent to the toilet – always know how many pupils are in the toilet during class.)

If you hear the fire alarm:

- Exit the building straight away with your pupils
- Do not stop to collect belongings
- Assemble at the allocated area outside
- Take a class register
- Do not re-enter the building until the fire service or site manager has said it is safe to do so.

Security Policy:

As the hall is a public building strangers will come in.

- Do not let them in the class rooms
- If anyone's behaviour gives you cause for concern speak to Sheryl Hornblower
- Do not let a child leave with anyone who you do not KNOW is supposed to collect them – if unsure ask
- Do not let a child leave if a child seems uncomfortable with that adult with out checking.

All D-Railed Dance Staff or volunteers to adhere to this policy

Policy updated May 2020 Sheryl Hornblower

END OF POLCIY