

Freesoles dance: 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 our school.

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 as listed in this document

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
- Report all accidents in the appropriate manner on the correct accident form.

Accidents and first aid:

Guidance for staff members regarding pupils:

All accidents are to be reported to Victoria race 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 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.

A child may always administer their own medication, and you may assist them in doing so as they require.

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.

Guidance for the organisation regarding staff / volunteers:

First aid Legislation and guidance:

This document has been written to align with our duties and responsibilities as outlined in:

- Health and Safety (first aid) Regulations 1981,
- Riddor 2013,
- Management of Health and Safety at Work regulations 1992,
- Keeping children safe during community activities after school clubs and tuition (guidance).

### Roles and responsibilities:

At least one person who has a current paediatric first aid certificate must be on premises at all times when classes for children are being delivered.

At least one person with an appropriate first aid at work certificate must be on the premises at all times when classes for adults or staff meetings are being held.

### Appointed Person and First Aiders:

The schools appointed person is Victoria Race and they are responsible for:

- taking charge when someone is injured or becomes unwell.
- ensuring there is an adequate supply of first aid kits and the replenishment of these kits ensuring that an ambulance is called when required.

### First aiders are trained to carry out the role and are responsible for:

- acting as first responders to any incident.
- sending dancers or other participants or staff members home to recover where necessary.
- filling in an accident form as soon as reasonably practicable after an incident if required.

### Staff:

Staff are responsible for:

- ensuring they follow first aid procedures.
- ensuring they know who the first aiders are.
- completing accident forms.
- informing management of any specific and relevant health conditions.

### First aid procedures:

In school procedures in the event of an accident resulting in injury:

- it is the responsibility of the closest staff member to assess the seriousness of the injury and seek the assistance of a qualified first aider as appropriate.
- the first aider will assess the injury and decide if further assistance is needed for example phoning 999.
- if the first aider decides that the injured person is too unwell to remain in the school then the parents will be informed and asked to collect their child.
- if an ambulance is called parents will be contacted immediately the first aider will complete an accident form as soon as is reasonably practicable.

### Record keeping and reporting:

#### First aid and accident record book.

- An accident form will be completed by the 1st aider or relevant member of staff the same day or as soon as possible after an incident resulting in an injury.
- as much information as possible should be supplied when reporting an accident.

- a copy of the incident report form is to be retained by the dance school for a minimum of three years before being securely disposed of.

### Reporting to the Health and Safety Executive

The school principal will keep a record of any accident which results in a reportable injury disease or dangerous occurrence as defined in the Riddor legislation.

The principle will report these to the health and safety executive as soon as is reasonably practicable within 10 days of the incident.

Reportable injuries diseases or dangerous occurrences could include:

- death
- specific injuries such as fractures other than two fingers' thumbs or toes
- amputations any injury likely to lead to permanent loss of sight or reduction of sight.
- any crush injury to the head or torso causing damage to the brain or internal organs.
- serious burns including scalding.
- Any scalding requiring hospital treatment.
- any loss of consciousness caused by head injury or asphyxia.
- injuries where an employee is away from work or unable to perform their usual duties for more than 7 consecutive days not including the day of the incident
- where the accident leads to somebody being taken to hospital
- or near miss events that do not result in an injury but could have done so

### Training:

All school staff should be encouraged and supported to take first aid training if they would like to.

At all times at least one member of staff will have current paediatric first aid training.

### Locations:

There are fist aid kits located at each venue and signposted. There is also always a first aid kit with Victoria Race at class.

### Safety Checks:

#### Equipment:

#### Guide for staff members running classes:

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 for repair/ replacement
- Equipment must be set up comprehensively, safely and correctly (eg no trailing wires)
- Floor mats must be used where needed
- Ensure any equipment that is for pupil use they are showed how to use correctly and safety
- 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.

## Pupils:

- Ensure everyone is wearing correct uniform and footwear including the removal of jewellery/ watches
- If additional protection e.g. knee pads are ever needed, they must be worn or that activity not undertaken.

All staff must be made aware of the studio risk assessment. Additional risk assessments will be conducted for any different working environments for example theatres. Risk assessments must always be known by staff and must be adhered to.

School risk assessments will always include this information:

- What is the hazard
- Who might be harmed and how
- What is already being done about the risk
- Further action required to control the risk
- Who will carry out that action
- Confirmation that the action has been completed.
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Risk assessment should also meet the needs or vulnerabilities of staff members for example considering pregnancy or disability and should consider the personal characteristics of the team for example younger workers who have less experience.

## Fire safety:

### Guidance for staff members:

No smoking in any venue

All staff must know the location of fire doors and fire alarms

All staff must know fire evacuation drills.

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The school principal or staff in charge on the day are to maintain up to date registers and liaise in case of emergency with Fire service personnel.

ALL registers MUST be 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 muster point
- Take a class register
- Do not re-enter the building until the fire service or caretaker have said it is safe to do so.

#### Fire Safety Management:

The main duties are:

- to minimise risk from fire through risk assessment
- to ensure adequate staff training has taken place.
- to produce an emergency plan and put up fire notices
- to conduct fire drills and record dates and attendants
- to conduct regular fire safety inspections and record appropriately
- to ensure fire escape routes and fire doors are unobstructed and open correctly.

#### Fire Procedures:

- There will be notices displaying fire safety procedures as appropriate.

#### Person responsible for Fire Safety:

- The person responsible for fire safety is Victoria Race
- They will undertake appropriate fire safety training for all new staff including induction process and appropriate revision of that process.
- They will oversee fire risk assessment as needed
- they will oversee fire drills.
- they will ensure that all records are kept up to date.
- they will take responsibility for checking escape routes are clear.
- they will take responsibility for checking fire safety doors.

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### Fire safety training:

- appropriate specific training for those working at Freesoles dance will be undertaken.
- all staff will receive internal training this will include:
  - understanding the emergency plan and fire procedure
  - the importance of fire doors
  - any significant findings from fire risk assessment
  - reporting to the assembly area
  - general fire safety
  - assisting visitors and any disabled persons from the building
- all records of training and induction are recorded.

### Fire risk assessment:

Fire risk assessment will be carried out by those who own the buildings. Any concerns identified by Freesoles staff shall be reported to them.

### Evacuation drills:

- the procedure for emergency evacuation is displayed in each dance studio.
- fire drills will be carried out every six months or as necessary if new staff or pupils join school.
- drills must be recorded.

### Staff roles and responsibilities:

- the first priority of all staff is to ensure that all pupils and staff leave the building safely.
- all staff and pupils will assemble at the designated assembly point.
- a count and register will then take place.

### Fire doors and exits:

- all final fire doors must open outwards and be fitted with release locks and will open immediately.
- all fire exit routes are signed clearly with directional arrows internal doors must not be routinely held open.
- no fire doors to be locked whilst the school is open.
- Any concerns should be reported to Victoria Race

### Maintenance of fire doors fire exit doors and fire equipment:

Shall be undertaken by the building owners. All testing shall be undertaken by the building owners . Any concerns about maintenance shall be reported to the building owners via Victoria Race

### Disabled pupils:

All staff should be aware that they must endeavour to evacuate in the event of fire if this does not create a personal risk to them. Certain students may require a personal emergency evacuation plan and this should be checked at enrolment with parents or carers.

### Security Policy:

- Do not let strangers in the studio
- If anyone's behaviour gives you cause for concern alert the school principal or teacher with responsibility for health and safety
- 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 without checking
  - Ensure that doors are kept closed at all times, do not encourage intruders
  - If an intruder enters the premises and you believe they have malicious intent evacuate children and staff to a safe place and contact the police.

### If a child goes missing from the school:

If the missing child is 5 years old or under, contact the police immediately.

- If you discover that a child is missing, and you're not the designated safeguarding lead (DSL) you should alert the DSL or a senior staff member.
- The DSL or senior staff member should search inside and outside the building.
- Depending on the child's age, if there is no sign of the child, then you should contact their parents or carer to establish whether they have returned home.
- Once the DSL has completed these checks, if the child is still missing you should discuss with the parents or carer whether it is appropriate to contact the police.
- In most cases, parents and carers know the child best and will be able to assess whether their child is likely to return of their own accord or whether there are significant concerns for their safety.
- The parents or carer are responsible for contacting the police. You can contact the police on their behalf if they agree.
- If you or the parents contact the police, wait for them to arrive and follow their instructions.
- The DSL or senior staff member must continue to search while waiting for the police to arrive.
- If the parents do not want to contact the police, only contact them if you consider the parent's decision to be unreasonable and the child is at significant risk of harm.

### Trips, events and activities outside of our usual remit:

When ever attending or arranging events outside of our day-to-day school activity, in addition to the above we will ensure:

- All staff, whether paid or volunteers are well briefed on any associated risks regarding activities or venues
- Ensure adequate additional insurance for those events
- Ensure appropriate behaviour codes are in place for children and young people, particularly in circumstances where their behaviour could impact on their safety.
- Ensure supervision of all children. It is not recommended that children under the age of 11 are allowed unsupervised free time at events or on away trips.
- All venues will be checked in advance to ensure adequate facilities such as appropriate numbers of separate changing, washing and toileting facilities to suit the ages and genders of the group attending.

This policy was written by Victoria Race and will be checked and updated as needed at least annually



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