

## **KATIE COX DANCE STUDIO HEALTH AND SAFETY POLICY**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all members of staff and pupils and to provide any information, training and supervision as required for this purpose.

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

- A safe place to work.
- 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 policy will be kept up to date, particularly 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 pupils 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 pupils. Under this responsibility, each teacher shall:

- Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, pupils 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 Studio Director
- Report all accidents in the appropriate manner to the Studio Director and ensure they are documented

## **ACCIDENTS AND FIRST AID**

All accidents are to be reported to the Studio Director and recorded using an accident form.

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, make contact using the emergency contact number provided. 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.

Provided this does not in itself put the child at risk, always try to administer First Aid with another adult present. Always tell the child exactly what you are doing and why. Unless it is irrelevant, 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.

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

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

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

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

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

It is nearly always best to stay with them and wait for the ambulance. You should only take the risk of bringing in the child yourself if the emergency services ask you 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 with:

- Storage of equipment- make sure that all equipment/resources used are safely and securely stored after each lesson
- Reporting - any damaged equipment should be reported immediately, for repair or replacement
- Setting up - setting up of equipment must be comprehensive, correct and safe
- Equipment use - when using equipment, ensure that pupils are shown how to use the equipment correctly and safely
- Supervision - ensure that no pupil is able to access equipment without supervision

### Dance Studio

Checks to be made before pupils enter the studio:

- Floor - ensure floors are clean with obvious foreign bodies removed
- Mirrors - ensure mirrors are unbroken
- Plug sockets - ensure they are safe with no wires showing
- Curtains - any falling/fallen down
- Doors and exits - ensure doors and exits are secure and that there is nothing blocking emergency exits
- Lighting and light switches - identify any that are not working or loose

### Pupils

- Ensure all pupils are wearing appropriate dance wear/uniform and footwear to minimise accidents or risk

## **FIRE SAFETY**

KCDS operate a no smoking policy in all premises.

All staff should take note of the venue specific fire action procedure, location of fire alarms and fire exits at each venue.

## **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 pupils 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

You are responsible for yourself and the pupils in your class.

- Evacuate pupils in your class from the building immediately on hearing the alarm by using the nearest fire exit. If possible take a quick head count. Under no circumstances must you stop to collect any personal belongings or equipment
- Assemble at the fire point and supervise an orderly and quiet line
- The teacher will take the register and wait for further instructions
- Do not re-enter the building until you are informed to do so by the Fire Brigade

## **SECURITY POLICY**

Any unidentified person seen on the premises must be reported to the Studio Director immediately.