



BE.Dance Health and Safety Policy

Statement of Intent

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for our self and all our staff and pupils and to provide such information, training and supervision as they need for this purpose. We also accept responsibility for the health and safety of other people who may be affected by my or our activities.

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

- A safe place to work and safe access to and from it
- 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 as we change 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 organization 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 Directors or, if appropriate, designated Health and Safety Officer
- Report all accidents in the appropriate manner and record in the accident book

Accidents and First Aid

All accidents are to be reported to the Directors or, if appropriate, designated Health and Safety Officer and recorded on the accident and/ or incident report 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, obtain

their phone number and try and make contact. 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. These allergies and medical conditions are recorded on our registers. 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 0845 4647** 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.

COVID-19

BE.Dance is following the advice of Public Health England (PHE) and the Local Authority to ensure we are doing everything we can to help avoid the spread of this virus. Please see our separate Infection Control Policy with regards to COVID-19.

Nuts

Nuts or any products containing nuts must not be brought into class at any point. This is due to a number of BE.Dance student's allergies.

If a student is allergic to nuts or anything else, this must be declared upon enrolment and the information will be added to the register so that teachers are aware. Students whom have allergies and carry an Epi Pen must have it with them at all times and let the teacher know where it is kept.

BE.Dance staff must take First Aid training and will have the knowledge to use an Epi Pen in case of an emergency.

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 to:

- 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 to the Director or Health & Safety officer immediately, for repair or replacement
- Setting up - setting up of equipment must be comprehensive, correct and safe
- Use of safety mats - where appropriate, safety mats to be used appropriately
- 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/Hall

Checks to be made before pupils enter the studio:

- Floor – ensure floors are clean with foreign bodies removed
- Mirrors – ensure mirrors are unbroken
- Plug sockets – ensure they are safe with no wire showing
- Curtains – any falling/fallen down
- Doors and exits –ensure doors are 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 minimize accidents or risk
- Children must not dance in socks unless practicing a specific technique.
- No jewellery to be worn. Stud earrings may be permitted.
- Safety/protection clothing must be worn when appropriate, i.e. knee pads

Fire Safety

BE.Dance operate a no smoking policy in its premises.

All staff will be advised of the fire action procedure, location of fire alarms and fire exits at their induction.

Fire evacuation drills are arranged by the Directors, or where appropriate, the schools where clubs are held, practiced at least annually and records maintained by the Directors or Health and Safety Officer of the evacuation time.

Fire alarm points have a regular operational check, ensuring each point is operated in turn over an annual period.

The Director or Health and Safety Officer, or in their absence a member of staff, will complete a roll call and liaise with Fire Service personnel.

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 designated Health and Safety officer will take the register and wait for further instructions – any absences or concerns should be reported immediately to the Health and safety Officer
- Do not re-enter the building until you are informed to do so by the Health and Safety Officer

Security Policy

Anyone wishing to enter the premises must be escorted by a member of staff.

Any unidentified person seen on the premises must be reported to the Principal / Manager or office staff immediately.

Communication and reviewing the policy.

BE.Dance will make clients aware of the Health and Safety Policy through the following means

A statement to customers about Health and Safety arrangements will be produced and soon be displayed on the website

This policy will be reviewed Rebecca Carter and Amy Morris every year and when there are changes in legislation.

Rebecca Carter and Amy Morris have overall responsibility for health and safety. BE.Dance teachers have day-to-day responsibility for ensuring this policy is put into practice.

A First Aid should be carried by all teachers.

Accident Report forms are located with Amy Morris and Becca Carter

In the case of an emergency or serious injury, please contact the emergency services on 999

This policy was last reviewed on 29/4/2022

Name: Becca Carter


Job Title: Director

Signature: Becca Carter

Name: Amy Morris

Job Title: Associate Director

Signature: Amy Morris

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