

## Health, Safety and Well-being Policy

Ascot Berkshire Dance Academy is committed to achieving high standards of health, safety and well-being. Our policy is to ensure, so far as is reasonably practicable, the safety of all workers, audience members, students, members of the public, and any other people who may be directly affected by Ascot Berkshire Dance Academy activities.

Ascot Berkshire Dance Academy aims to:

- Be compliant with all relevant requirements and approved codes of practice, maintaining best practice in relation to health, safety and welfare at work.
- Maintain a safe and healthy work place, with safe access and equipment.
- Provide workers with the information, instruction and supervision that they need to work safely.
- Ensure all staff and volunteers are aware that they have legal and moral obligations, both to themselves, and to one another to work safely.
- Promote dance and sports science best practice with regard to healthy approaches to physical exercise and dance specific training.
- Maintain a safe space for all at Ascot Berkshire Dance Academy, at all activities and take action to ensure that all workers, audience members, students, families are protected from all forms of harassment.

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 this purpose.

Where reasonably practicable, we aim for our policy to provide and encourage:

- A safe place to work and train
- 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) and 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 Eva Whittall and/or Tayla Roberts.
- Report all accidents in the appropriate manner on the correct accident form.

### **Accidents and First Aid**

All accidents are to be reported to Eva Whittall and/or Tayla Roberts on the correct accident form.

Unless there is a 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 with immediate effect. 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.

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.

- Report any damage to equipment to Eva Whittall for repair/ replacement.
- Equipment must be set up comprehensively, safely and correctly (eg no trailing wires)
- Floor mats must be used where needed (eg Acro class)

Studio checks to be made before class:

- Floors clean and dry
- Plug sockets - safe with no wires showing
- Doors and emergency exits are clear

Any problems must be reported straight to Eva Whittall and/or Tayla Robberts.

Pupils:

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

### **Fire Safety**

- We will evacuate the building where necessary and head to the venue's appropriate meeting point.

### **Security Policy**

- As the hall is a public building, strangers could come in.
- Do not let them in the classrooms
- 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.

