



Health and Safety

Procedure for Pupils and Building

Introduction

It is the responsibility of all staff to help maintain the safety and security of the pupils and the working/dancing environment - being aware of the risks and know the appropriate action to take and identify any potential safety issues. As defined by the Health and Safety Executive 'a hazard is something with potential to cause harm.'

Equipment Checks

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 used must be checked every day of every dance lesson to ensure its safety- first thing before class starts and last thing, before it is put away.

- Correct storage - make sure that all equipment/resources used are put away after each lesson
- Any equipment no longer being used for a lesson should be put back in the correct storage area
- Any damaged equipment should be reported immediately, for repair or replacement
- The set-up of equipment must be correct and safe
- Safety mats to be used appropriately
- Teach pupils to use the equipment correctly and safely
- No pupils to access any equipment without supervision

Dance Studio Safety Checks

Law protects everyone's health, safety and welfare at work. But we also have the responsibility to look after others and ourselves.

Checks to be made before pupils enter the studio:

- Plug sockets - safe, no wire showing
- Mirrors - unbroken
- Floor - cleaned, foreign bodies and potential hazards removed
- Doors and exits -secure, locked, safe
- Lighting and the light switches - any not working, unsecured

Personal and Pupil Safety Checks

- Correct dance wear/uniform must be worn for each class

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- Long hair to be tied back
- Fringes to be secured away from the face and eyes
- Correct footwear to worn for each class
- Safety/protection clothing to be worn when needed, i.e. knee pads
- The Ministry of Beats will keep an up-to-date record of all personnel and pupils, detailing emergency contacts, next of kin, and any allergies or illness that may be triggered in the class. This information is strictly confidential and may only be accessed in cases of emergency. It is filed under 'Emergency Contact Information'

Fire Procedures

Make yourself aware of the fire exits and the position of the fire alarms. No exit should be blocked in anyway. If you should discover a fire, set off the fire alarm. Make your way to the designated evacuation area of the building the class is being attended in.

- The tutor's main responsibility is to help supervise the safety and orderly evacuation of pupils and any other people in your vicinity. 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.
- Evacuate the building immediately on hearing the alarm through the nearest fire exit - if possible try and do a 'quick head count' - do not stop to collect belongings
- Health and safety officer for the dance school (not the building) will take the register and wait for further instructions - any findings should be reported immediately to the Health and safety Officer of the building. Do not re-enter the building until you are informed to do so by the Health and Safety Officer of the building

Security Procedures and Systems

It is important that all staff know the whereabouts of all its pupils and colleagues. The tutor holds all the records on what pupils are present, absent and where they should be, as well as the medical details and contact forms.

At the end of each lesson the children are escorted out to their parents/carers by a member of staff. The staff will stay with the pupils until a parent/carer arrives. Any pupil will not be allowed to go home with any other person, rather than their usual parent/carer unless staff have been informed of the change before the lesson starts. Some older children may have written permission from their parents to go home by themselves. However, these children are not allowed to leave early unless staff have had prior instructions from their parents.

Pupils who are hurt

The dance teacher is qualified in basic first-aid.

Minor injury, i.e. grazed knee - then staff can deal with it appropriately and fill out the accident record.

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Head Injuries - however small, these incidents are always reported to the parents in case of concussion or any other medical reasons, and dealt with by the first-aider.

Major injury, i.e. suspected broken bones - will not be treated by the staff and will be reported to emergency services. Pupils should be not moved, they are to be kept safe until the ambulance arrives. The first-aider will inform the appropriate people and then complete the accident book. Major injuries may cause disruption to a class. Try to keep the pupils calm and not to panic, if possible get someone to move them out of the area.

NB: All pupils with specific medical needs have separate instructions on procedures to follow in case of an accident/emergency.

Disposal of waste and spillages of body fluids is dealt with by the caretaker.

First Aid Boxes

The dance teacher will have their own first aid box, which are also able to be transported to accompany on outside activities, trips, shows etc. Inside every first aid box is:

- Individual wrapped sterile adhesive dressings
- Sterile eye pads
- Individual wrapped sterile triangular bandages
- Safety pins
- Individual wrapped sterile unmediated wound dressing
- Disposable gloves
- Plasters
- Scissors

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