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General Health and Safety Policy

(Last revised: August 2017)



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STATEMENT OF INTENT

Dance Visions and Dance Visions Studios (hereafter referred to as Dance Visions) aim, always to provide and maintain safe and healthy working conditions, equipment and systems of work for staff, parents, students and visitors, and to provide such information, training and supervision as they need for this purpose.

As far as is reasonably practicable, we will provide and encourage:

- A safe place to work and train with safe entrance and exit.
- Safe arrangements for the use, handling and storage of equipment.
- Sufficient information, instruction, training and supervision to ensure all employees can minimize hazards and contribute positively to effective Health and Safety at work.

Dance Visions recognizes it has a responsibility to its staff and customers under the following legislation:

- Health & Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation

This policy sets out the ways in which the organization will work to ensure that a safe environment is maintained always. To ensure this, the policy and the way in which it is implemented will be reviewed annually or more regularly if required due to a change in circumstances.

RESPONSIBILITIES FOR ALL STAFF

The overall Health and Safety of the organization is the responsibility of the Creative Director, Beki Saunders who will ensure that all staff are trained in and adhere to the health and safety policy and guidelines. It is the responsibility of all staff to help maintain the safety and security of the students 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, about their own safety and that of their students. Under this responsibility, each teacher shall:



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- Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, students 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 Creative Director.
- 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 Creative Director and recorded in the accident book.

See previous accident reporting procedures.

Children

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 and where necessary Dance Visions will contact the emergency services for assistance.

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

- They know about any injury and do nothing to exacerbate the situation. Physical contact is what the child wants, and the kind of contact between them is appropriate to their age and stage of development, then the member of staff will do their best to stay in sight of other adults.



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All Persons

If possible, treatment should only be given by a trained First Aider.

Provided this does not in itself put the injured at risk, staff should always try to administer First Aid with another adult present who can also assist the first aider in providing the appropriate care. They should always tell the injured party exactly what they are doing and why. Where it is relevant they may ask if the patient has any allergies or is taking medication.

For minor injuries, they should not offer any medication, including antiseptics or pills of any kind. If they have any doubts about helping someone to use their own medication, they will phone the emergency services.

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

If a person needs a doctor or hospital, they will call the emergency services and will wait with the patient until the emergency services arrive. Next of kin should be contacted as soon as possible once the patient has been attended to and the emergency services contacted. Dance Visions retains this information for all customers.

Daily Safety Checks

Before the commencement of classes each day the following checks will be carried out by all teachers.

Equipment

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– staff should make sure that all equipment/resources used are safely and securely stored after each lesson.
- Reporting - any damaged equipment should be reported to the receptionist immediately, who can liaise with the Creative Director to arrange for repair or replacement.



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- 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 students are shown how to use the equipment correctly and safely.
- Supervision - ensure that no student can access equipment without supervision and adequate training.

Dance Studio

Checks to be made before students enter the studio:

- Floor – ensure floors are clean and free of debris, trip and slip hazards. Any spillages to be dealt with immediately.
- Mirrors – ensure mirrors are unbroken.
- Plug sockets – ensure they are safe and secure with no wire showing. Any unused sockets should be covered appropriately.
- Doors and exits – ensure doors and exits are secure and that all exit routes are unobstructed.
- Light fittings and light switches should be checked for functionality and condition.

Students

- Ensure all students are wearing, appropriate dance wear/uniform and footwear to minimize accidents or risk
- Safety/protection clothing must be worn when appropriate, i.e. knee pads

Electrics

Dance Visions will:

- Ensure that all work is carried out by a qualified and competent contractor.
- Carry out regular visual checks before use of all fittings and controls.
- Ensure that all portable appliances older than one year are professionally tested by a competent person.
- Ensure that unused power sockets are covered and switched off.
- Deal as soon as is reasonably practicable with all malfunctioning equipment and take such items out of commission until the problem is



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resolved.

- Not allow children under the age of 16 use of the electrical systems and ensure that any customers using said equipment have been shown how to do so correctly by a member of staff.
- Where portable appliances are in use any cables will be secured and not a trip hazard.

Sound and Lighting

Dance Visions will:

- Ensure that all studios, work spaces and public areas are appropriately lit for safe use.
- Ensure the availability of an operational emergency lighting system, this system to be regularly checked and maintained by a competent and qualified contractor.
- Ensure that the music used for classes is kept to a suitable level which is well within the safe exposure limits. Where customers are concerned about sound levels, they can speak to their teacher in the first instance. or the Creative Director where necessary and the sound levels will either be adjusted appropriately or students can wear earplugs

Manual Handling and Working at Height

Whilst Dance Visions recognise the risks associated with manual work the exposure to these risks in the studio environment is minimal. Where there are instances of this type of work the following guidelines will be adhered to:

- Where possible we will use trolleys and other mechanical devices to mitigate the risks associated with manual handling.
- Staff will be trained in the correct way to lift heavy loads
- Where appropriate there will need to be more than one person to move a heavy or awkward load.
- Some equipment is stored at head height or above. A safe and appropriate set of steps will be provided, only staff will be permitted access to these.



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Use of external contractors

Where it is necessary to use external contractors Dance Visions will ensure:

- That the contracted company use qualified, competent, insured and where appropriate, members of a regulating bodies relating to their trade.
- On arrival on site contractors will be met and inducted in the use of the facilities, with attention to first aid and emergency evacuation procedures.
- Any contracted works and contractors used are subject to approval by the Creative Director.
- We will endeavour to ensure that works are carried out during hours when the dance studios are closed and/or in spaces unpopulated by customers.
- New contractors will be expected to provide a risk assessment and safe working method statement before commencing work.

Security

Dance Visions takes the safety and security of its staff and students extremely seriously.

- No members of the public will be permitted to enter the studios without a member of staff present.
- Any unknown or suspicious persons must be reported to the Creative Director immediately or in her absence to the duty receptionist.
- Parents and guardians are not permitted into side two of the building unless coordinated with a member of staff or to view set demonstrations or performances. *For more information regarding this please refer to the Safeguarding Policy.*
- Aggressive or intimidating behavior from any member of staff or public will not be tolerated and anyone demonstrating such behavior will be asked to leave the premises. If necessary, staff will contact the police for assistance.
- Dance Visions reserve the right to refuse access to the facilities if they believe it puts the staff or other users of the facility at risk.



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Lone working

There may be occasions when a member of staff will be working alone in the studio. In these instances, it is permitted that the member of staff keeps the main entrance doors locked to keep the facilities and themselves secure from uninvited intrusion. In the event of a fire, emergency exit will be sought through the secondary emergency exit.

The conditions of lone working are that the team member will, always, have access to a working telephone in the case of an emergency to call the emergency services.

If the team member is to be working alone for an extended period, other than opening and closing the building before and after classes, then the times should be pre-arranged with the Creative Director, who should always be aware of who is working on the premises and should be notified on the arrival and departure of the lone working team member

Team members with pre-existing health concerns, that put them at higher risk or are pregnant, will not be permitted to work alone without the creation of a person specific risk assessment.

Fire Safety

Please refer to separate Fire Safety and Emergency Evacuation Plan.