

## Health and Safety Policy

### STATEMENT

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

Where reasonably practical, 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.

This policy will be kept up to date, particularly as DCS 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 is 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, identifying any potential safety issues and knowing the appropriate action to take.

Each member of the teaching staff within DCS has a duty to exercise care and attention with regard to their own safety and pupils safety. 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 Principal or, designated Health and Safety Officer
- Report all accidents in the appropriate manner and record in the accident book

### Security Policy

Any unidentified person seen on the premises must be reported to the Principal or member of staff immediately.

## ACCIDENTS/FIRST AID

All accidents are to be reported to the Principal or, designated Health and Safety Officer and recorded in the accident book.

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 present DCS will 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, any treatment should only be administered 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 NHS Direct on 0845 4647 or the emergency services.

Any treatment should be minimal 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. Please 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 medical assistance, call the emergency services. Stay with them and wait for the ambulance. You should only take the child yourself if the emergency services ask you to do so.

## SAFETY CHECKS

### Equipment

Correct storage of equipment is vital in the role of minimising risks. Any equipment that is not being used is a potential risk. Every piece of equipment that is being used must be checked at the beginning of the lesson to ensure its safety. In addition, care must be taken to:

- Make sure that all equipment/resources used are safely and securely stored after each lesson.
- Any damaged equipment should be reported to the Health & Safety officer immediately, for repair or replacement
- Setting up of equipment must be comprehensive, correct and safe
- Safety mats to be used appropriately
- Ensure that pupils are shown how to use the equipment correctly and safely

- Ensure that no pupil is able to access equipment without supervision.

## Dance Studio

Assessments to be made before pupils enter the studio you must ensure that:

- Floors are clean with foreign bodies removed
- Mirrors are unbroken
- Plug sockets are safe with no wire showing
- Doors and exits are secure and that there is nothing blocking emergency exits
- Lighting and light switches are in good working order.

Ensure all pupils 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.

## FIRE SAFETY

DCS operate a no smoking policy on 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 Principal, or the Health & Safety Officer, practiced annually and recorded by the Principal or Health and Safety Officer of the evacuation date and time.

## FIRE EVACUATION PROCEDURE

In the event of discovery of a fire the following procedures will be adhered to.

- Activate the fire alarm.
- Your main responsibility is to supervise a safe and orderly evacuation of pupils and any other people your vicinity.
- Keep calm and try to keep others calm.
- Do not prolong your evacuation but on passing check all corridors, toilets etc. to ensure that no one has been left behind.

In the event of hearing the fire alarm you are responsible for yourself and the pupils in your class.

- Evacuate all pupils in your class from the building immediately by using the nearest fire exit.
- Do not collect any personal belongings or equipment
- Assemble at the fire point and supervise an orderly and quiet line.
- If possible, take a quick head count.
- The Principal or Health and Safety Officer will complete a roll call and liaise with Fire Service personnel. 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.