

CLIQUE

COLLEGE

Health & Safety Policy



2024
TO
2025



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CLIQUE COLLEGE Health and Safety Policy

Issue and Review

The date of issue of this policy is September 2022.

Reviewed August 2024

This policy will be reviewed annually.

The aim of this policy is to provide, encourage and maintain safe and healthy working conditions, equipment and systems of work for all staff, freelance teaching staff and learners and to provide such information, training and supervision as they need for this purpose.

We also recognise the responsibility for the health and safety of other people who may be affected by our activities. The following guidelines apply to anyone carrying out work on behalf of CLIQUE College and are in place to provide an environment that is as safe and as healthy as is reasonably practicable for all who work and volunteer with CLIQUE College, its premises and its users.

Statement of general policy CLIQUE College is committed where reasonably practicable to:

- Continually assessing the health and safety risks arising from our work activities.
- Provide adequate control of those health and safety risks.
- Consulting with all parties on matters affecting health and safety.
- Ensuring all Staff including Freelance Teachers are competent to do their tasks.
- Providing information, instruction, training and supervision on matters of health and safety where necessary.
- Preventing accidents and cases of work-related ill health.
- Providing and maintaining safe working conditions.
- Reviewing and revising this policy at regular intervals and following any significant changes.
- 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.
- A safe place to work and safe access to and from it

The policy will be kept up to date to ensure our responsibilities are met in relation to:

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

RESPONSIBILITIES FOR ALL STAFF

It is the responsibility of all staff to help maintain the safety and security of the learners and the working environment within our building. 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 CLIQUE College has a duty to exercise care and attention with regard to their own safety and that of their learners. Under this responsibility, each teacher/freelance teacher shall:

- Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, learners and any other personnel within the building.
- Observe all safety instructions and procedures incorporated in this policy.
- Report all potential hazards affecting Health and Safety to the Principals or, designated Health and Safety Officer
- Report all accidents in the appropriate manner and record them in the accident book, located in the office.

The day to day running of CLIQUE College will take place within the following main environments:

1. CLIQUE College office space
2. The Dance studios
3. Community halls/venues
4. Theatres
5. Outdoor sites/venues
6. Alternative indoor sites
7. The resource room, the social area and singing room.
7. Online If applicable/necessary

Before commencing work within any new environments CLIQUE College will carry out a risk assessment of the proposed venue with regard to the delivery of projects, as well as familiarising themselves with fire safety procedures and first aid facilities in all environments.

CLIQUE College will not work in an environment where health and safety risks are thought to have been inadequately considered and provided for.

RESPONSIBILITIES

CLIQUE College shall;

- Carry out and update as necessary risk assessments
- Make arrangements for implementing the health and safety measures identified as being necessary by the assessment (setting up emergency procedures, providing adequate first aid facilities and ensuring necessary staff receive adequate information, instruction, training and supervision).
- Provide and maintain safe working conditions and to review periodically.
- Ensure that all who work and volunteer with CLIQUE College are made aware of those health and safety measures.
- Review these assessments annually, or when work activity/environment changes.
- Where appropriate report injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority in accordance with RIDDOR (<http://www.riddor.gov.uk>). In addition to this, CLIQUE College will keep a record of these occurrences, which will include the date and method of reporting, the date, time and place of the occurrence, the personal details of those involved, and the nature of the occurrence. These are to be recorded in the CLIQUE College Accident and Incident Book, stored in the CLIQUE College office.

All self-employed associates carrying out work on behalf of CLIQUE College are responsible for ensuring that safe methods of work exist and are implemented. They must:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Co-operate on all matters of health and safety and comply with procedures.
- Report all health and safety concerns and occurrences to the Health & Safety Manager and Principals.
- Not interfere with anything provided to safeguard their health and safety.
- If any staff member or volunteer is asked to do anything that they consider to be unsafe or illegal, they have the right to reject the request.
- Any vehicles used for any paid work related to CLIQUE College, needs to be insured for business use.

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

Dance Studio

Checks to be made before learners 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.
- 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.

Learners


- Ensure all learners wear appropriate dance wear/uniform and footwear to minimize accidents or risk.
- Safety/protection clothing must be worn when appropriate, i.e. knee pads.
- Lead each class with a thorough and appropriate warm up.

FIRE SAFETY

Fire Safety All members of CLIQUE College will familiarise themselves with the evacuation procedures for each working environment and comply with those procedures in the event of fire.

- **CLIQUE College** operates 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 Principals, or the Health & Safety Officer, practiced at least annually and records maintained by the Principal 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 Principal 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.  by operating the nearest Fire Alarm Call Point
- Your main responsibility is to help supervise the safety and orderly evacuation of learners and any other people in your vicinity. Keep calm. Try to keep others calm.
- Exit the studio with your class register and close doors behind you as you leave.
- Do not prolong your evacuation but on passing check all the corridors, toilets etc. to make sure no one is left behind.
- Try to extinguish the fire using the nearest appropriate Fire Extinguisher but only if it is safe and you have been trained to do so.
- Inform other occupants and ensure that the Fire Service has been called. Call 999 and ask for the fire service.



IN THE EVENT OF HEARING THE FIRE ALARM



- You are responsible for yourself and the learners in your class.
- Evacuate learners 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.
- Your main responsibility is to help supervise the safety and orderly evacuation of learners and any other people in your vicinity. Keep calm. Try to keep others calm.
- Exit the studio with your class register and **close doors behind you** as you leave.
- Assemble at the **fire assembly point on the grass verge at the front of the building** and supervise an orderly and quiet line.
- The Studio Manager will take the register and wait for further instructions – any absences or concerns should be reported immediately to the Studio Manager/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 Principals or in their absence another member of staff.

FIRST AID

CLIQUE College will:

- Ensure adequate First Aid is available within the working environment. A list of qualified First Aiders will be displayed on the CLIQUE College notice board.
- Provide support and refresher training to those Certified First Aiders where necessary.
- Familiarise themselves and company members with the location of first aid facilities in each working environment.
- Keep a record of all first aid treatment administered. Where an appointed First Aider is not present and there is an immediate need for first aid treatment, or any doubt about any accident, it is essential to call a Doctor or Ambulance.

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 111** or call the emergency services.

Individuals' Safety

In Performance

Anyone performing at an event organised by CLIQUE College must:

- Wear suitable clothing
- Wear suitable footwear or have bare feet
- Wear suitable and identified protective clothing as necessary
- Take responsibility for their own appropriate warm-up/cool-down
- Always Work to prevent injury. Performers must inform the relevant CLIQUE College representative in charge if they are concerned about the risk of injury.
- Where injury may occur, CLIQUE College expects that performers will report and obtain treatment for such injuries and not undertake further rehearsal or performance where this might inhibit the healing process.

Working remotely

When working remotely, especially for a prolonged period of time (e.g. throughout COVID-19 disruption), staff should be aware of their own health and safety practices to ensure they are safeguarding their physical and mental health. Staff should:

- Take charge of scheduling breaks and set and stick to appropriate working hours
- Communicate with The Principals regularly regarding any concerns including workload and any difficulties regarding their working environment
- If delivering any practical workshops or performances virtually from home, staff must risk assess the space and arrange protocol in case first aid is required i.e. designated person or way of contacting someone, for staff member delivering virtually and those attending virtually.

This policy applies to The Principals, staff, and freelance teachers working for or on behalf of CLIQUE College. Aspects of this policy also apply to consultants engaged by CLIQUE College and to those organisations with whom we work in partnership through our services. In addition, we expect that consultants, partners and other organisations will have their own policies and procedures that reflect similar principles to our own.