

The Elizabeth School of Dancing

Brook Street Farm, Heddingham Road, Halstead, Essex, CO9 1UH
Telephone: 01787 472182, Mobile: 07792 319065

Health and Safety policy		
Date Adopted	Date of Review	Date to be reviewed on/by
April 2021	Aug 24	July 25
For the purpose of this policy: "Staff" refers to lead teachers, assistants, and volunteers. "Teacher" refers to lead class teacher. "Working environment" refers to the class room/ studio space		

The Elizabeth School of Dance (ESOD) are committed to ensuring the health and safety of our staff, students and visitors under the Health and Safety Act at Work 1974, this policy details the steps we will take to achieve this, working in conjunction with our Terms and Conditions, Safeguarding and Child Protection policy and GDPR statement. ESOD will:

- Provide an environment that is free from hazards and health risks in accordance with governmental guidelines.
- Provide adequate First-Aid facilities
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority
- Ensure Public Liability Insurance is in place
- Ensure all staff have a DBS check and follow relevant procedures when arranging chaperones
- Ensure that staff are all familiar with and complying with the Health and Safety policy
- Has a Designated Safeguard Lead and Deputy
- Provide access to training for Safeguarding and regularly review Risk Assessments
- Review the health and safety policy periodically and implement any changes
- Collect emergency contact details, medical information, EHCP status for all students upon registering, this information will be checked for accuracy annually. This information is strictly confidential and may only be accessed in cases of emergency. In line with GDPR, this information will be destroyed at the point that a student/ staff member leaves the school
- Students that require medication or treatment for an illness or condition- asthma, epilepsy etc will only have this administered when parents have given written consent and clear support about what needs to take place. If staff are not sure if they can administer medication, they will seek clarification from the parents/ carer
- All policies and documents are available to view on our website, staff will be required to read these and sign to say this has been completed

STAFF DUTIES

Health and safety affect all staff at all levels. To achieve and maintain high standards of health and safety within the ESOD, all staff shall, in accordance with sections 7 and 8 of the Health and Safety at Work etc. Act 1974:

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- Be aware that they have a duty under legislation and codes of practice to take reasonable care for their own health and safety, safe practice and the safety of others that may be affected by their acts or omissions.
- Comply with the safety policy, procedures and regulations designed to protect the health, safety and welfare of everyone affected by the business' undertakings.
- Neither intentionally nor recklessly interfere with nor mis-use any equipment, provided for the protection of health and safety.
- Conduct themselves, whilst at work, in such a manner as not to compromise themselves or others who their actions may affect.
- Co-operate with other ESOD staff in preventing accidents or health risks to themselves, other staff, students, or members of the public.
- Wear personal protective equipment whenever instructed to do so or in circumstances that require its use.
- Report any conditions that they consider being unsafe or unhealthy at once to the Principle
- Any staff of the ESOD who fails to comply with the Health and Safety Policy, or who intentionally or recklessly interferes with or misuses any equipment provided for the protection of health and safety will be subject to disciplinary action.

Additional points for staff:

- To respect and comply with health and safety practices and procedures in accordance with the ESOD's policy.
- To report any incident or accident immediately to the principle.
- Ensure first aid training is up to date and relevant.
- In the case of minor injuries, parents will be informed at the end of class, when professional medical assistance is required, they will be informed immediately.
- If a serious accident occurs, call emergency services immediately by dialling 999 followed immediately by a call to the parents/ carer.
- Staff must report any additional or new risks immediately so the ESOD's Risk Assessment can be revised.
- Staff should practice good housekeeping: keep floor space clear of all potential hazards, including wires and bags
- The fire exits are free from hazards and at the start of each new term, fire evacuation procedures are shared with the class.
- Staff must have a basic first aid kit with them.
- First-Aid should be administered only to the limit of the aide's knowledge and in line with our terms and conditions and current Covid 19 procedures.
- Any accident should be reported and logged as close to the incident as soon as possible. An Accident Report Form should be completed and filed.
- A visual safety check must take place prior to class, checking for any safety concerns about the floor- any trips or spill hazards, checking plug sockets and light fittings are in good working order and that doors and fire exits are free from obstructions.
- Visitors, parents or other people that are not a student or staff member of ESOD are NOT allowed to stay in the room throughout class without prior arrangement and agreement with the principle.
- **A fire drill practise must be completed at the start of a new term**

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- Staff and assistants must be aware of and confident to execute the Lockdown/ Evacuation procedures for their working environment

EQUIPMENT

- Any equipment used by the teacher must be in good working order.
- Electrical equipment should be safety checked.
- Any sound equipment used by the teacher must be maintained and stored following the manufacturer's instructions. Plugs must be wired correctly.
- Portable equipment must be carried by a secure handle using correct lifting techniques.
- Extension leads must be in a safe condition without joins in the cable.
- All leads should be secured and taped down if necessary.

THE SESSION

- The teacher must plan and conduct the movement/dance session in accordance with level of ability of the pupils.
- The teacher should enquire about existing physical injuries and make sure that no participant is chewing gum and dressed appropriately before the session starts (in line with our terms and conditions)
- The session must include an appropriate warm-up and a cool-down.
- The teacher must be mindful of existing physical injuries and differing abilities, giving alternative movement options when necessary.
- The teacher must recognise signs of distress and know how to decrease intensity safely.
- The volume of the music must be within safe exposure levels

EMERGENCY PROCEDURES

- The teacher and staff must be familiar with fire and emergency procedures required by the management of the venue of the session.
 1. In the event of discovering a fire, activate the fire alarm
 2. The teacher in charge should evacuate all students via the closest and safest fire exit. Any missing students, parents, staff must be reported immediately to the Principle
 3. The staff must call 999 and remain in a designated safe space until they have been advised it is safe to return
- The teacher and staff must know the location of the First-Aid kit/box at the venue.
- The teacher and staff must know the location of the nearest telephone and the number to call for emergency services and/or a doctor.
- The teacher must be able to administer First-Aid, knowing which conditions are to be dealt with by professionals and which he/she may treat. She must understand the principles of First Aid and safeguard her/his own safety as well as the participant

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- The teachers and assistant must be familiar with and understand the procedures in the event of a Lockdown/ Evacuation for their working environment

REPORTING AN INCIDENT

- Teachers must make written reports at the time of any accident or incident that has resulted in injury. It is essential to carry an Accident Report Form to each session so that a report can be witnessed. Some follow-up enquiries must be made about any injured participant showing due care.
- Any incident should be reported immediately to the Principle of the ESOD
- It is important that teachers do not become complacent about safety measures which have been checked once, particularly if returning to a familiar venue.
- Constant vigilance and checking is required. If a teacher is concerned with any health and safety issue and does not feel able to continue with a session, she should contact the ESOD principle immediately.

LONE WORKING

- The conditions of lone working are that the staff member must have a fully charged phone with them at all times in order to contact the emergency services if required. They must also have the contact details for the caretaker of the venue being used.

EXPECTANT MOTHERS

- A risk assessment is undertaken with the staff member upon being informed that they are an expectant Mother.
- Additional class support and or cover is arranged pending the outcome of the risk assessment and any other additional health considerations.

ACTIVITIES OUTSIDE OF USUAL VENUES

- Staff will complete a full risk assessment for any activity taking place outside of their normal venue, for example, fetes, shows, competitions, summer schools. Upon completion of this risk assessment, this Health and Safety policy, as well as other appropriate policies of the ESOD apply.

End of policy