



## Health and Safety Policy

Carlisle Dance Academy regards the promotion of Health and Safety measures as a common objective for all personnel at all levels. It is therefore the School's policy to do all that is reasonably practical to prevent personal injury and damage to property and to ensure the mental and physical welfare of all staff and visitors to Carlisle Dance Academy. In particular CDA (Carlisle Dance Academy) has responsibility to provide and maintain a safe working environment.

We carry out risk assessments to assess any health and safety risks to employees carrying out office duties and provide appropriate equipment for their role.

The purpose of this document is to establish:

- Staff responsibilities in implementing health and safety practices and procedures.
- Practices and procedures to help prevent any incident or accident
- Clear procedures in case of an accident or emergency

### Responsibilities

Employer's duties:

- To ensure the working environment is free from hazards and health risks in accordance with governmental guidelines
- To ensure all equipment and appliances are/have been set up/installed properly, are/have been safety checked, and are used in accordance with the manufacturer's guidelines and instructions
- To ensure all items are stored, moved or removed in accordance with the manufacturer's guidelines and instructions.
- To provide sufficient information, instruction, training and supervision to ensure his/her own health and safety and that of all staff and personnel
- To provide adequate First-Aid facilities
- To report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority
- To display the School's current insurance policy certificate at all times
- To review the health and safety policy periodically and implement any changes

Staff duties:

- To take reasonable care and be constantly vigilant of his/her own as well as other's actions in the working environment

- To respect and comply with health and safety practices and procedures in accordance with the CDA's policy.
- To use, store, move items, equipment and appliances in accordance with instruction provided by the employer.
- To report any incident or accident immediately to the employer
- In all cases parents will be informed, in the case of minor injuries at the end of class, when professional medical assistance is required they will be informed immediately.
- Staff must complete a Risk Assessment of the school every six months and act on any of its findings.
- All documents are to be made accessible to staff, located in the office file, 'Policies and Procedures'
- Staff should practice good house keeping: close all file draws after use and keep floor space clear of all potential hazards, including files and documents.
- The fire procedures are displayed on the wall next to the main door.
- All hazardous substances must be labelled with their appropriate signs. This includes all stationary and domestic substances that may be considered harmful.
- The First-Aid box is located behind reception. CDA staff must check first aid supplies and replenish when necessary, as well as routinely every six months.
- If an accident occurs, call emergency services immediately by dialling 999.
- First-Aid should be administered only to the limit of the aide's knowledge.
- 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 member of staff should not travel alone after an accident. They should be accompanied, taxied or allowed to rest under supervision for as long as is necessary.
- The School must keep an up-to-date record of all personnel, detailing emergency contacts, next of kin, and any allergies or illness that may be triggered in the workplace. This information is strictly confidential and may only be accessed in cases of emergency.

In case of fire all staff are to evacuate the building immediately, leaving all possessions behind; ensuring they have their class register with them. In a fire evacuation one member of staff leaving that studio should lead the class safety out the building and the other member of staff should follow ensuring all pupils have left. (Further fire procedure see fire policy).

## Health and Safety Policy – in another location (Wigton Branch, Penrith Branch, School teaching, Events, Performances, Trips)

Carlisle Dance Academy regards the promotion of Health and Safety measures as a common objective for all staff, teachers and participants at all levels of activity. It is therefore the School's policy to do all that is reasonably practical to prevent personal injury and damage to property and to ensure the mental and physical welfare of all staff, teachers and participants at venues used outside of Carlisle Dance Academy.

This policy applies to instances such as teaching at our Wigton branch, Penrith Branch and teaching workshops and residencies in the community or at schools and colleges.

The purpose of this document is to establish:

- Staff responsibilities in implementing health and safety practices and procedures
- Practices and procedures to help prevent any incident or accident
- Clear procedures in case of an accident or emergency

### Responsibilities

Employer's duties:

- To provide a safe working environment for the staff and teachers and ensure courses and workshops take place in a safe and suitable venue
- To ensure training in health and safety matters relevant to the activities is provided for potential or certified teachers
- To ensure that any equipment provided for use by staff and teachers is kept in good condition and checked for faults before use
- To provide information and guidance with regards to First-Aid training and insurance cover
- To review the health and safety policy periodically and implement any changes

Teacher's duties:

- To provide a safe dance session suitable for the participants
- To complete a Risk Assessment before the session begins
- To ensure that correct clothing is worn by the teacher and participants
- To update his/her knowledge of First-Aid practice
- To report any incident in the session which may lead or have led to injury or damage
- To take steps to prevent the recurrence of any incidence leading to injury.
- All members of staff at the Academy reserve the right, based on their professional judgement, to exclude any pupil(s) from an activity who may be at risk to themselves

or others, in regards to Health and Safety, due to injury or harm be it mental or physical

- To make sure she/he is adequately covered by insurance.

The attention of all teachers is directed to the following areas which constitute risks to health and safety:

#### SITE

- At each session the floor surface on which the activity takes place should be checked. It should be dry, clean and free from litter and have an even surface.
- The size of the area/room is adequate for the number of participants.
- The area/room is ventilated and well lit, the air quality is good and the temperature is appropriate for the planned dance session.
- No item of furniture or equipment should impede the free movement of any participant.
- Any provision for electricity supply must be in a safe condition. Light fittings must not be used for power.
- Fire exits must be clearly labelled and free from restriction.
- Toilets/changing rooms should be clean and fully functional.
- If students are permitted to have beverages in the dance space, please ensure they are kept to the side of the dance area, preferably off the floor.
- Ensure all teacher/student belongings and clothing are kept out of the dance area.

#### CLOTHING

- Clothing worn by the teacher or the participants must allow ease of
- movement. It is recommended that the teacher should have a neat, clean appearance at all times and that her/his clothing should allow him/her to demonstrate movement effectively.
- Warm clothing must be worn when the body is in danger of cooling down too quickly.
- It is not advisable to wear jewellery.
- Footwear must be clean and appropriate for the session. If the session does not require footwear, make sure all students remove their socks.
- The teacher should advise all participants of the above before the session starts.

## 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 before the session starts.
- 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.

## EMERGENCY PROCEDURES

- The teacher must be familiar with fire and emergency procedures required by the management of the venue of the session.
- The teacher must know the location of the First-Aid kit/box at the venue.
- The teacher 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.

## 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 Carlisle Dance Academy.
- 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 CDA manager/principle immediately.

## Safety Checks

At Carlisle Dance Academy we make sure the Academy is a safe environment for children, parents, pupils, staff and visitors by carrying out safety checks on a regular basis.

This policy should be read in conjunction with the healthy and safety, fire safety, risk assessments.

All staff should be aware of potential hazards in the Academy's environment and monitor safety at all times.

### **Risk assessments**

Risk assessments document the hazards, who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how will this be monitored and checked and by whom.

The Academy carries out written risk assessments every time there is new equipment, a change in the building, an outing, a performance or event. These are regularly reviewed and cover potential risks to children, pupils, staff and visitors at the Academy. When circumstances change in the Academy, e.g. a significant piece of equipment is introduced; we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change.

All staff are trained in the risk assessment process to ensure understanding and compliance.

All outings away from the Academy are individually risk assessed.

### **Electrical equipment**

All equipment is checked before use, any damaged or broken electrical equipment is removed and disposed of immediately and appropriately.

- All electrical cables are kept out of the reach wherever possible and shielded by furniture where they need to be at floor level.
- Electrical sockets are all risk assessed and any appropriate safety measures are in place to ensure the safety of pupils.

**Dangerous substances**

All dangerous substances including chemicals MUST be kept in locked areas out of pupils, children, parents and visitors reach in the cleaning cupboard. All substances must be kept in their original containers with their original labels attached.

**Transport and outings**

The Academy has comprehensive documents relating to outings, which incorporates all aspects of health and safety procedures including the arrangements for transporting and the supervision of pupils when away from the Academy.

Reviewed by Owner/Principle: L. Irwin \_\_\_\_\_

Date: June 2023

Date to be reviewed: June 2024