



Leicestershire Arts Dance Activate Health and Safety Guidelines

STATEMENT OF INTENT

Our policy is to provide and maintain safe and healthy dance and teaching conditions, equipment and systems, for all Dance Activate engaged teachers, artist and Dance Activate members (pupils) and to provide such information, instruction and supervision as they need for this purpose. Where reasonably practicable, this policy will seek to provide and encourage:

- A safe place to dance and safe access to and from it
- Safe arrangements for the use, handling and storage of equipment e.g. barres, music etc.
- Sufficient information, instructions and supervision to ensure all Dance Activate engaged teachers and artists are equipped to avoid hazards and contribute positively to effective Health and Safety practice.

The policy will be kept up to date, particularly if Dance Activate changes in nature and size to ensure 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 has operated will be reviewed annually.

RESPONSIBILITIES FOR ALL DANCE ACTIVATE ENGAGED TEACHERS AND ARTISTS

It is the responsibility of all Dance Activate engaged teachers and artists to help maintain the safety and security of Dance Activate members 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 engaged teacher and artist within the organisation has a duty to exercise care and attention with regard to their own safety and that of our Dance Activate members. Under this responsibility, each engaged teacher and artist shall:

- Ensure reasonable care is taken during their dance activities to avoid accidents or injuries to themselves, Dance Activate members and any other personnel within the studio building
- Observe all safety instructions and procedures incorporated in this document
- Report all potential hazards affecting Health and Safety to the Director or, if appropriate, a designated Health and Safety Officer available in the studio building

ACCIDENTS AND FIRST AID

All accidents are to be reported to the Director or, if appropriate, the designated Health and Safety Officer in the studio building, and recorded in the Dance Activate accident log supplied.

Unless there is good reason, First Aid should not be administered without the permission of a child's parent or accompanying adult. A child cannot give consent. If the parent is not at the premises, obtain their phone number from the emergency contact list 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, treatment should only be given to a child or young person 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. Check the emergency contacts and medical details list.

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 0845 4647** or the emergency services.

Any treatment should be as little as necessary 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. Just ensure:

- You know about any injury and do nothing to make it worse
- If physical contact is what the child/young person wants, ensure that 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 a doctor or hospital, call the emergency services. It is nearly always best to stay with them and wait for the ambulance. You should only take the risk of taking a/ child yourself if the emergency services ask you to do so because of exceptional circumstances.

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 Director and/or Health & Safety officer immediately, for repair or replacement
- 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 pupils are shown how to use the equipment correctly and safely
- Supervision - ensure that no pupil is able to access equipment without supervision

Dance Studio

Checks to be made before pupils 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
- Curtains – any falling/fallen down
- Doors and exits –ensure doors are exits are secure and that emergency exits are not blocked
- Lighting and light switches – identify any that are not working or loose

Pupils

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

FIRE SAFETY

Dance Activate operates a no smoking policy.

All Dance Activate members should be advised of the fire action procedure, location of fire alarms and fire exits at each of the Dance Activate studio buildings. Registers should be updated at the start of every class to ensure Dance Activate members can be checked and accounted for by means of roll call in the event of any fire or evacuation.

Fire evacuation drills are arranged by the Director/Premises Officer/designated Health and Safety Officer, and practiced at least annually and records maintained as appropriate.



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FIRE EVACUATION PROCEDURE

If you discover a fire

- In the event of discovery of a fire, activate the fire alarm.
- Your main responsibility is to help supervise the safety and orderly evacuation of Dance Activate members and any other people in your vicinity. Keep calm. Try to keep others calm.
- Do not prolong your evacuation but on passing, check all the corridors, toilets, changing rooms etc. to make sure no one is left behind.

In the event of hearing the fire alarm

You are responsible for yourself and the Dance Activate members in your class.

- Evacuate Dance Activate members 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
- Assemble at the relevant fire point and supervise an orderly and quiet line
- Take the register and wait for further instructions – any absences or concerns should be reported immediately to the Director/Health and Safety Officer.
- Do not re-enter the building until you are informed to do so by the Director/Health and Safety Officer
- If necessary contact the appropriate emergency services directly

Guthlaxton College assembly point: Opposite the swimming pool at the college side of the entrance gates.

Studio 79 assembly point: As indicated by Director / Studio 79 following evacuation of the premises.

SECURITY POLICY

Any unidentified person or someone who is acting suspiciously seen in any of the studio buildings must be reported to the Director/Premises Officer immediately.