

Health and Safety Policy - STATEMENT OF INTENT

Just Dance Studios policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for ourself and all our staff and pupils and to provide such information, training and supervision as they need for this purpose. Just Dance Studios also accept responsibility for the health and safety of other people who may be affected by my or our activities. Where reasonably practicable, 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 The policy will be kept up to date, particularly as Just Dance Studios 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 has 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, knowing the appropriate action to take and identifying any potential safety issues. Each member of the teaching staff within Just Dance Studios has a duty to exercise care and attention with regard to their own safety and that of their pupils. 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, if appropriate, designated Health and Safety Officer
- Report all accidents in the appropriate manner and record in the accident book Security Policy Anyone wishing to enter the studios requires the security code. Any unidentified person seen on the premises must be reported to the Principal or Staff member immediately.

Just Dance Studios Health and Safety Policy - 2 – A

ACCIDENTS AND FIRST AID All accidents are to be reported to the Principal or, if appropriate, 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 at the premises, 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, treatment should only be given 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 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
- 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 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 bringing in the 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 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 pupils are shown how to use the equipment correctly and safely
- Supervision - ensure that no pupil is able to access equipment without sup