

# GREENFORD SCHOOL OF DANCE

## HEALTH AND SAFETY POLICY

Greenford School of Dance recognise the responsibility placed on them by the Health and Safety at Work Act 1974. The school is committed to ensuring a safe and healthy working environment for all staff, pupils and visitors, including the provision of safe equipment and procedures. This document details the policy and procedures with which all staff, pupils and parents are expected to work and abide by.

### **Policy Monitoring**

This Policy is put into practice and monitored on a regular basis through observations and comments by all staff, pupils and parents. The School will be open to comments and suggestions from our employees, students and their parents on any matters relating to health and safety. Any concerns will subsequently be raised with the owners of the venue.

### **Roles and responsibilities**

#### **1. The Principal**

The Principal, Rachael Greenall, will ensure that this policy is complied with at all times and any concerns regarding Health and Safety should be addressed directly to her. The Principal agrees to take responsibility for the following.

- That all serious accidents, dangerous occurrences, diseases, near misses and property damage are reported and that the cause is investigated and that all reasonably practicable steps have been taken to prevent its re-occurrence.
- The maintenance and repair of any school equipment is carried out as appropriate, by a competent person in accordance with Local Authority procedures.
- All employees are subject to a DBS check before joining the school by the Principal.
- All employees are made aware of the school policies and will agree with the Principal to carry out all tasks in compliance with the policies.
- Effective arrangements are in force to facilitate the evacuation of buildings in case of fire or other emergencies and that firefighting equipment is readily available and properly maintained.
- Liaison with parents/carers as regards children who are, or may be ill, is maintained so that medical help can be summoned if necessary and that the child (or staff member) be excluded from the school to prevent the spread of infection. The school follows national guidance published by Public Health England when responding to infection control issues.
- Records on children attending the school are kept in line with data protection and where appropriate staff are informed of medical needs, SEND, diet, risk and safeguarding issues.
- Staff are provided with PPE in relation to managing infection control.

#### **2. Teachers**

All teachers will be responsible for:

- Taking part in independent training in order to stay up to date with the latest teacher training, safeguarding and first aid procedures.
- Be able to produce a copy of their DBS, Insurance, Qualification certificates and First Aid training upon request by the Principal of the school
- Check fire exits in the classroom area are working, unobstructed and unlocked during

classes.

- Implement policies and procedures within their venue; be aware of fire exits and evacuation procedures.
- Ensure that pupils are properly supervised in the classroom
- Report any signs of illness, or potential illness, in themselves, or of any child in their care to the Principal.
- Report any accidents involving children in the areas for which they are responsible, make sure all incidents are recorded in the accident book and where appropriate the Principal, parents/carers and emergency services are contacted.
- Check equipment for damage or hazards that could potentially harm a child or adult, e.g. broken barres or chairs, unsafe electrical speakers, and supervise children when using equipment that could cause harm. Where possible, these will be made safe or removed.
- Should a teacher identify a hazard, they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level. If the teacher cannot resolve the issue because it is beyond their remit, the Principal should be contacted. Report all serious accidents, verbal threats and physical assaults and near misses using the accident reporting procedures.
- Take an active interest in promoting Health and Safety and suggest ways of reducing risks.
- Not bully or abuse (whether mentally or physically) any child, member of staff, or visitor.
- Use personal protective equipment, and other equipment, provided in a safe manner - this includes items of workwear, whether washable or disposable.

### **3. Volunteer Staff**

All volunteer staff are responsible for:

- To take reasonable care of their own Health and Safety and any other persons who may be affected by their acts or omissions at work.
- Co-operate with Health and Safety matters and not interfere with or misuse anything provided for their health, safety and welfare.
- Familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put them or anyone else at risk.
- Be familiar with the school's Health and Safety Policy and all safety regulations.
- Ensure Health and Safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- Report any defects which they observe in the premises, equipment and facilities to the Principal.

### **4. Parents and Pupils**

Parents and Pupils are responsible for the following:

- All parents must complete a Registration Form when joining the school with clear information regarding emergency contacts and any relevant medical history.
- A copy of primary and emergency contact numbers will be kept on file. It is the parent's responsibility to notify the school of any changes to their emergency contact details.
- Parents understand that dance is an active sport and injuries can happen. The school accepts no responsibility for injuries sustained via any means other than a teacher's negligence.
- Pupils will be supervised during class time only. Parents / carers must ensure the safety of their children in the car park, waiting, changing and toilet areas.
- Parents are to take responsibility for children and young adults using the grounds around

the building.

- Students/parents should inform the teacher of any special health considerations or existing injuries before participating in class.
- Dress code must be observed at all times by the pupils, especially footwear for safe dance practice. Hair must be tied up away from the face.
- Pupils should not wear any jewellery that may pose a risk to themselves or others (stud earrings, and jewellery worn for religious or cultural reasons are acceptable).
- No food (or chewing gum) to be consumed by students during class. Water is permitted.
- No child will be allowed to leave the studio with anyone other than a parent unless confirmed with teacher prior to class either verbally or via email.

## **5. The Venue**

As GSOD hires their venues, rather than own the building, it is the responsibility of each venue for the health and safety aspects to be assessed and maintained regularly.

### **Procedures**

#### **Risk Assessment/ Policies**

The Principal will ensure that regular risk assessments are undertaken.

The Principal will ensure that all policies are updated annually to keep up to date with the latest guidelines. Copies of the policies will be made public through the website and can be produced upon request.

#### **Training**

Upon joining the school all staff will be required to read all policies relating to the school. Staff will agree to abide by all policies. Staff are responsible for their own annual training and will provide evidence to the school of any training they have undertaken.

#### **First Aid**

The first aid box is located in:

EDWARD BETHAM- dance school cupboard on the stage.

SCOUT HUT- on the shelf in the office

#### **Pupil illness/ injury in class**

If a pupil feels unwell in class and the symptoms are not severe, the teacher should ask the pupil to visit the toilet, have a drink of water, remove any cardigans and/or sit quietly a preliminary measure. If the symptoms persist the child may be sent home.

If a pupil is injured in class, the teacher should immediately stop the pupil dancing and assess and treat the injury as required.

If required the school will contact the emergency services first, then the parent / guardian of the student(s) involved by the telephone number on the registration form.

#### **Emergency Procedures: Fire Alerts, Bomb Threats, and Gas Leaks**

- All staff must be made aware of what to do in the event of an emergency. Regular Fire Drills will take place in each venue. The evacuation and invacuation procedures have been designed to deal with any one of the above threats. For GSOD the evacuation meeting points are:

EDWARD BETHAM- School playground  
SCOUT HUT- The kissing gate in the churchyard

### **Accident, Assault and Incident Reporting**

All staff are required to ensure that all serious accidents, assaults, incidents and near misses are reported and logged in the accident book and reported to the Principal who will ensure that appropriate management guidelines are followed. The accident book for GSOD is located

EDWARD BETHAM- dance cupboard on the stage  
SCOUT HALL- on the shelf in the office

### **Manual Handling**

All staff/pupils engaged in the pushing, pulling, lifting or carrying of equipment e.g. barres or chairs should be carried out with minimal risk of injury to staff and pupils. Consideration is also given to staff who may be pregnant.

### **Child Protection and Safeguarding of Pupils**

The Child Protection Policy and Safeguarding Policy is available to all members of staff and parents via the website. All new members of staff will be made aware of the policy and agree to comply with all procedures.

### **Safeguarding – Collection of children**

All children should remain supervised at all times. No child will be allowed to leave the studio with anyone other than a parent unless confirmed with the teacher prior to class either verbally or via email. Parents must inform us of older students who are permitted to walk home on their own.

### **Infection prevention and control**

We follow national guidance published by Public Health England and Government guidance when responding to infection control issues. In regards to Covid 19 all staff and parents will be made aware of our Re-entry to class General Terms and Conditions and Venue Terms and Conditions which details all health and safety aspects in response to the virus.

### **Monitoring**

This policy will be reviewed annually to ensure that it is up to date.

### **Links with other policies**

This health and safety policy links to the following policies:

- Child Protection Policy
- Safeguarding Policy
- Intimate Care Policy
- Re Entry to Class General Terms and Conditions- Covid 19
- Re Entry to Class Venue Terms and Conditions- Covid 19
- Code of Conduct
- Terms and Conditions
- Privacy Information Notice

<b>Ratified on</b>	21.08.2020
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