

Health and Safety Policy

April 2024

Statement of Intent

Florian School of Dance 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. We also accept responsibility for the health and safety and welfare 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
- Involvement of teachers and volunteers in order to improve the health and safety culture throughout all areas of the school.
- Undertake risk assessments that are suitable and sufficient for classes and activities and implement appropriate risk control measures.
- Implement safe systems of work for all work activities conducted.
- Implement a procedure for the recording and reporting of all accidents, near misses and instances of ill health occurring as a result of work activities.

The policy will be kept up to date, particularly as I or our organisation 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

This policy will be reviewed annually.

Parental Intent and Attendance Registers

At Florian School of Dance we require all students to complete a registration with parental consent for all students under the age of 18 years. Registration forms ask for relevant information for each pupil, such as parental/carer contact details and whether the pupil has any particular needs, such as Special Educational Needs, regular medication or allergies. The storage and use of all personal information should comply with GDPR and Data Protection requirements.

For further information please see our Confidentiality Policy and Data Protection Policy.

Responsibilities for all staff

At Florian School of Dance, all teachers are committed to helping maintain the safety and security of the pupils and the working and dancing environment. Teachers and activity leaders are provided with risk assessments for studios and venues to be aware of the risks and know the appropriate action to take and identifying any potential safety issues.

Each member of the Florian team 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 Emma Emmerson
- Report all accidents to Emma Emmerson who will record them in the accident book.
- Undertake First Aid training and be ready to deliver first aid if necessary.

Accidents and First Aid

All accidents are reported to the Principal, and recorded in the school accident book.

First Aid will be administered with the permission of a child's parent or accompanying adult. If the parent/carer is not at the premises, teachers will try to make contact. If a child is alone and seriously injured or unconscious, the situation will need to be dealt with immediately. Treatment should be given by adults who have undertaken First Aid training.

Teachers will refer to medical notes held within the database. Where appropriate, some teachers will carry medical notes and emergency plans. Teachers will not offer any medication, including antiseptics or pills of any kind and if facing any doubt, will seek advice from the National Health Service Direct on 111, or the emergency services.

Any treatment administered will be as little as necessary without threatening the child's wellbeing. If a child needs 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. In this instance, the Florian team will ensure:

- there is knowledge of any injury, and nothing will be done to make it worse
- physical contact is what the child wants, and the kind of contact is appropriate to their age and stage of development.
- teachers and volunteers do their best to stay in sight of other adults at all times

If a child needs a doctor or hospital, teachers will call the emergency services and will stay with them and wait for the ambulance. Only in exceptional circumstances will a teacher take a child to the hospital in their own vehicle.

Safety Checks

It is essential that risks to students and staff are assessed, managed and mitigated at all venues we hire to deliver classes. Risk assessments for all venues are carried out annually, which ensures that each of the following areas are checked and risks identified.

Equipment

Equipment will be stored correctly to minimise risks. Every piece of equipment that is being used will be checked at the beginning of the dance lesson to ensure its safety. In addition, we will:

- set up equipment comprehensively, correctly, and safely.
- remove or safely and securely store all equipment and resources after each lesson.
- report any damaged that poses risks to Principal Emma Emmerson
- ensure pupils are shown how to use any props and equipment correctly and safely.

Supervision

- No pupil will have access to equipment without supervision.
- Studio checks will be made before pupils enter, particularly ensuring all floors are clean with foreign bodies removed and that there is sufficient lighting.
- Plug sockets will be safe with no wires showing.
- Doors and exits will be secure and that there is nothing blocking emergency exits

Pupils

All pupils should commit to wearing Florian uniform and footwear to minimize accidents or risk. Full details of our uniform can be found on the website at:

<http://www.floriandance.com/winchester-dance-school-uniform.htm>

Fire Safety and Fire Evacuation Procedure

Florian School of Dance always operate a no smoking policy. Venues we hire are responsible for conducting regular fire risk assessments and ensure evacuation exits, routes and meeting points are clearly signposted. Florian risk assessments include details of evacuation procedures from all venues to ensure all teachers and activity volunteers are aware of fire action procedures, locating fire alarms and fire exits.

In the event of a fire and need to evacuate, we will:

- activate the fire alarm.
- supervise the safe and orderly evacuation of pupils via the nearest exit, and any other people in your vicinity, keeping calm
- not stop to collect any personal belongings or equipment in any circumstances
- assemble at the designated meeting point and take a register to account for all individuals.
- not re-enter the building until informed to do so by fire authorities or venue staff

Security Policy

Florian School of Dance operates classes at a range of venues across the Winchester area. The majority of venues are open and accessible to the public and therefore the security and safeguarding of pupils is paramount. Only students and parents booked for taster sessions may enter the studio and any unidentified individuals will be questioned on their intent. Any concerns should be reported to the Principal Emma Emmerson.

For further details, please see our Safeguarding Policy.