**HEALTH & SAFETY POLICY**

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**1: Introduction**It is the responsibility of all the TDC Team to help maintain the safety and security of the pupils and the working/dancing environment – being aware of the risks, identifying any potential safety issues and knowing the appropriate action to take.

The TDC Team must be aware of and comply with this Health and Safety Policy and all emergency procedures.

**2: Our Aims**

* To establish and maintain a safe and healthy environment throughout the dance school.
* To establish and maintain safe working procedures amongst staff and children.
* To ensure sufficient information, instruction and supervision to enable all people working at the dance school, to contribute positively to their own safety.
* To maintain safe access to and from the premises.

**3: Dance Studio Safety Checks**The TDC Team must check the Studios, toilets and venue in general to ensure:

* All plug sockets, lighting and light switches are working, and visibly safe.
* Ensure any mirrors are safe and unbroken.
* Ensure the floor is clean & dry and remove any objects that might cause a risk when dancing.
* Ensure all Doors & Exits are secure and emergency exits are clear.
* Ensure the ballet barres are secure. Ensure when lifting the bar, knees are bent and fingers out of the way.
* Ensure all windows are locked/secured when there is no teacher in the studio.

**3: Personal and Pupil Safety Checks**

* Correct dancewear/uniform must be worn for each class
* Long hair to be tied back.
* Correct footwear to be worn for each class.
* Safety/protection clothing to be worn when needed, i.e. knee pads.
* A warm-up will be taken in every class.
* Shoes must be worn when using the toilet facilities.
* 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).

**4: Fire Procedures**The Principal is responsible for ensuring that the fire risk assessment is undertaken and implemented. Training for employees and evacuation procedures will be practiced regularly.

We have clear and accessible fire safety procedures.

In the event of a fire the TDC Team must:

* Raise the alarm
* Take their registers and ensure all pupils exit the building in a calm and orderly manner to the fire assembly point.
* Instruct waiting parents to exit the building to the fire assembly point and to leave their children in our care unless instructed.
* Call the fire brigade
* Do not re-enter the building. Be aware of the fire exits and the position of the fire alarms. No exit should be blocked in any way.
* Do not prolong the evacuation but on passing check all the corridors, toilets etc. to make sure no one is left behind.

 **5: Security Procedures and Systems**

* Most of our venues are equipped with Close Circuit Televisions, and all footage is recorded. Any unidentified person found around the venues should be reported to a member of the TDC Team immediately.
* At the end of each lesson, the younger children are escorted out to their parents/carers by a teacher. If the parent/carer has not arrived then the child will be taken back to class to wait with a staff member.
* Children are not permitted in any kitchen areas at any time.
* Pupils will be supervised during class time only and parents / carers must ensure the safety of their children in the car park, waiting, changing and toilet areas.
* No food (or chewing gum) is allowed in the dance studio. Water is permitted in cap bottles.
* 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.

**6: Accidents and First Aid**

* All accidents are to be recorded in the accident book.
* Minor injuries should be dealt with by staff, recorded in the accident book and parents informed.
* For more serious injuries, First Aid should not be administered without the permission of the child’s parent/carer. A child cannot give consent, however, if a child is seriously injured or unconscious then the situation should be dealt with immediately by a trained first-aider and another adult present.
* Head Injuries – however small, these incidents are always reported to the parents in case of concussion or any other medical reasons and dealt with by the first-aider.
* Major injury, i.e. suspected broken bones – should only be treated by the qualified first-aiders. Pupils should be not moved, they are to be kept safe until the first-aider arrives. The first-aider will inform the appropriate people and then complete the accident book.
* Major injuries may cause disruption to a class, if possible get someone to move pupils out of the area. The first-aider will reassure the causality at all times and make them aware of the situation.
* NB: All pupils with specific medical needs have separate instructions on procedures to follow in case of an accident/emergency.
* Each member of the TDC Team carries a First Aid Kit to every class/event. The TDC Team are reminded regularly to restock their First Aid Kits.
* 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.

**7: Medical & Emergency Contact Information**

* All parents/guardians/adults 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 available to the TDC Team.
* It is the parent’s responsibility to notify the school of any changes to their emergency contact details.
* Students/parents/guardians should inform the teacher of any special health considerations or existing injuries before class participation.

**8: General**

* No smoking on the premises.
* We will undertake regular assessment of risks regarding our hired premises and outside events and any concerns will be raised.
* We hold no responsibility for children and adults using the grounds around the building.

**9: Declaration**We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on 30/01/2024.

Niki Taylor
Director
30/01/2024