

Infinity Dance and Theatre School Health & Safety Policy

Infinity Dance and Theatre School Policy Statement

Infinity Dance and Theatre School is a dance school for ages 2 1/2 to and up. The school currently operates from Unit 3 located at Cestrian Court Lightfoot Street Chester with 3 Dance studios also consisting of a study area, changing rooms, toilets and reception/waiting area as well as an office and storage room. All staff and students have a right to operate in an environment where risks to their health and safety are properly controlled. As a dance school it is our policy to maintain safe and healthy working conditions, equipment and systems of work for everyone involved, and to provide such information, training and supervision as necessary for this purpose. This policy relates to Infinity DTS teaching practice and our role as a dance school. Where reasonably practicable, this policy will seek to provide and encourage:

- A safe place to work and safe dance environment, with safe access to and from it.
- Safe arrangements for the use, handling and storage of equipment.
- Provide up-to-date information, instructions, training and supervision to ensure any/all employees are well equipped to avoid hazards and contribute positively to effective Health & Safety at work.

The policy will be kept up to date, particularly as the organisation changes in nature and size, to ensure that our responsibilities are met in relation to:

- Health & Safety at Work Act (1974)
- Other relevant current legislation

It is the responsibility of Infinity DTS to:

As a dance school and employer, it is Infinity DTS's responsibility to:

- Decide what could harm staff/students and the precautions necessary to stop it.
- Complete all necessary risk assessments before each dance class.
- Explain how risks will be controlled and tell staff/students who is responsible for this.
- Consult and work with any staff we employ in order to protect everyone from harm in the workplace or dance environment.
- Provide necessary Health & Safety training for any staff employed.

- Provide a first aid kit and maintain an accident book.
- Ensure that a number of staff members are trained first aiders and place a list of these on the notice board in the reception area.
- Have the appropriate insurances in place. This includes displaying Public Liability Insurance Certificates where they can be easily read (e.g. notice boards).
- Work with others within the dance studio to ensure that everyone's health and safety is protected.
- Obtain DBS numbers from all teachers and helpers as and when appropriate.
- Ensure safe storage/use of substances or any hazardous products are locked away and no one under the age of 18 allowed access.

It is the responsibility of all staff involved to:

- Help maintain the safety and security of students/visitors/guest teachers in the working/dancing environment.
- Be aware of risks, knowing the appropriate action to take and identifying any potential safety issues.
- Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, students and other people in the vicinity.
- Report all potential hazards affecting Health & Safety to the Principles.
- Report all accidents and record in the accident book, the book can be found at reception.
- Follow any training received when using equipment or materials in a class.
- Observe all safety instructions and procedures incorporated in the Health & Safety Policy.
- Ensure that all ballet barres not in use are stored correctly in the dance studio storage facility.

Key Policy Guidelines and Instructions

1. Accidents and First Aid

- All accidents should be recorded in the accident book. The accident book is kept at the reception desk.

- Treatment should be given only by a trained First Aider.
- Any treatment should be as little as necessary without threatening the student's wellbeing.
- Medication should be administered as per medications policy.
- Advice can also be sought by dialing 111 for non-emergency calls.
- We would only take the risk of taking a student to hospital ourselves if the emergency services asked us to do so because of exceptional circumstances. Parents/Guardian/Carer should also be informed if this is the case.

2. Safety Checks

a) Equipment

- Correct storage of equipment is vital to minimising risks. Any equipment not being used is a potential risk. Every piece of equipment that is being used must be checked before commencing any dance classes to ensure it's safe for use. In addition, care must be taken to:
 - Make sure all equipment/resources used are safely and securely stored after each session.
 - Any damaged equipment is removed for use.
 - Ensure any music systems not in use are unplugged and stored safely.
 - Ensure that students are shown how to use equipment correctly and safely.
 - Ensure that no student can access equipment without supervision.
 - Ballet barres to be moved by two people in the correct way.
 - Any extra heating required such as fan heaters are not placed in a potential hazard area.

b) Dance Studio

Before entering it is our responsibility to ensure:

- Floors are clean with foreign bodies removed.
- Check if any mirrors are broken.

- Check plug sockets are safe with no wires showing.
- Ensure doors and exits are secure and there is nothing blocking emergency exits.
- Identify any light fittings/light switches that are not working or loose.

c) Students

- Ensure that all students are wearing appropriate dance wear and footwear to minimise accidents or risk.
- Safety/protection clothing must be worn when appropriate e.g. knee pads when needed and dance shoes not to be worn outside of the building.

3. Fire Safety

- There is a no smoking policy in operation. Smoking is not permitted inside the building or immediately outside the building.
- It is crucial that all staff maintain a working knowledge of the fire procedure at the building in which they are working, including location of fire alarms.
- All students will gather at the designated meeting point.
- A register of students must be taken at the start of every class and it is the dance teachers's responsibility to ensure that this is done.
- In the event of a fire/fire alarm, all students must gather at the designated meeting point, and the Fire Marshall must complete a roll call and liaise with Fire Service Personnel (See general fire evacuation document).
- A fire risk assessment will take place at least once a year as well as regular checks during the year and recorded.

4. Security

- Any unidentified person seen on the premises must be reported to a member of staff.
- Any suspicious items must be reported to the receptionist or a member of staff.
- The entry door to be kept locked at all times.

Infinity DTS Health & Safety Safe Dance Practice

Infinity DTS aspires to achieve:

- Excellence in dance performance.
- Health and effective dance training/teaching.
- Fit, healthy, confident dancers.
- Responsible employment taking into account dance specific industry recommendations in addition to statutory health and safety requirements.

All dancers have a right to:

- Be taught safely and effectively by an appropriately qualified and experienced Dance Teacher.
- Safe and appropriate spaces to work in.
- A working environment that is conducive to psychological as well as physical health.

