

# CARRIE MAY SCHOOL OF PA

## Health and Safety Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for our self and all our staff and pupils and to provide information, training and supervision they need for this purpose. We are only responsible for the health and safety of those in our care.

Where reasonably practicable, this policy will seek to provide and encourage:

- A safe place to work and learn
- 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 change in nature and size to ensure our responsibilities are met in relation to:

- Health & Safety at Work Act (1974)
- The Management of Health and Safety at Work (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 Carrie May School of Performing Arts 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

## Accidents and First Aid

All accidents are to be reported to the Principal (**Caroline Parry**) and recorded in the accident book.

Unless there is good reason, First Aid will not be administered without the permission of the child's parent or accompanying adult; a child cannot give consent. In the case that a Medical Permission Form has not been signed and the parent is not at the premises, we will 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 (known as *Implied Consent*). Treatment will only be given by a trained First Aider, except in cases where there is no trained First Aider available and the child's health is at risk.

Provided this does not in itself put the child at risk, we will always try to administer First Aid with another adult present. We will always tell the child exactly what we are doing and why, as well as consult the medical lists kept by the Principle stating any allergies or medical conditions. Some children may have allergic

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reactions to insect bites and stings which may not be stated on the medical forms. Any treatment will be as little as necessary without threatening the child's wellbeing.

If a child comes to us for comfort because of a minor accident or fright, it is acceptable within our Code of Behaviour to hold their hand or put our arm around them. We will ensure:

- we know about any injury and do nothing to make it worse
- physical contact is what the child wants, and the kind of contact between us is appropriate to their age and stage of development
- we do our best to stay in sight of other adults

If a child needs a doctor or hospital, we will call the emergency services and a member of staff will remain with them until an ambulance arrives. In the event a parent/legal guardian is unable to go escort the child in the ambulance, a member of staff will do so. Members of staff will only transport the child themselves if the emergency services ask us to do so because of exceptional circumstances. We will ensure we have the parents' permission to go with the child, which will be stated on the Medical Permission Form.

## 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 will be checked at the beginning of the dance lesson to ensure its safety. In addition, care must be taken with:

- Storage of equipment– making sure that all equipment/resources used are safely and securely stored after each lesson
- Reporting - any damaged equipment will be reported to the Health & Safety officer immediately, for repair or replacement
- Setting Up - setting up of equipment will be comprehensive, correct and safe
- Use of Safety Mats - where appropriate, safety mats to be used appropriately
- Equipment use - when using equipment, we shall ensure pupils are shown how to use the equipment correctly and safely
- Supervision - ensuring no pupil is able to access equipment without supervision

### Our Buildings

Checks to be made before pupils enter the studio:

- Floor – ensure floors are clean with foreign bodies removed
- Mirrors – ensure mirrors are unbroken
- Plug sockets – ensure they are safe with no wire showing
- Curtains – any falling/fallen down
- Doors and exits – ensure doors and exits are secure and that there is nothing blocking emergency exits
- Lighting and light switches – identify any that are not working or loose
- Tables/Chairs – these will be safely and securely placed at the side of the room away from any dancing
- Barres – ensure they are securely tightened and of an even height

### Pupils

- We will do our best to ensure all pupils are wearing appropriate dance wear/uniform and footwear to minimize accidents or risk – pupils should dance in shoes or bare feet as socks may cause a slip on the floors
- Safety/protection clothing must be worn when appropriate, i.e. knee pads

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- Anyone who brings their own equipment is to check with a teacher that it is suitable for use and is being used correctly

## Fire Safety

Carrie May School of Performing Arts operate a no smoking policy in its premises.

All staff will be advised of the fire action procedure, location of fire alarms and fire exits at their induction.

Fire alarm points have a regular operational check, ensuring each point is operated in turn over an annual period.

The Principal or in her absence a member of staff, will complete a roll call and liaise with Fire Service personnel.

## Fire Evacuation Procedure

### If You Discover a Fire

- In the event of discovery of a fire, activate the fire alarm and alert a member of staff or responsible adult, if safe to do so.
- Our main responsibility is to help supervise the safety and orderly evacuation of pupils and any other people in your vicinity. Keep calm. Try to keep others calm.
- On passing, a member of staff will check all the corridors, toilets etc. to make sure no one is left behind.

### If You Hear a Fire Alarm

All staff members are responsible for ourselves and the pupils in our class at that time. Whilst we will do our best to ensure anyone outside of the classes gets out safely, we are not responsible for escorting them to the fire assembly point.

- We shall evacuate pupils in our class from the building immediately on hearing the alarm by using the nearest fire exit. We will not stop to collect any personal belongings and will ask that students do the same
- We will assemble at the fire assembly point and supervise an orderly and quiet line
- Each member of staff will take the register for their class and wait for further instructions from the Health and Safety Officer – any absences or concerns should be reported immediately to the Health and safety Officer
- We will not re-enter the building until we are informed to do so by the Health and Safety Officer

## Fire Assembly Points

- Wheathampstead - Memorial Hall – Grass area next to the tennis court
- Wheathamsptead – St Helen’s School – Main Car Park, path towards the gate
- Tring – Tring School – Main Car Park, grass area by the Exit Gate
- Tring – Nora Grace Hall – Main Car Park, top of the hill by the Gate
- Tring – Tring Community Centre – Main Car Park, grass/pavement area by the Exit

## Security Policy

As all our venues are public buildings, we must keep an eye out for unidentified persons talking to or leaving with pupils. Anyone seen doing so must be reported to the Principle or the first available member of staff.

Any unknown person who enters the premises during classes should be questioned and asked to leave unless they have reason to be there. Anyone who stays in the building should not be left alone with the pupils at any point.

In the event we feel there is a threat to our students, the police will be called. If this situation occurs, all doors will be locked, where we can, and will not be opened until we feel the threat has gone or the police arrive.