



Katy Anne Robinson School of Dance

Health, Safety and Security Policy

KAR Dance is committed to providing safe and healthy working conditions and conducting our activities without harm to teachers, students or others. *This Policy is further supported by our 'Code of Professional Conduct and Standards' and our 'Child Protection Policy'*

We will take reasonably practicable steps to prevent accidents and ill health by managing health and safety and security risks at our school.

We will do this by:

- Conducting suitable and sufficient risk assessments to identify risks to teachers, students and others
- Putting sensible measures in place to help systematically control, monitor and review identified risks.
- Actively maintain and promote health and safety procedures as part of our control measures.
- Providing teachers with clear instructions and information about the risks and hazards they need to be aware of and our health and safety procedures they need to follow to deal with them.
- Challenging unsafe behaviours in a timely manner.
- Ensuring that teachers: have the appropriate qualifications, knowledge, skills and experience for the classes they teach; are DBS checked; and employ current safe dance practices.
- Ensuring there is adequate and appropriate supervision in place – particularly of volunteers and student teachers.
- Implementing emergency procedures including: evacuation in case of fire or other significant incident; first aid response to accidents or incidents of injury / ill-health.
- Recording any incidents or accidents that occur during the course of KAR activities, in an accident book and making changes to our procedures - where needed - to avoid similar, future incidents.
- Engaging and consulting with teachers on existing health and safety conditions / procedures and be open to improvement suggestions from students and parents/guardians.
- Keeping informed of changes in health and safety legislation
- Holding relevant insurance policies and licenses
- Learning from incidents, feedback, or improvement suggestions, to inform the review of: this Policy, risk assessments and our health and safety procedures - at least annually. This review will form part of the continuous improvement process outlined in our *Quality Assurance Policy*

The school principal has overall responsibility for Health and Safety and the Policy implementation.

Basic facility provisions

We will use venues and facilities where there is/are:

- Good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system - has windows that can be opened.
- Toilets and hand basins, with soap and towels or a hand-dryer. Cleaning products out of reach.
- A supply of drinking water.
- A reasonable temperature.
- Suitable and adequate lighting.
- Enough space for each activity /class.
- Adequate emergency exits with appropriate signage. Doors and gates in good condition.
- Clean venues with appropriate waste containers

KAR dance is not responsible for the maintenance and upkeep of the venues we use, however we will take reasonable steps to ensure that it is safe to use: (e.g. they have the necessary boiler/ gas safe checks in place) and we will report any unsafe conditions that we notice to the management.

Risk Assessments

Risk assessments are undertaken to: identify hazards; decide who might be harmed and how; evaluate the risk to decide if existing precautions are adequate; prioritise risks and take action to control risk as far as is reasonably practicable.

Most of the existing, regular precautions we take are included in the Health and Safety Procedures.

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Risk assessments are monitored and reviewed on an annual basis as part of our, or sooner if there are any changes in circumstances.

Health and Safety Procedures

An Accident Book is held by: The School Principal or teacher in charge	A First Aid box is located with: The School Principal or the teacher in charge
Health and safety law leaflets are issued to all teachers.	In the case of an emergency or serious injury Contact : emergency services on 999 or 112

Daily Procedures - for creating and maintaining a safe dance environment

These daily procedures are based on generic class risk assessments. Where relevant, teachers should check the class specific risk assessments for any particular safety measures that may need to be taken: e.g. relating to student disabilities, allergies, medical conditions, using pointe shoes, floor work, props or specific movements that require careful technique.

Before the class, teachers need to:

1. Keep a register of all students and teachers, including student teachers, present for each class.
2. Know where the first aid box is located; have access to the emergency contact details for students; have access to a phone.
3. Ensure emergency evacuation routes and doors are not blocked or obstructed.
4. Make sure floors are clean, dry and free from obstruction – e.g. no wet floors, trailing cables or bags in the dance area that could cause a slip/ trip hazard.
5. Check that sound equipment, plugs and wires are in good condition.
6. Check with students whether they have any injuries before each class.
7. Check that children are not wearing jewellery (to avoid injury). Stud earrings are permitted.
8. Ensure students are appropriately dressed (e.g. in the KAR Uniform) and are not wearing clothing that could impede movement.
9. Check students are wearing the appropriate shoes for the lesson (KAR Uniform).

During and after class, teachers need to:

10. Provide adequate supervision of student teachers and children or any volunteers.
11. Clear up spills quickly to avoid slip hazards.
12. Check that any props and resources used are appropriate for the class, well maintained and safe.
13. Employ safe dance practice techniques – including warm up; cool down; adapting exercises for students with injuries; recognising poor technique and posture to avoid injury;
14. Activities are appropriate for the student's stages of growth and development ability, age and experience.
15. Explain specific activities to the student including safe use of equipment.
16. Make sure the children wear knee pads or use mats if there is a risk of knee injury.
17. Help the students moving any chairs (younger children should not lift chairs at all). Ensure there are a minimum of 2 people to set up and dismantle the ballet barre.
18. Ensure that each child is collected by their parent /guardian or person nominated by the parent/guardian. Children should wait inside the buildings.
19. Record illnesses or accidents in the accident book – discuss with parents after class.
20. Stop the class if it is unsafe to continue.
21. Raise any health and safety issues or concerns with the School Principal.

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Health and Safety arrangements for special events

Performances and dance events will be risk assessed on a case by case basis and action will be taken where needed to control identified risks as far as is reasonably practicable. This includes consideration for safeguarding children.

Arrangements for safeguarding children, chaperoning children during performances or escorting children to and from dance events, are based on event specific risk assessments; however, the general procedures are outlined in the *KAR Child Protection Policy*

Emergency Evacuation Procedures

We may need to evacuate the buildings we use in an emergency – e.g. if there is a fire. In such cases we will follow this procedure when at our regular venues:

1. If you discover a fire you must raise an alarm using the fire alarm call points or by raising a verbal alarm.
2. All teachers and volunteers will escort the children out of the building using the nearest emergency exit. Note: - the nearest exit may not be the main entrance.
3. Children will be escorted and will be asked to hold hands to help them stay together. It is important to stay calm and keep our students and children calm during an evacuation.
4. Other areas of the building used by KAR dance e.g. toilet facilities and kitchen areas will be swept/checked by teachers to help ensure full evacuation.
5. The school principal (or teacher in charge), will take the registers with them and ensure they have access to the emergency contact list.
6. The students, teachers and any volunteers will go to the assembly point. The school principal (or teacher in charge) will call the emergency services, if needed.
7. A role call will be taken using the register to account for students and teachers.
8. Do not re-enter the building unless it is safe to do so.
9. When KAR activities are conducted at venues other than our regular class venues, teachers should be familiar with fire and emergency procedures required by the venue management.

Arrangements for accidents and ill health

Accidents and illness can happen at any time. We recognise that it is important to provide immediate attention if someone is ill or injured, whether the event or exposure related to/ initiated during, a KAR class, or not. What is important is that they receive immediate attention and that an ambulance is called in serious cases.

First Aid

At a minimum, our first aid arrangements will include:

- A suitably stocked first-aid box;
- An appointed person to take charge of first-aid arrangements including looking after the first aid box and calling the emergency services when required.

The 'appointed' person is the School Principal – in their absence the class teacher will assume the responsibilities of the appointed person.

Keeping Records

We will keep records of all injury or illness incidents in the **KAR accident book** which is held by the Appointed Person. Keeping records helps identify any improvement measures that can be taken to avoid similar incidents in the future and when completing risk assessments.

- We will inform parents and guardians of any entry in the accident book concerning their child and any first aid given and will be contacted in case of emergency.
- Records will be kept securely and confidentially in accordance with our '*Data Protection Policy*'
- Any serious incidents will be reported to the local authority as per the [RIDDOR regulations](#)

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Security Arrangements

- Lone teachers should make sure someone knows when they stay teaching outside of their normal hours and should *a/ways* carry a mobile phone.
- Teachers may lock the main door to the building, as long as there are adequate and sufficient emergency escape routes available that are unobstructed. They may choose to do this, for example - if they are lone teaching , if it is after dark or unlikely for there to be other adults present or waiting at the venue.
- Teachers should be vigilant for any visitors they do not recognise or any persons displaying suspicious behaviour.
- Teachers should call the police if they feel there has been an intrusion or they feel threatened or intimidated. Teachers will implement emergency evacuation procedures (above) if they assess that it would be safer to remove children from the building due to such an intrusion.
- Although life threatening attacks are very rare, in the event of an actual or perceived threat to life from an intrusion, teachers will assist the children to evacuate the building and ask them to **run and hide** when outside of the building. In such circumstances all teachers should to call the police on 999 or 112.
- If teachers see or hear about something that could be terrorist related, they will call the Anti-Terrorist hotline on 0800 789 321 – all members of the public are encouraged to do the same, on police advice.

Further information

- The Health and Safety Executive first aid requirements www.hse.gov.uk/firstaid
- The Health and Safety at Work Act 1979
- Management of health and safety at work regulations 1999
- Government reportable incidents and accidents www.hse.gov.uk/riddor

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

This policy was last reviewed on (date): *January 2020*

Reviewer: **School Principal**, *Katy Murphy*