



HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

JCADA aim to provide and maintain safe and healthy working conditions, equipment and systems of work for staff, volunteers, parents, students and visitors, and to provide such information, training and supervision as they need for this purpose.

We we will provide and encourage:

- A safe place to work and train
- Safe arrangements for the use, handling and storage of equipment.
- Sufficient information, instruction, training and supervision to ensure all teachers and volunteer can minimise hazards and contribute positively to effective Health and Safety at work.

RESPONSIBILITIES FOR ALL TEACHERS/VOLUNTEERS

The overall Health and Safety of JCADA is the responsibility of the Principal, Josie Clarke, who will ensure that all teachers and volunteers are trained in and adhere to the health and safety policy and guidelines.

It is the responsibility of all teachers and volunteers to help maintain the safety and security of JCADA students and the studio. This includes being aware of the risks, knowing the appropriate action to take and identifying any potential safety issues. All teachers and volunteers have a duty to exercise care and attention, about their own safety and that of the JCADA students. Under this responsibility, each teacher/volunteer shall:

- Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, students and any other visitor to the building (e.g an examiner).
- Observe all safety instructions and procedures incorporated in this document.
- Report all potential hazards affecting Health and Safety to the Principal.
- Report all accidents in the appropriate manner and record in the accident book.

ACCIDENTS AND FIRST AID

All accidents are to be recorded in the accident book and parents notified if the student is under the age of 18.

JCADA students are required to have consent from a parent/guardian before First Aid is administered, this clause is on the enrolment form. Parents/guardians should have given their permission at the time of enrolling their child. Pre-existing medical conditions and allergies should also be detailed on the enrolment form so staff are aware. If for any reason a child does not have an enrolment form (e.g. visiting JCADA for a workshop), and is injured or seriously unwell; the situation will be addressed immediately and where necessary JCADA will seek medical assistance.

If a child comes to a member of staff for comfort because of a minor accident, it is acceptable for that member of staff to hold their hand or put their arm around them. The member of staff will ensure they know the injury and do nothing to exacerbate the situation. Ideally, comforting a child should be in view of another adult.

First Aid should be administered where possible in the presence of another adult. The First Aider should always tell the injured party exactly what they are doing and why.

For minor injuries, the First Aider should not offer any medication, including antiseptics or pills of any kind. If they have any doubts about helping someone to use their own medication, they should phone the emergency services for advice.

Any treatment should be as little as necessary without threatening the patient's wellbeing.

If a person needs a doctor or hospital, JCADA will call the emergency services and will wait with the patient until the emergency services arrive. Next of kin should be contacted as soon as possible once the patient has been attended to and the emergency services contacted.

DAILY SAFETY CHECKS

Before the commencement of classes each day the following checks will be carried out by all teachers.

Equipment

Every piece of equipment that is being used must be checked at the beginning of the dance lesson to ensure its condition and safety. In addition, care must be taken to make sure that all equipment/resources used are safely and securely stored after each lesson. Acro mats should be stacked safely without risk of them falling over. Any damaged equipment should be reported to the principal to arrange for repair or replacement.

- Setting up of equipment must be comprehensive, correct and safe.
- Safety mats to be used appropriately (especially for Acro classes).
- If using the Acropad, ensure it is sufficiently inflated.
- When using equipment (e.g. performing a backward roll on an incline mat), ensure that students are aware how to use the equipment correctly and safely.
- Ensure that no student can access equipment without supervision and adequate training.
- All training aids including barres and mats should be clean.

Dance Studio & Waiting Areas

- Ensure the floor is clean and free of debris, or anything which could cause a slip or trip. Any spillages (e.g. water bottle leaks), should be dealt with immediately.
- Ensure no wall barres have become loose.
- Check mirrors to ensure none are broken.
- Ensure plug sockets have no loose wires and where possible are covered.
- Ensure doors and exits are secure and that all fire exits are clear.
- Light fittings and light switches should be checked for functionality and condition.

Students

- Ensure all students are wearing, appropriate dance wear/uniform and footwear to minimise accidents or risk
- Safety/protection clothing must be worn when appropriate (e.g. knee pads).
- Ensure students hair is securely tied back.
- Students should remove any jewellery before class which could cause injury (e.g. hoop or dangly earrings)

ELECTRICS

- Regular visual checks will be carried out before use of all electrical equipment, fittings and controls.
- JCADA will ensure that any work carried out on their equipment is done so by a qualified and competent professional.
- All portable appliances older than one year are professionally tested by a competent person.
- Ensure that unused power sockets are switched off and covered where possible.
- Deal as soon as is reasonably practicable with all malfunctioning equipment and take such items out of commission until the problem is resolved (if unsure of risk, cease use immediately).
- Where portable appliances are in use, cables will be secured to avoid causing a trip hazard.

SOUND AND LIGHTING

- Ensure that the studio and waiting areas are appropriately lit for safe use.
- The owner of the building is responsible for providing and maintaining the emergency lighting system.
- Ensure that the music used for classes is kept to a suitable level which is well within the safe exposure limits. Where customers are concerned about sound levels, they can speak to their teacher in the first instance.

MANUAL HANDLING AND WORKING AT HEIGHT

Whilst JCADA recognise the risks associated with manual work and working at height, the exposure to these risks in the studio environment is minimal. Where there are instances of this type of work the following guidelines will be adhered to:

- Where possible we will use trolleys to transport heavy items
- Any heavy objects should be lifted in a safe way to avoid injury
- Where appropriate there will need to be more than one person to move a heavy or awkward load.
- Any equipment or items stored above head height should be accessed safely.

SECURITY

JCADA takes the safety and security of its teachers, volunteers and students extremely seriously.

- No members of the public/non JCADA students will be permitted to enter the studio without a member of staff present.
- Any unknown or suspicious persons on the grounds must be reported to the Principal immediately.
- Whilst still in the coronavirus pandemic, parents/guardians are requested to wait outside the studio, however they may use toilet facilities if needed.
- Aggressive or intimidating behaviour from anyone (pupil/parent/volunteer/member of the public) will not be tolerated and anyone demonstrating such behaviour will be asked to leave the premises. If necessary, the principal will contact the police for assistance.
- JCADA reserve the right to refuse access to the building or grounds if they believe it puts the staff or parents and pupils at risk.
- Students are not permitted to leave the JCADA grounds without a parent/guardian, unless they have been given prior permission to do so.

LONE WORKING

There may be occasions when a teacher will be working alone in the studio. In these instances, it is permitted that the member of staff keeps the rear entrance door locked to keep the facilities and themselves secure from uninvited intrusion. In the event of a fire, emergency exit will be sought through the secondary fire exit (front door adjacent to the studio). The conditions of lone working are that the team member will, always, have access to a working telephone in the case of an emergency to call the emergency services.

FIRE SAFETY

The owner of the building is responsible for providing and maintenance of the fire safety equipment in the JCADA studio.

In the event of a fire :

- Depending on the fire's location, the principal will lead all pupils out of the front or rear fire exit, closing both doors. The principal must remain calm and prompt.
- The principal will ensure all volunteers and pupils are escorted safely. The assembly point is rear car park. The register will be checked to ensure everyone is accounted for and call 999.
- Belongings should be left behind.
- The fire should only be tackled with an extinguisher by an adult if they feel competent to do so.

Do not:

- Use candles in the studio or waiting areas
- Use halogen lamps or heaters
- Leave aerosols (such as air fresheners) in direct sunlight or near heat sources
- Smoke in the JCADA grounds
- Tamper with smoke detectors or fire alarms
- Place any portable heating devices near combustible material

This policy is reviewed annually. Next date for review: 9th August 2022

J CLARKE