



Health & Safety Regulations

Health and Safety Policy for Dance JAM Academy

Dance JAM Academy statement of general policy is;

1. To provide adequate control of the health and safety risks arising from teaching dance
2. To regularly consult employees on factors relating to their health and safety
3. To provide and maintain safe equipment
4. To ensure the safe handling of equipment
5. To provide information, instruction and supervision for employees as necessary
6. To ensure that all employees have relevant qualifications and are committed to continuous professional development.
7. To try to prevent accidents and causes of ill-health from the work place
8. To maintain safe and healthy working conditions
9. To review and revise this policy as required

Responsibilities

The dance school Principal has overall and final responsibility for health and safety. Day to day responsibility for putting this policy into practice is delegated to all dance teachers and pianists employed by the dance school, in the rooms in which they are working and with the equipment they are handling.

All employees must co-operate with the Principal in matters relating to Health and Safety, take steps to ensure their own health and safety, and report any concerns to the Principal.

Arrangements for maintaining equipment

All equipment shall be checked by the dance teachers before use, including portable barres, stereo and amplifying equipment and any props required for a dance. Any faults should be rectified by the owner of such items, prior to further use.

Arrangements for Consultation with Employees

Employees or their representatives can arrange an appointment to consult with the school Principal at any mutually convenient time. The Principal agrees to meet with an employee or his/her elected representative to discuss any matters which the employee feels are relevant to his/her position and the safe carrying-out of his/her duties. Reports of the meetings, together with any amendments to the policy, are fed-back to all employees.



Managing Risk Assessments

Risk assessments are the responsibility of all teachers prior to taking a class. The studio should be assessed to encompass the following;

- floor surface clean and free from obstruction or hazard
- studio temperature - neither too hot or too cold to dance in and to ensure adequate ventilation
- all electrical equipment is situated in a safe place, with no cables causing trip hazards

Any concerns should be reported back to the school Principal immediately for action to be taken.

Information, Instruction and Supervision

Information, instruction and supervision when introducing a new employee to equipment in the working environment will be provided by the Principal who hereby draws attention to the information that can be accessed on the Health and Safety Executive website, www.hse.gov.uk. Trainees will, where necessary, be supervised by a qualified member of staff.

Arrangements for Training

The Principal is responsible for providing induction training on Health and Safety issues. This training will cover practical sessions in handling any equipment necessary for the job. The practical sessions will cover; safe handling of barres and pianos and safe practice when using electrical appliances such as stereos and amplifiers etc. The teacher in charge of the class is responsible for all First Aid, and should maintain an up to date First Aid certificate. Fire evacuation plans and procedures will be discussed between the Principal and dance teachers and all dance teachers will be issued with registers of children for who they are responsible in an evacuation of the building.

Accidents, First Aid and Work Related Ill-Health

The appointed First Aider is teacher in charge of the class. Teachers should make themselves aware of the location of the First Aid box in the hall in which they are teaching, and make the Principal aware, prior to using a hall, if they cannot locate the box.

Monitoring

The Principal shall monitor staff by using 'spot checks' to ensure that safe practices are followed. The Principal will also ensure that all accidents are investigated to ensure, that where preventative measures are possible, they do not happen again.



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Emergency Procedures Arrangements

The Principal has undertaken a fire risk assessment to ensure all escape routes are identified and clearly marked. The school / hall which is being hired is responsible for the upkeep of all fire extinguishers and alarms. The Principal shall ensure that evacuating the building is practised once a year. All personnel and students have been advised of where their muster points are and have received a talk on the behaviour expected of them during an evacuation. Class teachers are responsible for bringing their registers out when evacuating the building.

Other Areas relating to Health and safety

The school actively discourages smoking amongst staff. Dance teachers are not permitted to smoke anywhere on the premises and should be aware of the detrimental effect of their actions not only on their own health, but also on the health of those around them. The taking of non-prescribed recreational drugs amongst staff is actively discouraged as is excessive intake of alcohol.

Signature of Principal: *J McPartland*

Reviewed: June 2024