

Samantha Dene's Dance and Fitness

Health and Safety Policy Statement

Policy Statement:

Our health and safety policy is to:

- Prevent accidents
- Manage health and safety risks
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or other significant incidents
- Review and revise this policy regularly

Responsibility for Health and Safety:

- Teacher/instructor running the dance or fitness session
- Parents/guardians during online dance sessions (e.g., Zoom)

Responsibility for Implementation:

- Teacher/instructor taking dance classes, fitness sessions, children's parties, holiday clubs, workshops, dance parties, and online classes

Safeguarding and Door Security

- Main entrance and drama room doors unlocked for the first 5 minutes of each class; then locked for security
- Fire exits remain accessible from inside at all times
- Where venues do not have separate fire doors, doors remain unlocked
- Arrive promptly to avoid disruption
- Parents must collect children promptly
- Only authorised adults may pick up a child; notify staff of changes

- Entry instructions for locked doors: knock on fire exit doors, call 07598 430454, or signal through windows

Teacher/Instructor Responsibilities

Teachers/instructors must:

- Cooperate with Samantha on health and safety matters
- Report concerns to the appropriate person
- Take reasonable care of their own health and hygiene
- Ensure class registers are up to date and checked for medical requirements
- Collect/read medical information via online booking forms for new participants
- Communicate with participants about injuries before sessions
- Conduct risk assessments for new venues or rooms
- Ensure class sizes and spaces are appropriate
- Implement measures to avoid collisions and injuries (dance spots, differentiation, proper warm-ups/cool-downs, safety mats)
- Maintain safe facilities:
 - Suitable flooring
 - Correct footwear
 - No jewellery
 - Adequate heating, ventilation, and hydration
 - Secure changing areas
- First Aid responsibilities:
 - Know location of first aid box
 - Log accidents in accident record book
 - Replace items used from first aid kit
- Fire safety:
 - Know fire exits and keep them clear
- Supervision rules:
 - No gum or nuts in classes

- Clear obstacles and hazards
- Stagger arrivals and dismissals for safety
- Ensure only authorised adults pick up children
- Equipment and facilities:
 - Only teachers handle equipment
 - PA-tested equipment
 - Ensure stage/chairs are safe as ballet barres
- Class instruction:
 - Correct alignment, posture, and technique
 - Observe participants and correct where necessary
 - Different levels of exercises for all abilities
 - Demonstrate core strength and stretching exercises
- Communications and policies:
 - Ensure all policies are available to parents/staff
 - Take photos/videos only with parental consent
 - Enforce rules regarding stage, kitchen areas, and uniform

First Aid Procedures

- Written parental permission required before administering medication
- Medications clearly labeled and stored out of reach of children
- Parents/guardians must provide care plans for children
- Instruct parents/guardians to administer first aid where possible
- Ask about allergies and medications before administering first aid
- Minor injuries:
 - Do not administer medication
 - Phone NHS 111 or emergency services if unsure
 - Minimise intervention while ensuring well-being
- Comforting children:

- Only appropriate physical contact, in sight of other adults
- Serious injuries or illness:
 - Call 999 and stay with child/adult and parent/guardian
- Accident reporting:
 - Complete accident book and venue accident book
 - Update Samantha immediately

Risk Assessment

- Forms provided for all staff
- Action required if situations change (new venue, room, or performances)

Staff Consultation

- Staff consulted regularly on health and safety matters

Evacuation Procedures

- Teachers, instructors, chaperones, and parents must know fire exits at all venues
- Fire exits kept clear and labeled
- Follow venue risk assessment evacuation procedures
- Walk sensibly to designated evacuation area
- Do not use lifts; always use stairs
- Registers taken at evacuation assembly points