

# **Samantha Dene's Dance and Fitness**

## **Health and Safety Policy**

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### **1. Policy Statement**

Samantha Dene's Dance and Fitness is committed to providing a safe, healthy and suitable environment for all participants, staff, teachers, instructors, volunteers and visitors.

We recognise our responsibility to identify and manage health and safety risks associated with our dance classes, fitness sessions, children's activities, holiday clubs, workshops, parties, performances and online sessions.

We will take reasonable and proportionate steps to:

- Prevent accidents, injuries and avoidable risks.
- Identify and manage health and safety hazards.
- Provide safe and suitable facilities and equipment.
- Maintain appropriate standards of cleanliness, hygiene, heating, ventilation and lighting.
- Ensure appropriate supervision of children and young people.
- Provide suitable first aid arrangements.
- Maintain effective emergency and evacuation procedures.
- Consider the needs of individuals with disabilities and additional needs.
- Provide appropriate information, instruction and supervision.
- Review health and safety arrangements regularly and whenever circumstances change.

### **2. Responsibility for Health and Safety**

Overall responsibility for health and safety within Samantha Dene's Dance and Fitness rests with:

## **Samantha Dene Boden – Owner**

Samantha is responsible for ensuring that appropriate health and safety arrangements, policies and risk assessments are in place.

Teachers, instructors, volunteers and other staff are responsible for maintaining safe practices within the activities they are delivering and for reporting concerns promptly.

Parents and carers also have an important role in providing relevant information about their child, including medical conditions, allergies, disabilities or additional needs that may affect their safe participation.

For online classes, parents or carers are responsible for ensuring that the child has a safe and suitable space in which to participate and is appropriately supervised according to their age and individual needs.

## **3. Risk Assessments**

Risk assessments will be completed where appropriate for activities, venues and situations that may present health and safety risks.

Risk assessments will consider, where relevant:

- The age and number of participants.
- The type of activity.
- The venue and available space.
- Flooring and surfaces.
- Equipment.
- Fire and emergency arrangements.
- First aid arrangements.
- Slips, trips and falls.
- Heating and ventilation.
- Manual handling.
- Electrical equipment.
- Allergies and medical requirements.
- Additional needs and disabilities.
- Supervision requirements.
- Online participation.
- Performances, trips and off-site activities.

Risk assessments will be reviewed when:

- A new venue or room is used.
- A new activity is introduced.
- There is a significant change to an existing activity.
- An accident, incident or near miss occurs.
- New information identifies an additional risk.
- Existing controls are no longer considered sufficient.

## **4. Teacher and Instructor Responsibilities**

Teachers and instructors must:

- Take reasonable care of their own health and safety and that of participants.
- Follow this policy and relevant risk assessments.
- Report health and safety concerns to Samantha promptly.
- Ensure registers are accurate and attendance is monitored.
- Familiarise themselves with relevant medical, allergy and additional-needs information provided for participants.
- Ensure the space is suitable and safe before activities begin.
- Check for hazards, obstacles, spillages or damaged equipment.
- Ensure class sizes are appropriate for the available space.
- Use suitable warm-ups and cool-downs.
- Adapt activities according to age, ability, experience and individual needs.
- Take reasonable steps to prevent collisions and avoidable injuries.
- Ensure participants are appropriately supervised.
- Know the location of first aid equipment.
- Know the venue's emergency and evacuation procedures.
- Keep emergency exits and routes clear.
- Report accidents, injuries and near misses promptly.
- Follow safeguarding procedures when concerns arise.

- Ensure photography and filming only take place in accordance with the relevant consent arrangements.

## **5. Safe Dance and Fitness Practice**

Teachers and instructors will take reasonable steps to ensure:

- Participants warm up appropriately before strenuous activity.
- Cool-down activities are provided where appropriate.
- Exercises are suitable for the age and ability of the group.
- Technique and alignment are taught safely.
- Activities are appropriately differentiated.
- Participants are encouraged to work within their own capabilities.
- Participants are not encouraged to continue an activity where doing so may increase the risk of injury.
- Appropriate footwear and clothing are worn.
- Jewellery and other items that could cause injury are removed where appropriate.
- Hair is secured where necessary.
- Water is available and hydration breaks are encouraged.
- Participants are given appropriate rest breaks.
- Flooring is suitable for the activity.
- Equipment is used correctly and safely.
- Props and equipment are removed when no longer required.

## **6. Additional Needs and Disabilities**

We recognise that some participants may have disabilities, medical conditions, sensory needs, learning differences, communication needs or other additional needs.

Health and safety arrangements will take individual needs into account where appropriate.

This may include:

- Adapting activities.
- Providing additional space.
- Allowing movement or sensory breaks.

- Adjusting instructions or demonstrations.
- Considering mobility requirements.
- Considering sensory sensitivities such as noise, lighting or crowded spaces.
- Providing additional supervision where appropriate.
- Following agreed medical or support plans.

Reasonable adjustments will be considered wherever practicable while maintaining the safety of the individual and others.

Further information is contained within our **Equal Opportunities Policy** and **Additional Needs/Inclusion arrangements**.

## 7. Additional Needs Classes

Samantha Dene's Dance and Fitness provides inclusive dance and movement sessions specifically designed to support children and young people with additional needs.

The health and safety arrangements for these sessions will take into account the individual needs of participants, which may include physical, sensory, communication, learning, behavioural or emotional needs.

Before and during sessions, we will:

- Obtain relevant information from parents/carers about the participant's needs, medical conditions, allergies, mobility, communication and any other information that may affect their safety or participation.
- Consider individual needs when completing risk assessments.
- Adapt activities, instructions, music, equipment and the pace or structure of sessions where reasonably practicable.
- Provide appropriate movement, sensory or rest breaks where required.
- Consider sensory factors such as noise, lighting, music volume and the number of people in the space.
- Ensure activities are suitable for the individual's ability and physical capabilities.
- Provide additional supervision or support where reasonably necessary and practicable.
- Follow any relevant medical, support or care plans provided by parents/carers.
- Maintain appropriate staff-to-child supervision levels for the needs of the group.
- Ensure emergency and evacuation procedures take individual mobility, communication and sensory needs into account.
- Work with parents/carers to identify and manage potential risks while promoting the participant's independence and dignity.

- Review arrangements where a participant's needs change or where an incident or near miss identifies a need for additional controls.

The aim of these arrangements is not to prevent participation because an individual has additional needs, but to identify and manage risks so that participants can take part safely, positively and as independently as possible.

Where a participant's needs cannot be safely accommodated within the available staffing, venue or resources, this will be discussed with the parent/carer and appropriate alternative arrangements or adjustments will be considered.

## 8. Allergies and Medical Information

Parents and carers are responsible for providing accurate and up-to-date information about relevant medical conditions, allergies, medication and additional support needs.

Teachers and instructors must review relevant information provided through the booking system or other agreed arrangements before delivering sessions.

We operate a **no-nut policy** within classes and activities wherever reasonably practicable and ask families not to send children to classes with nuts or nut-containing food.

Where an individual has a known allergy or medical condition requiring specific action, appropriate information and an agreed care plan should be provided where necessary.

Medical information will be handled confidentially and only shared with staff or instructors who need the information to provide appropriate care and maintain safety.

## 9. First Aid

Appropriate first aid arrangements will be maintained for the activities and venues being used.

Teachers and instructors must:

- Know where the first aid kit is located.
- Know the venue's first aid arrangements.
- Ensure first aid supplies are appropriately stocked.
- Record accidents and injuries appropriately.
- Report significant accidents or incidents to Samantha as soon as possible.

First aid will be provided within the individual's level of training and competence.

Where a serious injury or medical emergency occurs:

- Call **999** where appropriate.
- Follow emergency-service instructions.
- Stay with the individual until appropriate help arrives.

- Contact the parent/carer where the participant is a child.
- Inform Samantha as soon as reasonably possible.
- Complete the relevant accident or incident records.

## **10. Medication**

Medication will only be administered by staff where there is an appropriate arrangement in place and where the individual responsible has the necessary information, training and authority to do so.

Where a child requires medication or emergency medication during a session, parents/carers should provide clear instructions and any relevant care plan.

Emergency medication, such as an adrenaline auto-injector, should be readily accessible and not stored in a location where it cannot be reached promptly in an emergency.

Staff should not administer medication unless they have been appropriately authorised and are confident that they can do so safely.

## **11. Accidents, Injuries and Incidents**

All accidents, injuries and significant incidents should be reported promptly.

Where appropriate:

- The accident/incident record should be completed.
- The venue's accident reporting procedure should also be followed.
- Parents/carers should be informed of injuries involving children.
- Samantha should be informed of significant incidents.
- Any necessary follow-up action should be identified.
- Risk assessments should be reviewed where an incident indicates that additional controls may be required.

Near misses should also be reported where they could reasonably have resulted in injury or harm.

## **12. Safeguarding and Collection of Children**

Health and safety arrangements operate alongside our **Safeguarding Policy**.

Parents/carers must ensure that children are collected promptly at the end of sessions.

Children will only be released to an authorised adult in accordance with the information provided by the parent/carer.

Parents and carers must inform Samantha or the relevant teacher if someone different will be collecting their child.

Venue access and door arrangements will follow the individual venue's fire and security requirements.

Doors must never be locked or secured in a way that prevents safe emergency evacuation.

Fire exits must remain accessible at all times.

Where an entrance door is secured during a session for safeguarding reasons, there must always be an appropriate means of emergency exit and an agreed method of access for authorised visitors, staff and emergency services.

## **13. Venue Security**

Each venue may have different security arrangements.

Where doors are locked or access is controlled during a session, the arrangement must not compromise fire safety or emergency evacuation.

Teachers should be aware of how parents, carers and authorised visitors can safely gain access to the venue.

Parents and carers should arrive promptly for collection and should not attempt to enter restricted areas without permission.

## **14. Fire and Emergency Procedures**

Teachers and instructors must familiarise themselves with the emergency arrangements for each venue.

This includes knowing:

- The location of fire exits.
- Emergency escape routes.
- The location of fire alarms where applicable.
- The designated assembly point.
- The location of first aid equipment.
- Any venue-specific emergency procedures.

In the event of a fire or other evacuation:

- Stop the activity immediately.
- Instruct participants to leave calmly and safely.
- Use the nearest safe exit.
- Do not use lifts.

- Do not return to the building until authorised.
- Take the register where this can be done safely.
- Report to the designated assembly point.
- Follow venue instructions and emergency-service guidance.

Fire exits and emergency routes must never be blocked or used for storage.

## **15. Equipment and Facilities**

Equipment used during classes and activities must be appropriate for its intended purpose.

Teachers and instructors will:

- Check equipment before use where appropriate.
- Remove damaged or unsafe equipment from use.
- Ensure equipment is stored safely.
- Ensure electrical equipment is appropriately maintained and tested where required.
- Ensure chairs, stages, ballet barres or other equipment used during activities are stable and suitable for their intended use.
- Keep walkways and emergency routes clear.
- Report problems with venue facilities to the venue and/or Samantha as appropriate.

## **16. Manual Handling and Moving Equipment**

Where staff or instructors need to move equipment, furniture, mats or other items, reasonable care should be taken to avoid injury.

Staff should seek assistance with heavy, awkward or bulky items and should not attempt to lift or move items beyond their capabilities.

## **17. Heating, Ventilation and Extreme Temperatures**

The temperature and ventilation of venues will be considered when planning and delivering activities.

During periods of excessive heat:

- Additional water and rest breaks may be provided.
- Activities may be reduced or adapted.
- Ventilation or fans may be used where safe and permitted by the venue.

- Participants may wear suitable comfortable clothing.
- Parents/carers will be informed where conditions significantly affect a session.
- Activities may be cancelled or amended where necessary for safety.

Similar precautions will be taken during unusually cold conditions where appropriate.

## **18. Hygiene**

Reasonable hygiene measures will be maintained throughout classes and activities.

This includes:

- Encouraging regular hand washing or use of hand sanitiser where appropriate.
- Cleaning shared equipment where necessary.
- Keeping first aid supplies clean and appropriately stored.
- Maintaining clean and suitable activity areas.
- Asking participants who are unwell or experiencing symptoms of an infectious illness to remain at home where appropriate.

## **19. Online Classes**

Where online dance or fitness classes are provided, parents/carers are responsible for ensuring that the participant has:

- A safe and suitable area in which to exercise.
- Sufficient space to move safely.
- A clear floor area free from obstacles.
- Appropriate footwear or bare feet where suitable.
- Appropriate supervision according to age and individual needs.
- Access to drinking water.

Participants should not undertake activities near stairs, sharp furniture, glass, heaters or other hazards.

Teachers will provide appropriate instructions and will remind participants to work within their own capabilities.

Parents/carers should stop participation if they believe an activity is unsafe or unsuitable for their child.

## **20. Staff Consultation and Training**

Staff, teachers, instructors and volunteers will be given appropriate information regarding health and safety responsibilities.

Staff will be encouraged to raise concerns, suggest improvements and report hazards.

Where specific activities require additional training or competence, appropriate training or instruction will be considered.

## **21. Review of Policy**

This policy will be reviewed regularly and whenever there is a significant change to our activities, venues, equipment, staffing arrangements or relevant legislation or guidance.