



Zest Dance – Health & Safety Policy 2023

Date Adopted:
23rd August 2023

Date of last review:
1st September 2022

To be reviewed next on:
22nd August 2024

Purpose and Statement:

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

As far as is reasonably practicable, we will provide and encourage:

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

Zest Dance recognises it has a responsibility to its staff and customers under the following legislation:

- Health & Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation

This policy sets out the ways in which Zest Dance will work to ensure that a safe environment is maintained always. To ensure this, the policy and the way in which it is implemented will be reviewed annually or more regularly if required due to a change in circumstances.

Distribution:

- To be distributed at Induction sessions for new freelance staff and volunteers
- To ensure distribution to all freelance staff and volunteers
- Confirmation of receipt of information via email

Review and monitoring of policy:

- Reviewed annually or in instances of legislative change
- Monitoring is part of Management and Supervision

Responsibilities for staff

The overall Health and Safety of Zest Dance is the responsibility of the Principal who will ensure that all staff are trained in and adhere to the health and safety policy and guidelines. It is the responsibility of all staff to help maintain the safety and security of the students and the working and dancing environment. This includes being aware of the risks, knowing the appropriate action to take and identifying any potential safety issues. Each member of the teaching staff within the organization has a duty to exercise care and attention, about their own safety and that of their students. Under this responsibility, each teacher shall:

- Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, students and any other personnel within the venue building.



- 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.

Supporting pupils with medical conditions

It is important that all pupils with medical conditions can access and enjoy the same opportunities as any other pupil at the school and be able to achieve their full potential. The following procedures are in place to support pupils with medical conditions:

- All students or parents and guardians are required to give information regarding any medical conditions that they or their child has when they enrol. They must also update the school if the health of the student changes in any way that may affect their participation in lessons or the ability of staff to care for the student.
- Arrangements relating to the accessibility and administration of medications will be agreed in writing between the Principal and the parents or guardians before the student starts lessons.
- Parents and guardians must ensure that any medication that their child takes to help them with a particular condition it is available to them during lessons.
- The Principal will share appropriate information with other members of staff and ensure training is up to date.

Accidents and first aid

All accidents are to be reported to the Principal and recorded in the accident book. All teachers at Zest Dance are first aid trained and can therefore give treatment. If possible, staff should always try to administer first aid with another adult present who can assist the first aider. If a child seriously injured or unconscious, the situation will need to be dealt with immediately and where necessary Zest Dance will contact the emergency services for assistance. If a child comes to a member of staff for comfort because of a minor accident or fright, it is acceptable for a member of staff to hold their hand or put their arm around them.

Any treatment should be as little as necessary without threatening the patient's wellbeing. If a person needs a doctor or hospital, they will call the emergency services and will wait with the patient until the emergency services arrive. The student's emergency contact should be called as soon as possible once the patient has been attended to and the emergency services contacted. Zest Dance retains this information for all customers.

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 safety.
- Storage of equipment – staff should make sure that all equipment/resources used are safely and securely stored after each lesson.
- Setting up - setting up of equipment must be comprehensive, correct and safe.
- Use of safety mats - where appropriate, safety mats to be used appropriately.

Dance Space

- Checks to be made before students enter the space
- Floor – ensure floors are clean and free of debris, trip and slip hazards. Any spillages to be dealt with immediately.
- Plug sockets – ensure they are safe and secure with no wire showing.
- Doors and exits – ensure doors and exits are secure and that all exit routes are unobstructed.



Students

- Ensure all students are wearing, appropriate dance wear/uniform and footwear to minimize accidents or risk
- Ensure that hair is tied back off the face and jewellery is removed

Electrics

Zest Dance will:

- Ensure that all portable appliances older than one year are professionally tested by a competent person.
- Ensure that unused power sockets are covered and switched off.
- Not allow children under the age of 16 use of the electrical systems and ensure that any customers using said equipment have been shown how to do so correctly by a member of staff.
- Where portable appliances are in use any cables will be secured and not a trip hazard.

Sound and Lighting

Zest Dance will:

- Ensure that all studios and public areas are appropriately lit for safe use.
- 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 or the Principal where necessary and the sound levels will either be adjusted appropriately or students can wear earplugs.

Manual Handling and Working at Height

Whilst Zest Dance recognise the risks associated with manual work 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 and other devices to mitigate the risks associated with manual handling.
- Where appropriate there will need to be more than one person to move a heavy or awkward load.

Lone working

There may be occasions when a member of staff will be working alone in the studio. In these instances, it is permitted that the member of staff keeps the main entrance doors 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 emergency exit.

The conditions of lone working are that the staff member will, always, have access to a working telephone in the case of an emergency to call the emergency services.

Staff members with pre-existing health concerns, that put them at higher risk or are pregnant, will not be permitted to work alone without the creation of a person specific risk assessment.

Fire Safety

- It is the responsibility of the Principal to ensure that all premises used by the school meet the requirements of fire safety law and documentation which supports their compliance is available.
- All pupils and staff must be familiar with the evacuation procedure, location of fire alarms and fire exits.

Evacuation procedure:

- In the event of discovery of a fire, activate the fire alarm



- The teacher in charge should evacuate all pupils via the closest fire exit to the designated assembly point and conduct the register. Any missing pupils, staff or parents/guardians must be reported immediately.
- The teacher in charge should contact the fire brigade.
- All belongings should be left behind.
- No one should re-enter the building until informed to do so by fire officers.

