

# HEALTH & SAFETY POLICY

REVIEWED AUGUST 2024

## POLICY STATEMENT

Dancebox Studios & Theatre Works is a dance and performing arts education and training organisation which offers full-time courses at FE and HE levels for students aged 16+, in addition to children's and adult dance, musical theatre and performing arts classes.

The school currently operates from 216-218 Regency Court, Upper Fifth Street, Milton Keynes, with 6 dance studios located on two floors. Also consisting of a common room / cafe, classroom, staff room, break out areas and reception/waiting area, as well as offices.

All staff and students have a right to operate in an environment where risks to their health and safety are properly controlled. As a dance school it is our policy to maintain safe and healthy working conditions, equipment and systems of work for everyone involved, and to provide such information, training and supervision as necessary for this purpose. This policy relates to Dancebox Studios & Theatre Works teaching practice and our role as a dance school.

Where reasonably practicable, this policy will seek to provide and encourage:

- A safe place to work and safe dance environment, with safe access to and from it.
- Provide up-to date information, instructions, training and supervision to ensure any/all employees are well equipped to avoid hazards and contribute positively to effective Health & Safety at work.

The policy will be kept up to date, particularly as the organisation changes in nature and size, to ensure that our responsibilities are met in relation to:

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

## **RESPONSIBILITY OF DANCEBOX STUDIOS & THEATRE WORKS**

As a dance school and employer, it is Dancebox Studios & Theatre Works' responsibility to:

- Complete all necessary risk assessments before each dance class.
- Explain how risks will be controlled and tell staff/students who is responsible for this.
- Consult and work with any staff we employ in order to protect everyone from harm in the workplace or dance environment.
- Provide necessary Health & Safety training for any staff employed.
- Provide a first aid kit and maintain an accident book.
- Ensure that a number of staff members are trained first aiders and place a list of these on the notice boards around the building as well as informing students during Induction Week.
- Have the appropriate insurances in place. This includes displaying Public Liability Insurance Certificates where they can be easily read. (eg Notice Boards)
- Work with any other employers sharing workspace or dance studio to ensure that everyone's health and safety is protected.
- Obtain DBS numbers from all Tutors and Guest teachers as and when appropriate.
- Ensure safe storage/use of substances or any Hazardous products is locked away and no one under the age of 18 allowed access.

## **RESPONSIBILITY OF ALL STAFF**

It is the responsibility of staff members to:

- Help maintain the safety and security of students/visitors/guest teachers in the working/dancing environment.
- Be aware of risks, knowing the appropriate action to take and identifying any potential safety issues.
- Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, students and other people in the vicinity.
- Report all potential hazards affecting Health & Safety to the Managing Director / Co-Principal / Junior School Principal (Names on notice board).
- Report all accidents and record in the accident book, the book can be found at reception.
- Follow any training received when using equipment or materials in a class.
- Observe all safety instructions and procedures incorporated in the Health & Safety Policy.
- Co-operate with Dancebox Studios & Theatre Works (the employer).

## KEY POLICY GUIDELINES AND INSTRUCTIONS

### 1. Accidents and First Aid

- All accidents should be recorded in the accident book. The accident book is kept at the reception desk.
- Treatment should be given only by a trained First Aider.
- Any treatment should be as little as necessary without threatening the student's wellbeing.
- If a student comes to a member of staff for comfort because of minor accident or fright, it is not acceptable to hold their hand or put arms around them but just to ensure that the injury is known and do nothing to make it worse.
- Medication should not be offered to any student/staff, this includes antiseptics or pills of any kind.
- If in doubt with any minor injury or illness suggest that they visit the Walk in Centre and if serious injury phone the emergency services 999. It is always best to stay with the student and wait for the ambulance. Advice can also be sought by dialling 111 for non-emergency calls.
- We would only take the risk of taking a student to hospital ourselves if the emergency services asked us to do so because of exceptional circumstances. Parents/Guardian/Carer should also be informed if this is the case.

### 2. Safety Checks

#### a) Equipment

Correct storage of equipment is vital to minimising risks. Any equipment not being used is a potential risk. Every piece of equipment that is being used must be checked before commencing any dance classes to ensure its safety for use. In addition, care must be taken to:

- Make sure all equipment/resources used are safely and securely stored after each session.
- Any damaged equipment is removed for use.
- Ensure that leads are in good working order.
- Ensure that the built-in audio system is switched off after each class.
- Ensure any music systems used are plugged out and stored safely in the corner near the plug sockets.
- Identify when/where safety mats should be used and ensure that they are used correctly.
- Ensure that students are shown how to use equipment correctly and safely.
- Ensure that no student access equipment without supervision.
- Ballet barres to be moved by two people in the correct way after training.
- Any extra heating required such as fan heaters are not placed in a potentially hazard area.

## b) Dance Studio

Before entering it is our responsibility to ensure:

- Floors are clean with foreign bodies removed.
- Check if any mirrors are unbroken.
- Check plug sockets are safe with no wires showing.
- Check any blinds or sheeting are in a stable condition and not falling/fallen down.
- Ensure doors and exits are secure and there is nothing blocking emergency exits.
- Identify any light fittings/light switches that are not working or loose.

## c) Students

- Ensure that all students are wearing appropriate dance wear and footwear to minimise accidents or risk.
- Safety/protection clothing must be worn when appropriate eg. Knee pads
- Ballet Shoes not to be worn outside of the building.

## 3. Fire Safety

- There is a no smoking policy in operation. Smoking is not permitted inside the building or immediately outside the building.
- It is crucial that all staff to include teachers and guest teachers involved in classes maintain a working knowledge of the fire procedure at the building in which they are working, including location of fire alarms, all students will gather at the designated meeting point in **Fred Roche Gardens, directly opposite the front of the building.**
- A register of students must be taken at the start of every class and it is the Dance Lecturer/Guest Lecturer's responsibility to ensure that this is done.
- It is important that all students and staff members tick in and out of building at reception at all times during the day.
- In the event of a fire/fire alarm, all students must gather at the designated meeting point, and the Fire Marshalls must complete a roll call and liaise with Fire Service Personnel (See general fire evacuation document).
- A fire risk assessment will take place at least once a year as well as regular checks during the year and recorded.

## 4. Security

- Anyone wishing to enter the building that is not a student must sign in on reception and escorted by a member of staff where necessary.
- Any unidentified person seen on the premises must be reported to a member of staff.
- Any suspicious items must be reported to receptionist or a member of staff.
- The reception door to be kept locked with the buzzer being used at all times.