

First Aid and Health and Safety Policy and Procedures

This is the health and safety policy statement of:

Samantha Dene's Dance and Fitness

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 taking the dance or fitness session. Parents/guardians during online dance sessions taken via Zoom.

Responsibility for putting this policy into practise:

Teacher/instructor taking the dance, fitness session, children's party, holiday clubs, workshops, dance parties, online classes.

All teachers/instructors holding a session will:

- Co-operate with Samantha on health and safety matters;
- Report all health and safety concerns to an appropriate person/Samantha.
- Take reasonable care of their own health and safety and hygiene; and
- Ensure registers are up to date and have been checked for medical requirements in participants
- Ensure new attendees to fitness classes fill in the required paperwork including any medical requirements or injuries.
- Communicate with any attendees to dance classes or Zumba or Core Strength classes who have an injury before the session commences.
- Take a risk assessment of any new venue or room being used.
- Ensure that classes are size appropriate to the levels and techniques being taught and the space being used, if they are not this will be reported to the Principal, Samantha who will stagger classes or add more into the timetable.
- Tell students/participants to spread out if they need to in order to avoid collisions.
- Use dance spots to help younger students with spacial awareness reducing risk of injuries.
- Include differentiation in class plans and adapt choreography where necessary.

- Take care to teach correct alignment, technique and posture and recognise where corrections are needed.
- Make sure a physical warm-up is structured into the start of the lesson.
- Ensure a cool-down and stretch takes place at the end of the session.
- Use safety mats where necessary.
- Ensure that teaching facilities are adequately maintained and provide;
- Suitable flooring appropriate to the technique taught, with a clean, safe surface without obstacles; to minimise the risk of injury.
- Make sure correct shoes are worn at all times and will not flick off when dancing;
- If correct footwear is unavailable socks must be removed to avoid slipping or risk of injury;
- Make sure jewellery is removed before the session commences;
- Provide adequate heating levels and ventilation, use fans where possible;
- Participants are given enough water breaks in order to stay hydrated and maintain concentration;
- Suitable, secure and safe area for changing which abide by Health and Safety statutory legislation requirements; and
- Understand responsibilities in case of a medical emergency, knowing where the first aid box is kept and keep records logged in an accident book.
- Always carry the first aid box provided by Samantha and ensure anything used is replaced as soon as possible.
- Know the fire exits of each building and ensure they are always clear of hazards.
- Ensure no-one is chewing gum in classes and if caught doing so ask them to discard the gum.
- Set the rule that no nuts are allowed in snacks bought into classes.
- Ensure entrances to buildings are free of obstacles/trip hazards before the first class commences.
- Ensure the outside light is on if it is dark/going to go dark during session.
- Where there are steps at the entrance/exits to venues teachers/instructors will make sure the gate at the front of the building is open to the ramped entrance/exit for those unable to use the steps.
- Make sure the side entrance at the rear of buildings are open and accessible for those unable to take the steps.
- Wedge open any entrance doors or put them on their hooks where available to avoid swinging of the doors and prevent participants struggling to open/close them possibly causing injury.
- If classes are big announce/circulate via email and social media that participants should start arriving earlier so that arrivals to class are more staggered therefore causing less congestion and ensuring the teacher can see children get dismissed to the correct adult.
- Kindly ask any parents still around from earlier classes to disperse in order to prevent congestion in pick up/drop off areas.
- Make sure the chairs and tables are neatly stacked to the side of the room and not blocking any entrances or exits and out of the way of the students dance space.
- Ensure any tables left by other hall users should be put away or to the side of the room where they will not cause obstruction.
- Make sure no tables are with legs facing up.
- Clear up any spillages immediately and use “wet floor” signs informing participants that drinks to be kept to one side and out of dance space.
- Remind students/parents/participants that where uniform is not essential, clothes must be suitable to dance in and not cause restriction/refrain the teacher/instructor from seeing the participants alignment.
- Avoid exhaustion in participants of children's dance classes by giving adequate breaks to those participating in more than one class allowing them to have a snack.

- Will announce at the start of dance/fitness sessions that anyone who feels like they can not continue at any point should rest and only join back in when they feel physically fit enough to do so.
- Send emails to anyone involved in classes where participants have allergies they should be made aware of.
- Avoid the risk of choking by making it a rule that food/snacks are only to be consumed sitting down and during a break.
- Supervise children at snack time.
- Avoid any overflow of water/spillages by putting up posters reminding children as they go to the toilet to turn the tap off after use.
- Have older students assist younger students to bathroom.
- Remind any students/participants using the tap in the kitchen (i.e to fill water bottles) to ensure the tap is off after use. Younger children to be assisted or water bottles filled for them.
- Place notice stating how many chairs should be in each stack.
- Ensure students are capable and old enough to safely stack chairs with the help of the teacher.
- Ensure the stage/chairs are stable enough to be used as ballet barres.
- Make sure the height of the stage/chairs is relevant to the height of each student where they are used as ballet barres.
- Observe students carefully and tell them not to lean too hard onto any chairs they may be using as a ballet barre.
- Remind participants that all clothes/shoes/accessories must be kept to the side of the room. Students must be reminded by the teacher to pick up/move any items out of the way of the dance space.
- Make sure they have their own valid insurance.
- Renew their first aid training when necessary or do a refresher course where they feel it is needed.
- Ensure no child leaves building with unknown adult (without prior consent from parent).
- Have children to line up one at a time and to be dismissed only when parent/guardian can be seen.
- Have all parent/guardian phone details to hand incase student is not picked up on time.
- Will meet/greet on each arrival/departure of students
- Get consent from parent/guardian if child is to walk home alone.
- Circulate our data protection policy and all other policies and make them readily available on the website.
- Ask before performances/show weeks that the audience take pictures/videos of their own child only.
- Not use pictures or names of students on any social media platform/anywhere online without parents/guardians consent.
- Announce that a picture is going to be taken before taking a picture of participants in a dance/fitness session.
- Ensure that only teachers and competent users handle equipment.
- Provide yoga type mats for Core Strength class.
- Allow yoga type mats for children's Strength and Stretch classes to prevent injury.
- Talk through correct technique of core strength exercises and demonstrate each movement before commencing exercise in both children's strength classes and adult fitness sessions.
- Talk through correct technique of stretching exercises and demonstrate each movement before commencing exercise in both children's stretch classes and adult fitness sessions.
- Give different levels of exercises for different strength abilities in classes.
- Observe participants and correct them where necessary.

First Aid

- Always administer first aid to a child with the child's accompanying parent(s)/guardian(s) and where possible instruct the parent(s)/guardian(s) to deliver the first aid. Ask the parent(s)/guardian(s) of the child or the adult if they use any medication (e.g. for asthma, diabetes or epilepsy) or have any allergies. Ask someone else assisting to check the register/registration forms for medical requirements if parent(s)/guardian(s) aren't present/the adult can't speak to tell you. Always tell the child/adult exactly what you are doing and why.
- For minor injuries, you must not offer any medication, including antiseptics or pills of any kind. If you have any doubts about helping someone to use their own medication, phone NHS 111 or the emergency services. Any treatment should be as little as necessary without impeding the child's/adults well-being.
- All accidents/injuries that have occurred during lesson times must be logged in the First Aid Accident/Injury Record Book.
- If a child comes to you for comfort because of a minor accident or fright, it is acceptable to hold their hand or put your arm around them, just ensure:
- You know about any injury and do nothing to make it worse;
- Physical contact is what the child wants, and the kind of contact between you is appropriate to their age and stage of development.
- You stay in sight of other adults.
- If a child or adult needs a doctor or hospital, call the emergency services on 999. Always try to stay with them and their parent(s)/guardian(s) and wait for the emergency services to arrive.

Accident Reporting and Recording Key points:

- Ensure you have your accident book with you at all times;
- You must complete the accident book for every accident logging down what has happened; and
- You must also record the accident in the venue's accident book if they supply one.
- Update Samantha should accidents occur at the earliest possible opportunity.

Risk Assessment:

- Risk assessment forms will be provided for all staff
- Risk assessment forms will be completed and action taken if work situation changes, i.e classes are moved to a different venue/room or for performances.

Consultation:

- Staff will be consulted regularly on health and safety matters.

Evacuation:

- Teachers, instructors, chaperones, parents holding parties, should all ensure they know where the fire exits are in every venue used including new venues for performances.
- The teacher/instructor of the class must ensure the fire exits are kept clear of hazards at all times.
- The teacher/instructor of the class/organiser of the party should ensure the fire exits are clearly labelled.
- Teachers, instructors, chaperones, parents holding parties, should ensure they know the correct evacuation procedure;
- The teachers/chaperones/organisers/participants should walk in a sensible fashion to the designated evacuation area without collecting any of their possessions before exiting.

- In the event of a fire the stairs will always be used and not lifts.
- Participants should wait in a sensible fashion and clearly reply to the register which will be taken.