



*Colours of Dance*

# Health & Safety Policy

And to be read in conjunction with the Colours of Dance Handbook. This policy forms Appendix 4

Reviewed: 24 January 2025



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## STATEMENT OF INTENT

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for ourself and all our staff and pupils and to provide such information, training and supervision as they need for this purpose. We also accept responsibility for the health and safety of other people who may be affected by our activities.

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

- A safe place to work and safe access to and from it
- Safe arrangements for the use, handling and storage of equipment
- Sufficient information, instructions, training and supervision to ensure all employees are well equipped to avoid hazards and contribute positively to effective Health and Safety at work

The policy will be kept up to date, particularly as I or our organisation change in nature and size to ensure our responsibilities are met in relation to:

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

To ensure this, the policy and the way in which it has operated will be reviewed annually.

## RESPONSIBILITIES FOR ALL STAFF

It is the responsibility of all staff to help maintain the safety and security of the pupils 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 organisation has a duty to exercise care and attention with regard to their own safety and that of their pupils. Under this responsibility, each teacher shall:

- Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, pupils and any other personnel within the building
- Observe all safety instructions and procedures incorporated in this document
- Report all potential hazards affecting Health and Safety to the Principal or, if appropriate, designated Health and Safety Officer
- Report all accidents in the appropriate manner and record in the accident book

## Transmissible disease and/or pandemic

The policy in this section should be used in conjunction with the UK laws and statutory guidelines that relate to the provision of dance classes to children and the use of dance studio and community facilities.

The Colours of Dance community have learned a lot through living and working through the Covid-19 pandemic and have continued to apply enhanced sanitation routines established during the pandemic, as these do not restrict participation, and they protect against transmission of routine seasonal and childhood illnesses – thus improving everyone's well-being.



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So we continue to take a cautious approach and our principle is to keep staff, parents/carers and students safe by taking action to reduce the risk of infection and transmission. We will work to do this through the following measures:

- **Reduction of people in the building:** In general, only staff, Volunteers and class participants should enter the building, plus one adult per child for a child who needs assistance with personal care or requires the support of their parent being close by during class (by individual prior arrangement).

Participants should arrive at the studios changed and ready for class under their street clothes and students should only enter the building 5m before their class starts – accompanied by their teacher or In the case of older students (G/L 3 and above) by themselves to wait by the studio door. In difficult or exceptional circumstances a student may arrange to use the toilet cubicle to change in prior to class.

- **Timetabling:** the timetable is arranged to reduce passing contact in corridors and on stairways whenever possible. The timetable will be closely monitored and adjusted as needed to support sensible flow of student groups in and out of the studios safely.
- **Hand sanitation:** Anyone entering the building should use the installed touch-free hand sanitiser and/or wash their hands with soapy water for a minimum of 20 seconds. Teachers should wash/sanitise their hands between classes. Students finishing one class and going to another must use sanitizer between classes (and will be given time and directed to do so).
- **Staff clothing:** Staff should arrive at the studio showered and wearing clean clothing
- **If someone falls ill whilst on the premises.** That person may be taken to the office and if needed isolated from the current cohort. All teachers are trained First Aiders, and will treat the sick person appropriately as the situation applies.
- **No payment in person or cash can be received:** All payments must be paid via the Colours of Dance online portal or by telephone.
- **Second hand uniform will be available only by prior request** by phone or email and distributed to the student via class. Items may be tried on at home or in the studio and returned if not appropriate
- **Disinfection:** The building will be thoroughly cleaned and disinfected regularly. Wherever possible, we will use disinfectants that are labeled as bactericidal, virucidal and fungicidal.
- **Late pick up:** a student may be asked to wait by the door with a member of staff, or in an empty studio if their parents are late to pick up

### Dancer Protocol

- Be dressed in dance attire before you travel to the studio, with your hair done properly.
- Please be outside the building ready to complete your medical declaration 5-10 minutes before the scheduled start time of your class.
- Sanitize your hands before entering the studio (using the wall mounted sanitizer)
- Go directly to the studio; dressing rooms will remain closed. Bring any dance items you need with you
- Remove your street shoes at the door of the studio and pick them up to carry in
- Place any bags or shoes in the studio under the barre in the space you are directed to by your teacher.
- Bring your own water bottle; refillable from the water fountain on the 1<sup>st</sup> floor at the studios
- If your parent is late to pick up, we will show you to a safe place to await their arrival.

This policy has been created for users of the Cambridge Dance Studios and students of Colours of Dance School attending classes in these studios. Where Colours of Dance classes are conducted on other premises, the protocols in force at those premises will be followed where they are equal to or stricter than these above. Where Colours of Dance feels the protocols are inadequate or less than



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the protective processes details here, we will apply the standards listed here to our classes in other premises and will advise students/parents of that detail.

The success of this policy will only be achieved if every individual supports it. Anyone not abiding by the policy may be asked to leave the building immediately. If a member of staff is abused, verbally or otherwise, when attempting to enforce this policy, the registration of that person may be cancelled immediately by the Principal. If a student, parent/carer or member of staff feels that any element of this policy or implementation of a process is inappropriate or unfair, then they should report this concern to the Principal in writing or in person.

## ACCIDENTS AND FIRST AID

All accidents are to be reported to the Principal or, if appropriate, the designated Health and Safety Officer and recorded in the accident book.

Unless there is good reason, First Aid should not be administered without the permission of the child's parent or accompanying adult. A child cannot give consent. If the parent is not at the premises, obtain their phone number (from the Register) and try and make contact. However, if a child is alone and seriously injured or unconscious, or in serious pain, the situation will need to be dealt with immediately.

If at all possible, treatment should only be given by a trained First Aider.

Provided this does not in itself put the child at risk, always try to administer First Aid with another adult present. Always tell the child exactly what you are doing and why. As a general caution, check with the child if they use medication (e.g. for asthma, diabetes, and epilepsy) or have any allergies. Some children have allergic reactions to stings. Medical information is recorded in the register notes available to teachers, but relies on parents keeping this up to date. Please ask each time, and do not assume that the information is up to date.

For minor injuries, you may 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 **101** or the emergency services.

Any treatment should be as little as necessary without threatening the child's wellbeing.

If a child comes to you for comfort because of a minor accident or fright, it is acceptable with the Code of Behaviour 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 do your best to stay in sight of other adults
- If a child needs a doctor or hospital, call the emergency services.

It is nearly always best to stay with them and wait for the ambulance. You should only take the risk of bringing in the child yourself if the emergency services ask you to do so because of exceptional circumstances.



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## SAFETY CHECKS

### Equipment

Correct storage of equipment is vital in the role of minimising risks. Any equipment not being used is a potential risk. Every piece of equipment that is being used must be checked at the beginning of the dance lesson to ensure its safety. In addition, care must be taken in:

- Storage of equipment– make sure that all equipment/resources used are safely and securely stored after each lesson
- Reporting - any damaged equipment should be reported to the Health & Safety officer immediately, for repair or replacement
- Setting up - setting up of equipment must be comprehensive, correct and safe
- Use of safety mats - where appropriate, safety mats to be used appropriately
- Equipment use - when using equipment, ensure that pupils are shown how to use the equipment correctly and safely
- Supervision - ensure that no pupil is able to access equipment without supervision

### Dance Studio

Checks to be made before pupils enter the studio:

- Floor – ensure floors are clean with foreign bodies removed
- Mirrors – ensure mirrors are unbroken
- Plug sockets – ensure they are safe with no wire showing
- Curtains – any falling/fallen down
- Doors and exits –ensure doors are exits are secure and that there is nothing blocking emergency exits
- Lighting and light switches – identify any that are not working or loose

### Pupils

- Ensure all pupils are wearing appropriate dance wear/uniform and footwear to minimize accidents or risk
- Safety/protection clothing must be worn when appropriate, i.e. knee pads

## FIRE SAFETY

We operate a no smoking policy in its premises. All staff will be advised of the fire action procedure, location of fire alarms and fire exits at their induction.

Fire evacuation drills are arranged by the Principal, or the Health & Safety Officer, practiced at least annually and records maintained by the Principal or Health and Safety Officer of the evacuation time.

Fire alarm points have a regular operational check, ensuring each point is operated in turn over an annual period.

The Principal or Health and Safety Officer, or in her absence a member of staff, will complete a roll call and liaise with Fire Service personnel.



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## FIRE EVACUATION PROCEDURE If you discover a fire

- In the event of discovery of a fire, activate the fire alarm.
- Your main responsibility is to help supervise the safety and orderly evacuation of pupils and any other people in your vicinity. Keep calm. Try to keep others calm.
- Do not prolong your evacuation but on passing check all the corridors, toilets etc. to make sure no one is left behind.

### **In the event of hearing the fire alarm**

You are responsible for yourself and the pupils in your class.

- Evacuate pupils in your class from the building immediately on hearing the alarm by using the nearest fire exit. If possible take a quick head count. Under no circumstances must you stop to collect any personal belongings or equipment
- Assemble at the fire point and supervise an orderly and quiet line
- The designated Health and Safety officer will take the register and wait for further instructions – any absences or concerns should be reported immediately to the Health and safety Officer
- Do not re-enter the building until you are informed to do so by the Health and Safety Officer

## SECURITY POLICY

Colours of Dance takes the safety and security of all its staff, students and parents/carers when on the premises or in class very seriously. It is our intention that Colours of Dance should feel safe & secure for everyone in the school.

Teachers are primarily responsible for the safety and security of the students in their classes, and ensuring that young students are met by an appropriate adult to be escorted home at the end of a class. We aim to provide reception services during times when the timetabled classes are for younger children or vulnerable students to support this too, but we are not able to guarantee that a member of staff additional to the teacher is available at all times. Therefore individual teachers as part of their risk assessments may make specific and individual provision for a class or students to ensure their safety and security, at their discretion. Anyone with concerns may raise these with the Principal, who will be pleased to address them.

Anyone wishing to enter the premises who is not a registered student or that student's parent/carer must be escorted by a member of staff.

Any unidentified person seen on the premises must be reported to the Principal, Associate Teachers or office staff immediately.

The entrance lobby to the studios building is monitored by closed circuit camera. The provisions for this recording device may be found in policy Appendix 4a of the Colours of Dance Handbook.