

Health and Safety Procedure for Pupils and Building

Introduction

It is the responsibility of all staff to help maintain the safety and security of the pupils and the working/dancing environment – being aware of the risks and know the appropriate action to take, identify any potential safety issues. As defined by the Health and Safety Executive 'a hazard is something with potential to cause harm.'

Equipment Checks

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 used must be checked every day of every dance lesson to ensure its safety– first thing before class starts and last thing, before it is put away.

- Correct storage – make sure that all equipment/resources used are put away in the cupboard after each lesson
- Any equipment no longer being used for a lesson should be put back into the cupboard
- Any damaged equipment should be reported to the Health & Safety officer immediately, for repair or replacement
- The set-up of equipment must be correct and safe
- Safety mats to be used appropriately
- Teach pupils to use the equipment correctly and safely
- No pupils to access any equipment without supervision

Dance Studio Safety Checks

Law protects everyone's health, safety and welfare at work. But we also have the responsibility to look after others and ourselves.

Checks to be made before pupils enter the studio:

- Plug sockets – safe, no wire showing?
- Curtains – any falling/fallen down?
- Mirrors – unbroken?
- Floor – cleaned, foreign bodies removed?
- Doors and exits –secure, locked, safe?
- Lighting and the light switches – any not working, unsecured?

Personal and Pupil Safety Checks

- Correct dance wear/uniform must be worn for each class
- Long hair to be tied back
- Fringes to be secured away from the face and eyes
- Correct footwear to worn for each class
- Safety/protection clothing to be worn when needed, i.e. knee pads

Evacuation Procedures

Fire

Make yourself aware of the fire exits and the position of the fire alarms. No exit should be blocked in anyway. If you should discover a fire, set off the fire alarm. The evacuation area is Wellington Square – unless you are informed otherwise.

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 a fire/fire alarm

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

- A continuous ringing of the bell is the signal for a fire and it is the responsibility of the office staff to telephone the emergency services
- Evacuate the building immediately on hearing the alarm through the nearest fire exit – if possible try and do a 'quick head count' – do not stop to collect belongings
- Assemble at the fire point and supervise an orderly and quiet line
- Do not re-enter the building until you are informed to do so by the Health and Safety Officer of the building