

June Rendell Altrincham Dance Academy **Health and Safety Policy**

Statement of Intent

June Rendell Altrincham Dance Academy treats the safety and welfare of all pupils, staff, and visitors as its top priority. Our aim is to ensure that our premises are a safe work and public environment for all by controlling the hazards in and around our premises. We have, and will continue to establish suitable policies and procedures to ensure the health and safety of all who attend our premises. This includes providing instruction, supervision and all training considered necessary to minimise all risks as far as is reasonably practicable.

Risk assessments will be carried out and reviewed frequently, together with staff consultations and inspections and performing health surveillance as required.

By reporting any hazards, accidents and dangerous occurrences seen, you will help us maintain a healthy and safe environment. You are asked to follow all safety instructions and signage and are reminded that you are responsible for your own safety and the safety of others who use these premises.

A general inspection of the school's premises, equipment and facilities shall be conducted termly.

Monitoring and inspection of key safety related equipment will be carried out annually. These include fire alarms, fire extinguishers, emergency lights, gas appliances, electrical equipment etc.

This policy will be reviewed regularly and revised as necessary.

Organisation and Responsibility.

The following people are responsible for health and safety: overall responsibility lies with Miss S Bosworth

- Miss Bosworth
- Miss Adams

If you need any more information or have any concerns about health and safety, please contact one of the people above.

Members of staff, contractors and volunteers are reminded that they are responsibility of their own health and safety and the safety of the others in the premises.

Procedures and Safety Arrangements:

Risk Assessment

Miss Adams will identify hazards and perform a Risk Assessment. The outcome of this assessment will be recorded and kept in the Health and Safety Folder. The significant findings of this assessment will be made available to staff, contractors and volunteers through information and instruction.

Where actions are needed to reduce or eliminate risk, Miss Adams will decide a time scale by which the corrective actions are to be completed. This will be based on the principle of "As Low as Reasonably Practicable".

Any person discovering a hazard must inform Miss Adams as soon as possible. In the case of serious and immediate danger, the correct emergency procedures must be followed.

Electrical Equipment and Wiring

The electrical wiring within the building(s) will be inspected annually, or at a duration that has been suggested by the contractor performing the tests. A NICEIC contractor will perform the periodic inspection and test in accordance with BS7671 (formerly the IE Wiring Regulations).

No person is to make any alterations to the electrical installation without prior agreement from Miss S Bosworth.

Portable electrical appliances will be maintained, inspected and tested routinely. This will be done annually, or at a duration that has been suggested by the contractor performing the tests.

Certificates of wiring inspections, alterations and portable appliance test records will be kept in the Health and Safety File.

Please ensure that electrical equipment is used safely, following the manufacturer's instructions. Do not overload sockets, avoid using extension leads and take care to prevent tripping hazards when laying cables.

Fire Extinguishers

The Fire Extinguishers within the premises will be periodically examined and tested as recommended by the Service Company. The Service Company will also advise on the purchase of replacement or supplemental equipment. The certificate for the inspection and test will be displayed for one year (or until the next inspection and test), after which it will be kept on file.

Fire extinguishers will be examined for use or damage monthly by the Miss S Bosworth.

Extinguishers must not be removed from their locations except in an emergency, or for the purposes of carrying out maintenance.

Fire extinguishers should only be used by persons competent and trained in their safe use.

First Aid

The first aid kit is located in the kitchen. If the contents of any first aid kit are used, please inform our receptionist.

First aid should only be administered by one of the trained members of staff listed below

- Miss Bosworth
- Miss Adams

The first aid kit will be checked monthly by Miss Susanne Bosworth to ensure that the contents have not been used, that none of the contents have expired and that no medicines or other preparations are contained within the kit. Any accidents must be recorded in the accident book.

Pupils with Medication

The school will not administer any medication to a child without prior authority being granted by a parent or guardian, at which stage a medicine consent form must be completed. An example is shown below.

**June Rendell Altrincham Dance Academy
74, Ellesmere Road, Altrincham, Cheshire, WA14 1JD.**

Dear Parent

Please complete the following declaration for our First Aid records.

I authorise a member of staff at June Rendell Altrincham Dance Academy to administer the prescribed medication.

Date:

Child's Name:

Time/s to administer the medication:

Name of medication:

Dosage:

Time last dose administered:

Parent's signature..... Date.....

Medical Attention Procedure

Should a pupil suffer an accident or require urgent medical attention, the following procedure must be followed:

- Check for any immediate danger to the child/student.
- Assess the child/student's condition.
- If you are not a trained first aider, request help from the nearest trained staff member.
- If necessary, call 999 - ask for an ambulance and answer all questions calmly.
- Administer first aid as appropriate until help arrives.
- If the child/student's parent or guardian is not in the waiting room, arrange for a member of staff to contact them and make them aware of the situation.
- If the parent or guardian cannot be contacted, leave a message asking them to contact the school urgently. The child's emergency contact person may have to be informed in the case of parents being unavailable.
- A member of staff must accompany the child/student to hospital and stay with them until their parent or guardian arrives.
- Complete an Incident Form and hand to the school office.

Infectious Deceases

The school will keep abreast of any new information relating to any infectious disease. Arrangements have been put in place to minimise the risk to all staff, pupils and visitors. We ask you to adhere to all posters and signage displayed throughout the school. Parents/guardians of any child experiencing signs of illness should not attend class but must inform the school by email or telephone listing the symptoms present.

Insurance

June Rendell Altrincham Dance Academy has purchased, and shall maintain suitable levels of both public, and employer's liability insurance to cover all activities and facilities. Certificates are displayed for inspection by all interested parties.

Smoking

June Rendell Altrincham Dance Academy operates a no smoking policy. Smoking is not permitted at any time anywhere in the school grounds including the carpark. This includes the use of e-cigarettes and other tobacco products.