



## **Health & Safety Policy**

Belle Etoile Academy of Dance recognises the duty it has under the health and safety acts and regulations to ensure the safety, health and well being of dancers, performers, staff members, volunteers and helpers when they are involved in school activities. In particular, it recognises its responsibilities to:

- Provide a safe and healthy environment for dancers and staff members through assessing the risks associated with participation and controlling them to ensure they are minimised.
- Ensure that adequate arrangements are in place in the event of an accident, fire or other incident.
- Ensure that teachers and helpers have the appropriate teacher training.
- Keep our arrangements under review and introduce additional measures considered necessary and practical in relation to the operation of the school business.

### **Facilities**

- The space used for classes have suitable flooring for the style of dance being taught.
- Where possible the space will have temperature controlled heating and air conditioning and suitable lighting.
- We aim to keep the working environment clean tidy and free from hazards.

### **Electrical and fire safety procedures**

- Fire Exits are clearly displayed
- Fire evacuation procedures are displayed.
- Evacuation procedures will be followed as set out at each venue

### **Accidents and First Aid**

- The Principal holds a Level 3 Paediatric First Aid qualification.
- First Aid will be applied by the trained First Aider in line with training. Any First Aid administered will be recorded on a 'Minor Accident/Injury Report' or 'Head Injury or Major Accident/Injury Report' form which will be sent home with the child or given to parents. A copy of the report will be held by the school.
- In the event of an accident, injury or illness, the guardian may be required to take the student home if deemed appropriate.
- In the event of a serious head injury or major accident/injury, staff should call 999 and ask for immediate assistance from an ambulance. The guardian will be informed.
- Basic First Aid may be applied by all staff such as washing a small cut, applying a plaster or applying a cold compress to a bump.

**Responsibilities**

All teachers who work within Belle Etoile Academy of Dance are professional and experienced in working with children. Teachers in their own individual classes carry out their own visual risk assessments on a continual basis and are responsible for their own safe practice in class by keeping up with continual professional development via course and reading material. Teachers are also responsible for taking class registers and following evacuation procedures.

Records of names, addresses and contact numbers are kept by the Principal on a database and emergency contact numbers are kept with the registers. All teachers have contact with the Principal during class times should they need to contact in an emergency.

All new students sign or have their guardians sign a registration form which supplies their contact details and medical conditions, giving various permissions as well as agreeing to the school policies. Where parents disclose an illness such as asthma, the Principal will discuss arrangements for the child's medication such as inhaler or epi-pen. The siblings and parents who wait on site during class time are responsible for their own health and safety.

**Liability Insurance**

Belle Etoile holds liability insurance which covers teachers, the Principal is responsible for keeping a record of these policies checking they are up to date.

Policy Written by: Carly Jones, June 2019

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