

# The Heights Ballet and Theatre School Health & Safety Policy



## STATEMENT OF INTENT

The Heights Ballet & Theatre School has a responsibility to ensure the Health and Safety of pupils, teachers, and visitors.

The Heights, through management at all levels, will provide, as far as is reasonably practicable, a working environment that is safe and with minimum risk to workers (including self-employed), students, visitors, and members of the public. The Heights will fulfil its responsibilities by taking steps to work in accordance with relevant Health and Safety legislation, published Approved Codes of Practice and good working practices.

This will be achieved by:

- seeking at all times to provide safe working procedures, good working conditions and a healthy working environment.
- Providing adequate control of health and safety risks arising from our work activities
- ensuring that people know of any potential hazards associated with the various activities undertaken by The Heights and are aware of how to avoid, reduce or control associated risk.
- providing supervision, adequate training and instruction to enable teachers to carry out their jobs safely and efficiently.
- preventing accidents and injury, by managing risk well.
- Consulting with teachers and students on matters affecting their health and safety
- Communicating with the Hallam Community & Youth Association on health and safety matters regarding the building
- Reviewing and revising this policy as necessary and at regular intervals.

## OVERALL HEALTH AND SAFETY

Overall and final responsibility for health and safety lies with the school principal:

Caroline Ambery-Holloway

This includes day-to-day responsibility for ensuring this policy is put into practice to ensure health and safety standards are maintained/improved as necessary.

## TEACHER RESPONSIBILITIES

Teachers of The Heights are responsible for Health & Safety within their own lessons/rehearsals including:

- The identification of hazards
- The monitoring of environmental matters and ad-hoc situations

- The safety and functionality of any equipment/substances used in their lesson
- The reporting of defective equipment
- Ensuring that all fire escape doors are at all times clear of obstruction and that fire doors can be readily opened from the inside
- Ensuring that students are aware of any identified hazards in the studio/space
- Ensuring the health and safety of students within the studio/space and ensuring that unsafe practices and/or behaviour are not permitted

All teachers of The Heights are to hold:

- appropriate qualifications from their respective accreditation bodies
  - student teachers are to be actively working towards such qualifications and are to be supervised by full teaching members of the team
- an Enhanced DBS certificate that is less than 3 years old (unless registered on the update service)
- Professional Indemnity/Public Liability Insurance

The school must have sufficient Employer's Liability and Public Liability insurance.

All teachers have been briefed in how to appropriately deliver instruction to various ages, especially to younger children who may need things to be explained to them in a different way. Younger children may not understand some of the language that adults use, therefore, it is important to make sure that dance moves are explained using language that they understand or demonstrate the moves to them to make sure that they understand what they need to do. They have also been trained in the correct and appropriate methods of correction where this would involve physical contact.

All teachers have been regularly consulted and information about the school policies and procedures, including safety measures, safeguarding and reporting requirements. Refer to our Child Protection, Data Protection and Code of Conduct policies.

## HEALTH & SAFETY ARRANGEMENTS – THE WORKING ENVIRONMENT

In each of the possible working environments for The Heights Ballet & Theatre School, the principal will ultimately be responsible for assessing the suitability of the following:

### a) Space:

- Is the space safe and clear enough to work in? Can any obstacles be removed safely from the space?
- Is the space large enough to accommodate all those who will be working in it?
- Is the space accessible?
- Are all emergency exits clearly marked and not blocked?

### b) Floors:

- Is the flooring suitable for the activity being undertaken?
- Is the floor clean and well-maintained, e.g. without splinters, and without loose floorboards/floor tiles?
- Has the floor been recently cleaned or polished? If so, the area should have been left to thoroughly dry and a hazard warning sign must be displayed as necessary.

- c) Ventilation, temperature and lighting:
  - Is the working area well-ventilated and well-lit?
  - Can the temperature of the working environment be controlled?
  
- d) Adjacent sanitary, washing and changing facilities:
  - Are adjacent toilets/changing rooms/rest areas clean and well-kept?
  - Are these areas available for use?
  - Are these areas easily accessible?
  
- e) Electrical equipment:
  - Is electrical equipment regularly tested by a qualified electrician?
  - How recently has electrical sound or recording equipment been tested?
  - Is the working area clear of all cables and wires?

## THE DAY-TO-DAY RUNNING OF THE HEIGHTS

- In case of a fire emergency all teachers have a clear understanding of procedures to follow based on our Fire Evacuation Policy
- The school will undertake regular assessment of risks regarding our premises and any concerns will be raised with the Hallam Community & Youth Association who are responsible for the building
- It is the schools responsibility to keep a fully equipped First Aid Box within the building. In case of an incident an Accident report should be completed and a parent/guardian informed upon collection
- If required the school will contact the emergency services first, then the parent / guardian of the student(s) involved by the telephone number on the class registers.
- Pupils will be supervised during class time only and agreed upon breaks - parents / carers must ensure the safety of their children in the car park/waiting areas
- We hold no responsibility for children and young adults using the grounds around the building
- Pupils under the age of 11 are not permitted within the kitchen area unsupervised. No child is permitted to use the cooking facilities onsite.
- Class timetables are arranged according to the age and ability of the students, and class structures are arranged so that students are warmed up at the beginning of class and given time to cool down at the end.
- A copy of primary and emergency contact numbers are stored within our registration system to which all staff have access.

## PARENTS/GUARDIANS AND PUPILS:

- Should co-operate with teachers/ supervisors on health and safety matters.
- Should take reasonable care of their own health and safety.
- Should report all health and safety concerns to an appropriate person (as detailed above).
- All parents/guardians must complete a Registration Form when joining the school with clear information regarding emergency contacts and any relevant medical history

- It is the parent's responsibility to notify the school of any changes to their emergency contact details
- Parents/guardians understand that dance is an active sport and injuries can happen. The school accepts no responsibility for injuries sustained via any means other than a teacher's negligence
- Parents are required to sign a permission form should they require school pickup by a member of The Heights which is only offered from Hallam Primary school on Tuesday and Wednesday afternoons
- Students/parents or guardians should inform the teacher of any special health considerations or existing injuries before participating in class
- Parent/guardians are responsible for ensuring their child's punctuality to lessons and their own punctuality for pickup

## DURING CLASSES

- Students will be registered within the first 15 minutes of their lesson. Digital sign in procedures will be used in the case of large school events.
- Students are reminded to have eaten properly before (but not immediately before) their class, they may bring a small bottle of water in a non-spill bottle to each class and will be given sufficient break time during class in order to rest and stay hydrated.
- Students must always wear appropriate clothing and footwear during classes, it should not be restrictive, uncomfortable, revealing and footwear should be properly fitting.
  - No outside clothing is allowed during class, only school branded outer wear.
  - No jewellery is to be worn in class at any time apart from stud earrings that do not hang.
  - Hair must neatly tied back in a bun for all classes; any fringes that drop below the eyebrow must be gripped back or a hair band worn. No child will be allowed to leave the studio with anyone other than their approved adult unless confirmed with a teacher prior to class either verbally or in writing
- Teachers will ensure that the studio spaces are sufficiently ventilated, free of hazards, and sufficiently clean
- Both staff and students must be reminded of personal hygiene, hands should be regularly washed especially after using the toilet.
- Due to the nature of our physical activity dance clothing should be washed after every use
- The school has clear rules for behaviour and conduct are outlined at the start of term and reinforced when necessary within class. The correct behaviour of our staff, students and their parents/carers is extremely important to us.

## FIRST AID

Teachers are to engage in regular and up-to-date First Aid Training, including but not limited to Emergency First Aid at Work and Paediatric First Aid.

The school maintains a central first aid box which should be checked regularly to make sure it is fully stocked and supplies are replaced as necessary. If operating out of a different venue, the first aid kit must be taken and be fully stocked and readily available.

Teachers are not responsible for the safety and wellbeing of students outside of the dance class or during online classes. Parents/carers must ensure their children act safely and respectfully outside of the premises or during online classes and ensure students are dressed appropriately when arriving, participating in or leaving classes.

Teachers are committed to safe practice whilst teaching in all capacities but students do partake at their own risk. Whilst every care is taken to reduce the risk of injury and infection, the school does not accept responsibility for any injury or infection caused either within or outside of the dance class.

Parents/carers or students must inform their teacher of any existing injuries, medical conditions/needs (e.g. Asthma, use of an EpiPen or diabetic monitoring) or any if they/anyone in their family are showing symptoms of infection. In an emergency all teachers may act in loco parentis if parents/carers are not present and will call an ambulance.

## FIRE SAFETY

All studios have clearly marked illuminated fire exits, and a meeting point has been established across the car park. Should there be need to evacuate, anyone on the premises will be asked to leave their belongings and calmly leave the building, convening at the meeting point for registration. Fire evacuation drills will take place at regular intervals.

All our teachers are briefed on our fire safety procedures and there are appropriate fire extinguishers and fire blankets provided by the venue in accessible positions, namely in or near the kitchen.

There is strictly no smoking permitted in the building or on site. All school equipment has been PAT tested and we run our power cables to the nearest access points, out of reach of students.

## CHILD PROTECTION

The Heights Ballet & Theatre School believes children have the right to be safe and secure and free from threat, regardless of gender, ethnicity, disability, sexuality or beliefs.

We at The Heights have an explicit duty to safeguard and protect children from abuse as defined in the Children Act 2004 and the Education Act 2002. Please see our Child Protection/Safeguarding policy for more details.

Everyone at our dance school shares an objective to help keep children, young people and vulnerable adults safe by:

- Providing a happy and safe environment where children can learn to dance;
- Acting with integrity, treating children with respect, listening to their concerns and acting upon them;
- Identifying and responding to children, young people and vulnerable adults in need of support and/or protection;

- Supporting children’s development in ways which will foster a sense of self-esteem and independence;
- Fostering a learning environment in which every pupil feels valued and able to articulate their wishes and feelings in their preferred method of communication in an atmosphere of acceptance and trust;
- Ensuring that students will receive professional tuition from a qualified teacher with appropriate facilities following safe practice.

We also have a clear toilet procedure whereby we dedicate a toilet for use by students when facilities are accessed by other persons such as members of the public and venue staff. Children aged 5 and under are to be accompanied by an appropriate adult.

## DATA PROTECTION

The Heights Ballet & Theatre School is committed to protecting the privacy and confidentiality of its students.

The Heights will only collect;

- Personal information (such as name and date of birth);
- Next of kin (such as name/s and emergency contact number/s);
- Relevant medical information;
- Attendance information (such as dates of attendance/absence and reason for absence);
- Assessment information (such as examination results).
- This also includes the Contact details (such as name, address, telephone number and email address) of parent/carer’s or students over 16 years of age.

We do not sell personal data to any other organisation. The personal information held by The Heights Ballet & Theatre School about our students is the minimum necessary to facilitate the running of our business; such as contact details and examination history. Please see our GDPR/Data Protection policy for more details.

## MAINTAINING HEALTH AND SAFETY

We will always complete relevant risk assessment and put in place controls to avoid or reduce risk as far as is reasonably practicable.

We will review our risk assessment when there is a change.

We will consult routinely on health and safety matters with workers, pupils and people impacted as they arise and or as a result of a review of health and safety risk.

**Signed:** Caroline Ambery-Holloway

