



Health and Safety Manual

STATEMENT OF INTENT

Shauna Olivia Studios aim, always to provide and maintain safe and healthy working conditions, equipment and systems of work for staff, parents, students and visitors, and to provide such information, training and supervision as they need for this purpose. As far as is reasonably practicable, we will provide and encourage:

- A safe place to work and train with safe entrance and exit.
- Safe arrangements for the use, handling and storage of equipment.
- Sufficient information, instruction, training and supervision to ensure all employees can minimize hazards and contribute positively to effective Health and Safety at work. Shauna Olivia Studios recognizes it has a responsibility to its staff and customers under the following legislation: Health & Safety at Work Act (1974), Management Regulations (1999), Other relevant current legislation.

This policy sets out the ways in which the organization will work to ensure that a safe environment is maintained always. To ensure this, the policy and the way in which it is implemented will be reviewed annually.

RESPONSIBILITIES FOR ALL STAFF

The overall Health and Safety of the organization is the responsibility of the Principal, Shauna McCarthy who will ensure that all staff are trained in and adhere to the health and safety policy and guidelines. It is the responsibility of all staff to help maintain the safety and security of the students 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 organization has a duty to exercise care and attention, about their own safety and that of their students. Under this responsibility, each teacher shall:

- Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, students 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.
- Report all accidents in the appropriate manner and record in the accident book.

ACCIDENTS AND FIRST AID

All accidents are to be reported to the Principal and recorded in the accident book. See previous accident reporting procedures. 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 and try and make contact. However, if a child is alone and seriously injured or unconscious, the situation will need to be dealt with immediately and where necessary Shauna Olivia Studios will contact the emergency services for assistance. If a child comes to a member of staff for comfort because of a minor accident or fright, it is acceptable with the Code of Behaviour for a member of staff to hold their hand or put their arm around them. The member of staff will ensure that they know about any injury and do nothing to exacerbate the situation. Physical contact is what the child wants, and the kind of contact between them is appropriate to their age and stage of development, then the member of staff will do their best to stay in sight of other adults.

If possible, treatment should only be given by a trained First Aider. Provided this does not in itself put the injured at risk, staff should always try to administer First Aid with another adult present who can also assist the first aider in providing the appropriate care. They should always tell the injured party exactly what they are doing and why. Where it is relevant they may ask if the patient has any allergies or is taking medication. For minor injuries, they should not offer any medication, including antiseptics or pills of any kind. If they have any doubts about helping someone to use their own medication, they will phone the emergency services. Any treatment should be as little as necessary without threatening the patient's wellbeing.

If a person needs a doctor or hospital, they will call the emergency services and will wait with the patient until the emergency services arrive. Next of kin should be contacted as soon as possible once the patient has been attended to and the emergency services contacted. Shauna Olivia Studios retains this information for all customers.

Daily Safety Checks

Before the commencement of classes each day the following checks will be carried out by all teachers. 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 to:

- Storage of equipment– staff should make sure that all equipment/resources used are safely and securely stored after each lesson.
- Reporting - any damaged equipment should be reported to Shauna McCarthy immediately, who can arrange 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 students are shown how to use the equipment correctly and safely.
- Supervision - ensure that no student can access equipment without supervision and adequate training.

Dance Studio

Checks that should be made before students enter the studio, include:

- Floor – ensure floors are clean and free of debris, trip and slip hazards. Floor to be tapped down securely and any spillages to be dealt with immediately.
- Mirrors – ensure mirrors are unbroken.
- Plug sockets – ensure they are safe and secure with no wire showing. Any unused sockets should be covered appropriately.
- Doors and exits – ensure doors and exits are secure and that all exit routes are unobstructed.
- Light fittings and light switches should be checked for functionality and condition.
- Where portable appliances are in use any cables will be secured and not a trip hazard.

Students

- Ensure all students 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.

Sound and Lighting

Shauna Olivia Studios will:

- Ensure that all studios, workspaces and public areas are appropriately lit for safe use.
- Ensure that the music used for classes is kept to a suitable level which is well within the safe exposure limits. Where customers are concerned about sound levels, they can speak to their teacher in the first instance. or the principal where necessary and the sound levels will either be adjusted appropriately, or students can wear earplug.

Use of external contractors

Where it is necessary to use external contractors Shauna Olivia Studios will ensure:

- That the contracted company use qualified, competent, insured and where appropriate, members of a regulating bodies relating to their trade.
- On arrival on site contractors will be met and inducted in the use of the facilities, with attention to first aid and emergency evacuation procedures.
- Any contracted works and contractors used are subject to approval by the principal.
- We will endeavour to ensure that works are carried out during hours when the dance studios are closed and/or in spaces unpopulated by customers.

- New contractors will be expected to provide a risk assessment and safe working method statement before commencing work.

Security

Shauna Olivia Studios takes the safety and security of its staff and students extremely seriously.

- No members of the public will be permitted to enter the studios without a member of staff present.
- Any unknown or suspicious persons must be reported to the principal immediately or in her absence, the onsite teacher.
- Aggressive or intimidating behaviour from any member of staff or public will not be tolerated and anyone demonstrating such behaviour will be asked to leave the premises. If necessary, staff will contact the police for assistance.
- Shauna Olivia Studios reserve the right to refuse access to the facilities if they believe it puts the staff or other users of the facility at risk.

Lone working

There may be occasions when a member of staff will be working alone in the studio. In these instances, it is permitted that the member of staff keeps the main entrance doors locked to keep the facilities and themselves secure from uninvited intrusion, however the studio door will remain open for child protection purposes. In the event of a fire, emergency exit will be sought through the secondary emergency exit. The conditions of lone working are that the team member will, always, have access to a working telephone in the case of an emergency to call the emergency services. Team members with pre-existing health concerns, that put them at higher risk or are pregnant, will not be permitted to work alone without the creation of a person specific risk assessment.

Fire Safety

Please refer to separate Fire Safety and Emergency Evacuation Plan.