



Health and Safety Policies and Procedures

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Index

Health and Safety

1. Risk Assessment

Legal framework

- Management of Health and Safety at Work Regulations 1992

Further guidance

- Five Steps to Risk Assessment (HSE 2006)
- www.hse.gov.uk/pubns/indg163.pdf

2. Health and Safety General Standards

Legal Framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations(COSHH)
- (2002)
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992

Further guidance

- *Health and Safety Law: What you Should Know* (HSE 1999)
- www.hse.gov.uk/pubns/law.pdf
- *Health and Safety Regulation...a Short Guide* (HSE 2003)
- www.hse.gov.uk/pubns/hsc13.pdf
- Electrical Safety and You (HSE 1998)
- www.hse.gov.uk/pubns/indg231.pdf
- COSHH: A Brief Guide to the Regulations (HSE 2005)
- www.hse.gov.uk/pubns/indg136.pdf
- Manual Handling – Frequently Asked Questions (HSE)
- www.hse.gov.uk/contact/faqs/manualhandling.htm

3. Fire Safety and Emergency Evacuation

Legal framework

- Regulatory Reform (Fire Safety) Order 2005
- www.opsi.gov.uk/si/si2005/20051541.htm

Further guidance

- *Fire Safety Risk Assessment - Educational Premises* (HMG 2006)

4. Recording and Reporting of Accidents and Incidents

Legal framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)

Further guidance

- RIDDOR Guidance and Reporting Form
- www.hse.gov.uk/riddor/index.htm

Health and Safety

1.1 Risk Assessment

We aim to ensure that we protect the health and ensure the welfare of all employees, volunteers, children and visitors to TDS Dance Studios. The risk assessment process is a key element of ensuring all appropriate measures are identified to assist the achievement of this aim.

Risk Assessments are reviewed every 12 months or completed before each type of outing / trip.

Or

Immediately following an accident or incident, or if circumstances change that warrants a new risk assessment. Whichever comes first.

Risk

Assessment Example:

Risk Assessment for:

Hazard	Who might be Harmed & How	Precautions	What further action is necessary	Action completed	
				Date	Initials
EXAMPLE Torn carpet in entrance hall	Teachers, children and parents may trip	Place cone to alert people of the hazard.	Advise parents of arrangements and monitor to ensure rules are adhered to. Advise Principal so that the hall may be advised of the hazard and correct it.	1/1/2021	SJT

Risk Assessment completed by:

Signed:

Date:



Risk: The likelihood of the harm being realised and the severity.

Hazard: Something with the potential to cause harm.

Recording Risk Assessments

The "significant findings" of the assessment must be recorded, and this includes:

- The significant hazards identified in the assessment. i.e. those hazards, which if not properly controlled, might pose serious risks to workers or other people who could be affected by the work activity.
- The existing control measures which are in place and how effectively they control the risks.
- The people who may be affected by the risks identified.
- The decisions taken as a result of the assessment.

The results of the risk assessment and the preventative measures identified by it should be shared with those who could be affected by the hazard.

Responsibility for Carrying Out Risk Assessments

Teachers and staff will have the responsibility for ensuring that there are suitable and sufficient risk assessments for the areas they are responsible for. They may delegate the task of carrying out the assessment to “competent” staff. Competency for the purpose of carrying out a risk assessment means:

- An understanding of the work activity and best practice
- An understanding of the regulations they are complying with
- The ability to be objective and remain impartial

Employees will be expected to comply with preventative measures identified by risk assessments. Failure to do so may put themselves or others at risk and as such failure to follow these measures will be dealt with under the disciplinary procedure.

1.2 Health and Safety General Standards

Our aim is to make all children, staff and parents/guardians aware of the policy and help to minimise the risks by adhering to it.

We believe that providing a healthy and safe environment is a commitment from us to all who use our school and at all times any employee, student or visitor will cooperate fully by implementing any health and safety regulations.

TDS Dance Studios has a Health and Safety Officer who is responsible for the implementation of the policy and ensuring that regular inspections are made and risk assessments completed. They will ensure that fire drills are completed and first aid boxes are fully stocked and up to date.

Teachers and Staff

Teachers and staff are responsible for managing their own health and safety at all times. They are given a full induction which includes detailed explanations on the policy, references and DBS's, fire drills, accident and medicine policy, management of sickness, first aid, risk assessments and registers. Staff sign to confirm that they have been given relevant information and understand it.

Staff have a responsibility to remain vigilant at all times and inform the Health and Safety Officer of any issues which could put a child or adult at risk.

Accidents / Incidents

All accidents and incidents are recorded on separate forms and signed by a member of staff and the parent. If the accident needs hospital treatment the parents/guardians are contacted explaining the situation.

Risk Assessments / Safety Checks

Risk assessments are updated yearly but checks are made each day to ensure the safety of all users. If a problem arises a risk assessment will be completed and will be monitored by the Health and Safety Officer until it is not considered a risk.

Sickness

If a child becomes ill at TDS Dance Studios we will phone parents/guardians or emergency contacts and keep the child comfortable until they are collected.

Insurance

TDS Dance Studios holds public liability and employers liability insurance.

Children's Safety

All staff have a current DBS and have read and understood our Child Protection Policies and Procedures.

We ensure as much as possible that we limit the spread of infection by taking appropriate measures that include appropriate cleaning, monitoring sickness and informing parents/guardians of any illnesses and advisable times to keep children away from TDS Dance Studios.

Security

There are systems in place to record and monitor the times of arrival and departure of children, The Register.

Unauthorised persons will not gain entry to TDS Dance Studios unless invited. When parents /guardians arrive they ring the doorbell and staff will let them in. When arriving to pick up their child staff will escort the child to their parents/guardians unless they do not know who they are in which case the password will be asked for.

Electrical Equipment

TDS Dance Studios has electrical equipment checked yearly.

Storage

All resources and materials from which children select are displayed safely.

All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Activities and Resources

Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending TDS Dance Studios.

Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.

Housekeeping

TDS Dance Studios is cleaned regularly throughout by an outside agency with the halls we hire.

All Staff are responsible for cleaning and tidying 'as they go.'

Outings

A risk assessment is carried out before a visit or an outing. Parents/guardians sign a consent form to allow a child to participate in the outing. Records are kept of the children and staff who have left the building. A first aid kit, mobile phone and a list of everyone on the trip including parents/guardians is recorded. The children are supervised at all times to ensure that no child gets lost.

Fire Exits

The fire doors are clearly marked and not obstructed by resources or furniture. The emergency evacuation procedures are on display.

Records

TDS Dance Studios keeps records of:

- Adults authorised to collect children
- Names, addresses of emergency contacts
- Allergies and dietary requirements
- The times and dates of attendance of staff, children and any visitors
- Accidents

- Incidents

This policy is updated yearly or at any time that we have received any current changes to health and safety procedures or any changes in legislation that may affect children and TDS Dance Studios.

Fire Evacuation Procedure

If a fire is reported to you or if you discover a fire sound the fire alarm by breaking the glass of the nearest call point (you must be aware of where call points are located in your area of work).

Dial 999 from the nearest telephone.

Be prepared to tell the operator that the emergency service required is the Fire Brigade, also the name, address and telephone number of the fire.

Attack the fire if it is safe to do so.

All staff should ensure they are aware of the location of the fire appliances and be able to follow the operating instruction.

Follow the Evacuation Procedure

Designated persons to collect Registers and leave ensuring that no child is left in any area, toilets, passage and that doors are closed as you go.

- Calmly inform the children that the fire alarm is sounding and that they must remain silent and follow instruction
- Instruct children and any parents/guardians or visitors at TDS Dance Studios to assemble with you at the assembly point.
- Exit via the nearest route
- Assist children to do the same
- Ensure fire doors are closed as you go
- Do not take personal risks

Roll Call Procedure

The Teachers are responsible for conducting the roll call.

Roll Call and Reporting Process

- Collect the updated children's registers from designated place and start the roll call at the assembly point.
- Reassure children that the Fire Brigade is on the way and they are in no danger.
- Inform you are about to call out their names from the register.
- Ask for silence and explain we need to know if anyone is missing.
- Tick off each child by name checking faces as you do so.
- Tick off all Staff and Visitors by name checking faces as you do so.
- Record any differences on the register for example if a child is listed as still in TDS Dance Studios and they have already left.

The fire brigade will need to know if everyone has vacated the premises.

Documentation After the Event

Keep your Roll Call documents and before you forget note the time the fire brigade arrived if you can, the approximate time the fire alarm went off.

Complete and sign the Fire Log documents with the manager and agree the details of the event. Report in writing any part of the procedure that did not work in the Fire Log. This is not an option. There is a need for honesty in the interests of safety. It is not enough to simply report verbally and when we do put the procedure to the test it is an opportunity to monitor and improve on.

A Guide to the Fire Log Report

1. Was the register accurate and complete?
2. Was it clear which children should be included in the roll call?
3. Did the routines as outlined above work as intended?
4. Was any part of the routine missed out for any reason?

The above questions need to be answered and supported by the roll call list.

Practice Fire Evacuation Procedure

A Practice Fire Evacuation is to be treated as true to life as if there was a real fire.

A Practice Fire Evacuation is to occur once every term as many times as necessary to insure all regular children have attended.

The Manager is responsible in organising a Practice Fire Evacuation..

1.4 Recording and Reporting of Accidents and Incidents

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents.

Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

Our Accident File:

- Is kept safely and accessibly;
- Is accessible to all staff and volunteers, who know how to complete it; and
- Is reviewed at least half termly to identify any potential or actual hazards.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Dealing with Incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our incident file.

Our Incident File

We have ready access to telephone numbers for emergency services, including local police.

We have a contact number for a named person who is responsible for the maintenance of the building and there is a shared procedure for dealing with emergencies.

We keep an incident file for recording incidents including those that are reportable to the Health and Safety Executive as above.

These incidents include:

- Break in, burglary, theft of personal or the Nursery School's property;
- An intruder gaining unauthorised access to the premises;
- Fire, flood, or electrical failure;

- Attack on member of staff or parent on the premises or nearby;
- Any racist incident involving staff or family on the centre's premises;
- Death of a child, and
- A terrorist attack, or threat of one.

In the incident file we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number.

Any follow up, or insurance claim made, should also be recorded.

In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families.

Our standard Fire Safety Policy will be followed and staff.

The incident is recorded when the threat is averted.

In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services are followed.

End of Health and Safety Policies and Procedures.