



Health & Safety Policy

Statement of Intent

Miss G's Academy of Performing Arts believes that the health and safety of children is of paramount importance and endeavours to make the dance school a safe and healthy place for children, parents/carers and staff.

Aim

Miss G's Academy of Performing Arts aims to make children, parents/carers and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to dance in a healthy and safe environment.

Methods

Georgina Wootten is responsible for the health and safety of Miss G's Academy of Performing Arts and is competent to carry out these responsibilities.

Risk Assessment

Miss G's Academy of Performing Arts risk assessment process covers children and staff and includes:

- Checking for hazards and risks in the hall/studios, foyer and staircase
- Deciding which areas need attention
- Developing an action plan which specifies the action required, the time scales for action, the person responsible for the action and any additional resources required
- Maintaining/reviewing list of issues which is checked before every dance lesson begins

Insurance Cover

Miss G's Academy of Performing Arts has public liability insurance – a copy of the certificate is available on request.

Awareness Raising

Children are made aware of health and safety issues through discussion and routine. Only persons who have been checked by DBS (Disclosure and Barring Service) are employed by Miss G's Academy of Performing Arts and a copy of each staff members disclosure form is available on request. All children are supervised by an adult during class time. However, Miss G's Academy of Performing Arts cannot accept responsibility for children outside of their registered class times nor any other child on the premises.

Fire Safety

Parents/Carers are asked to make themselves aware of and abide by the fire and emergency evacuation procedure displayed in the premises used by Miss G's Academy of Performing Arts.

First Aid & Medication

Georgina Wootten is trained in first aid and a certificate may be seen on request. Each premises used by Miss G's Academy of Performing Arts has a first aid kit, which :

- complies with the Health & Safety (First Aid) Regulations 1981
- is regularly checked and restocked as necessary
- is kept out of the reach of children

This policy is the property of Miss G's Academy of Performing Arts. Copying and/or onward transmission of this document is strictly prohibited without the prior knowledge and consent of Georgina Wootten.



Miss G's Academy of Performing Arts will administer hypoallergenic plasters if the need arises. Parents/carers who are aware of an allergy to this type of plaster should advise Miss G's Academy of Performing Arts when completing the Enrolment Form. Unless there is good reason, Miss G's Academy of Performing Arts will not administer First Aid without the permission of the child's parent or accompanying adult. The child cannot give consent. If the parent is not at the premises, contact will be attempted by phone. However, if a child is alone and injured or unconscious, the situation will be dealt with immediately. If at all possible, treatment will only given by a trained First Aider.

Provided this does not put the child at risk, First Aid will be administered with another adult present. The child will always be told exactly what is being done and why. Unless it is irrelevant, the child will be asked if they use medication (eg., for asthma, diabetes, epilepsy) and their medical data records will be checked in order to provide appropriate aid. Any treatment given will be as minimal as necessary without threatening the child's wellbeing. If a child needs a doctor or to go to a hospital, the Emergency Services will be called.

Miss G's Academy of Performing Arts will record all accidents and/or injuries in a log book.

Sickness

Parents/carers are requested to keep children away from the dance class if their child has been vomiting or had diarrhoea until 48 hours after the last bout.

Parents/carers are requested to observe exclusion times for infectious diseases. Exclusion time may be found by contacting their GP.

Miss G's Academy of Performing Arts will inform parents/carers of infections and/or sickness of any of its students so that they can observe their own children. Miss G's Academy of Performing Arts will respect confidentiality by not identifying the child(ren) concerned.

If a child becomes ill during a class, Miss G's Academy of Performing Arts will request that the parent/carer takes their child home. In the absence of the parent/carer, the child will be taken aside in the class, made as comfortable as possible and closely monitored until such time as the parent/carer arrives.