



## **Health and Safety Policy**

Elibah School of Dance aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 will be followed at all times.

All staff are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. These provisions are as followed:

- Undertake full risk assessments for each venue our dance classes are held and implement the measures in place to ensure safe practice.
- Take reasonable care for their own health and safety as well as of other persons who may be affected.
- Record any accidents, incidents or dangerous occurrences that occur during our care and inform parents of such events.
- Undergo relevant health and safety training when necessary.
- Undergo safeguarding training when necessary.
- Undergo relevant first aid training when necessary.
- Update public liability insurance annually.
- Undergo COVID-19/Infection preventions training when necessary.

Elibah School of Dance will also:

- Appoint a designated health and safety lead – Mrs Kali Forde
- Appoint a designated safeguarding lead – Mrs Kali Forde
- Ensure that staff understand and accept their responsibilities in relation to health and safety procedures.
- Monitor the effectiveness of the Health and Safety policy and authorise any necessary revisions to its provisions.

## **Supervision**

- Children are supervised appropriately according to the level of risk involved during activities along with the ages and number of children involved in a given activity. Children in Reception to year 2 will go to the toilet or to the water fountain in one group with the teacher and in pairs for children in year 3 and above.
- Parents/carers are encouraged to talk to their children about the importance of remaining safe and not leaving the premises whilst in our care. Our staff will reinforce this as well. All staff will observe and supervise the entrance and exit points when care is being provided. Regular head counts will be completed.
- All visitors will be greeted on arrival asked to state the purpose of their visit. Visitors will not be left unsupervised with children at any time. If an unexpected visitor has no suitable reason to be on the premises, they will be asked to leave immediately and escorted off site. If the visitor repeatedly refuses to leave, the police will be called immediately. A record will be made of any such incidents and Kali Dicks will be immediately notified.

## **Health**

- All staff are aware that frequent drink breaks are required during classes for rehydration. During our holiday camps, set snack and lunch breaks are also scheduled throughout the day to allow the children to “recharge” for the next dance class.



- All staff will ensure good hygiene is in practice when in our care by reminding the children to wash their hands before and after eating and after going to the toilet. All tables used for snacks and lunch will be wiped with antibacterial spray before and after use.
- When administering first aid, staff will ensure they wash their hands before and after, wear gloves and face mask (COVID-19) at all times and dispose of any used equipment appropriately. Parents/carers must also make Elibah School of Dance aware of any allergies their children may have prior to care being given.
- COVID-19 – All staff will follow government guidelines in place to reduce the spread of infections and diseases.