

Health & Safety Policy

Shockout Academy

Policy Statement

Shockout Academy is a dance school with weekend dance school (Saturday) for ages 7 to 18 years old. We offer an Extended Level 3 Performing Arts (Dance & Musical Theatre) BTEC full time course for aged 16 to 18 years old Monday to Friday.

The school currently operates from Studio 25 located at 25 Church Street in Manchester City Centre with 8 Dance studios located on two floors the basement and ground floor. Also consisting of a Common Room, classroom, Staff Room, Break out Areas and Reception waiting area as well as 3 offices.

All staff and students have a right to operate in an environment where risks to their health and safety are properly controlled. As a Dance School it is our policy to maintain safe and healthy working conditions, equipment and systems of work for everyone involved, and to provide such information, training and supervision as necessary for this purpose. This policy relates to Shockout Academy teaching practice and our role as a dance school.

Where reasonably practicable, this policy will seek to provide and encourage:

- A safe place to work and safe dance environment, with safe access to and from it.
- Safe arrangements for the use, handling and storage of equipment.
- Provide up-to date information, instructions, training and supervision to ensure any/all employees are well equipped to avoid hazards and contribute positively to effective Health & Safety at work.

The policy will be kept up to date, particularly as the organisation changes in nature and size, to ensure that our responsibilities are met in relation to:

- Health & Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation

Responsibility of Shockout Academy

As a Dance School and employer, it is Shockout Academy's responsibility to:

- Decide what could harm staff/students and the precautions necessary to stop it.
- Complete all necessary risk assessments before each dance class.
- Explain how risks will be controlled and tell staff/students who are responsible for this.
- Consult and work with any staff we employ in order to protect everyone from harm in the workplace or dance environment.
- Provide necessary Health & Safety Training to any staff employed.
- Provide a first aid kit and maintain an accident book.
- Ensure that a number of staff members are trained first aiders and place a list of these on the notice boards around the building as well as informing students during Induction Week.
- Report any major injuries to First Aider.
- Have the appropriate insurances in place. This includes displaying Public Liability Insurance Certificates where they can be easily read. (eg Notice Boards)
- Work with any other employers sharing work space or dance studio to ensure that everyone's health and safety is protected.
- Obtain DBS numbers from all Tutors and Guest teachers as and when appropriate.
- Ensure safe storage/use of substances or any Hazardous products is locked away and no one under the age of 18 allowed access.

Responsibility of All Staff Involved to:

- Help maintain the safety and security of students/visitors/guest teachers in the working/dancing environment.
- Be aware of risks, knowing the appropriate action to take and identifying any potential safety issues.
- Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, students and other people in the vicinity. (See attached document on Safe Dance for Students).
- Report all potential hazards affecting Health & Safety to staff on site.
- Report all accidents and record in the accident book, the book can be found at Studio 25 reception.
- Follow any training guidelines received when using equipment or materials in a class.
- Observe all safety guidelines and procedures incorporated in the Health & Safety Policy.

- Co-operate with Shockout Academy (the employer).
- Ensure that all ballet barres not in use are stored correctly outside the dance studio leaving walkway route available.

Key Policy Guidelines and Instructions

1. Accidents and First Aid

- All accidents should be recorded in the accident book. The accident report book is kept at the reception desk. All accident records to then be filed,
- Treatment should be given only by a trained First Aider.
- Any treatment should be as little as necessary without threatening the student's wellbeing.
- If a student comes to a member of staff for comfort because of minor accident or fright, it is not acceptable to hold their hand or put arms around them but just to ensure that the injury is known and do nothing to make it worse.
- Medication should not be offered to any student/staff, this includes antiseptics or pills of any kind.
- If in doubt with any minor injury or illness suggest that they visit the Walk in Centre on Market Street or The Royal Infirmary Walk In centre and if serious injury phone the emergency services 999. It is always best to stay with the student and wait for the ambulance. Advice can also be sought by dialling 111 for non-emergency calls.
- We would only accompany a student to hospital ourselves if the emergency services asked us to do so because of exceptional circumstances. Parents/Guardian/Carer should also be informed if this is the case.

2. Safety Checks

a) Equipment

Correct storage of equipment is vital to minimising risks. Any equipment not being used is a potential risk. Every piece of equipment that is being used must be checked before commencing any dance classes to ensure its safety for use. In addition, care must be taken to:

- Make sure all equipment/resources used are safely and securely stored after each session.
- Any damaged equipment is removed from the room.
- Ensure that leads are in good working order.
- Ensure that the built-in audio system is switched off after each class.
- Ensure any music systems used are plugged out and stored safely in the corner near the plug sockets.

- Identify when/where safety mats should be used and ensure that they are used correctly.
- Ensure that students are shown how to use equipment correctly and safely.
- Ensure that no student access equipment without supervision.
- Ballet barres to be moved by two people in the correct way after training.
- Any extra heating required such as fan heaters are not placed in a potentially hazard area.

b) **Dance Studio**

Before entering it is our responsibility to ensure:

- Floors are clean with foreign bodies removed.
- Ensure if required powdered rosin is put on the floor for ballet classes.
- Check if any mirrors are unbroken.
- Check plug sockets are safe with no wires showing.
- Check any blinds or sheeting are in a stable condition and not falling/fallen down.
- Ensure doors and exits are secure and there is nothing blocking emergency exits.
- Identify any light fittings/light switches that are not working or loose.

c) **Students**

- Ensure that all students are wearing appropriate dance wear and footwear to minimise accidents or risk.
- Safety/protection clothing must be worn when appropriate eg. Knee pads
- Ballet Shoes not to be worn outside of the building.

3. Fire Safety

There is a no smoking policy in operation. Smoking is not permitted inside the building or immediately outside the building.

- It is crucial that all staff to include teachers and guest teachers involved in classes maintain a working knowledge of the fire procedure at the building in which they are working, including location of fire alarms, all students will gather at the designated meeting point on **Red Lion Street, at the side of Church Street Car Park.**

A register of students must be taken at the start of every class by the Dance Teacher and is the responsibility of the BTEC Programme Leader to ensure that this is done.

It is important that all students and staff members tap in and out of building at reception at all times during the day.

In the event of a fire/fire alarm, all students must gather at the designated meeting point, and the Fire Marshalls must complete a roll call and liaise with Fire Service Personnel (See general fire evacuation document).

A fire risk assessment will take place at least once a year as well as regular checks during the year and recorded.

4. Security

- Anyone wishing to enter the building that is not a student must sign in on reception and escorted by a member of staff where necessary.
- Any unidentified person seen on the premises must be reported to a member of staff.
- Any suspicious items must be reported to reception or a member of staff.
- The front door is kept locked with the buzzer being used at all times.

Health & Safety & Safe Dance Practice for Students

All students whilst participating in dance and movement should feel comfortable, safe and be able to participate without risk or injury.

- **Medical Form** - This form should be completed by all students before commencement of any courses at Shockout Academy.
- **Fit to Dance?** It is always advisable to consult your doctor before beginning a new dance course and essential if you have a pre-existing health problem.
- **Clothing** - make sure that your clothing is comfortable and not restrictive ie. leggings or stretchy trousers. Please wear appropriate soft soled footwear for the relevant dance class. A notepad is useful for your own notes.
- **Warm up** – At the beginning of the day all students warm up at 8.30 am. The importance of a warm up to prepare the body for physical exertion this cannot be emphasised enough.
- **Cool Down** – Each dance class should also include a cool down when the lesson ends. The cool down is as important as the warm up to prevent you suffering muscle pain, strain or injury.
- **Stretching** – This cannot be emphasised enough stretch, stretch, stretch after a full day of dancing. You can stretch before you go to bed if you have to!!
- **Self Awareness** – You are encouraged to pay attention to how your body feels when moving. You do not need to stress and strain to attain perfect technique as this can cause injury. Relax and maintain good posture and spend plenty of time practicing! Students should learn to listen to their own bodies and interpret its signs in order to avoid pushing themselves too far.
- **Posture affects** your breathing and it can make or break your dance; it affects how your body feels, moves and looks and good posture is essential to ensure non injury. You will be constantly reminded to check your posture and will be corrected if necessary.
- **Technique** – Technical knowledge and correct application of a movement is essential to avoid injury. You will be observed and corrected if necessary. Further breakdown and advice may be given. If you are not sure please ask!
- **Alignment** – The proper body alignment for dancing is crucial. The head, neck, chest and abdomen should be in alignment so that the weight is even and centred, with minimum of effort and strain on muscles and ligaments.
- **It is important** to feel grounded and centred when you begin, remember to bring down your energy and centre yourself in your lower belly/pelvis area, tying a scarf around your hips will help to focus on that area. Maintain even breathing.
- **Take care of yourself** and remember that pain is not progress but can often be a warning sign that the body has gone too far. If you are struggling, ask for help, take time to stop and observe you can still learn whilst watching. Stop at once if you feel dizzy or have any pain.
- **Be responsible.** Please show respect to your teacher and the other members of your class. If you arrive late/leave early/sit out for long periods; you shall be responsible for warming up/cooling down and stretching to avoid injury.
- **Nutrition** – It is important that you had a balanced nutritious diet and drink plenty of water daily.

- – ensure all your personal belongings and outdoor clothing are stored in a safe way to avoid hazards. Eg. Hallways around the building, changing rooms.
- **Jewellery** – For your own safety do not wear earrings, bracelets, ankle jewellery during classes.
- If you are pregnant or have any health issues please inform your dance teacher, as this will not stop you participating, but there are precautions that you should be aware of.
- Finally - There is a lot to take in and think about just remember when taking part in classes and workshops that everybody learns at their own pace and everyone is different. You will find some of the moves easier to do than others this is normal. It is always best if you want to become a professional dancer you have to train, practice and listen. As we say here at Shockout *Train Insane or Remain the Same!*
- *Relax, enjoy the dance course and have fun at the same time 😊*

FIRE EVACUATION PROCEDURE

If you discover a fire

- Activate the fire alarm.
- Do not delay your evacuation, on leaving where possible check all the corridors, toilets etc. to make sure no one is left behind.
- Keep calm and try to keep others calm.

In the event of hearing the fire alarm

The emergency evacuation alarm is a siren. If the alarm sounds, you should evacuate the buildings following the procedures set out below.

Tutors/Instructors are responsible for yourself and the students in your class.

- Evacuate the students in your class from the building immediately on hearing the alarm by using the nearest fire exit. Where possible take a head count. **DO NOT** stop to collect any personal belongings or equipment.
- **Do not** use the lift.
- Students - if you are concerned that another student has not been able to evacuate the building, you should advise a member of staff of that person's last known location.
- Assemble at the fire point and supervise an orderly and quiet line.
- Dance Lecturer/Staff member will take the class register and wait for further instructions from Fire Wardens.
- **Do not** re-enter the building until you are informed to do so by the Facilities or Programme Leader.
- **The meeting point for Church Street premises is Red Lion Street (next to Church Street Car Park)**