



NORTH HAMPSHIRE  
ACADEMY OF DANCE

# Health and Safety Policy 2020-21

# Health and safety

North Hampshire Academy of Dance has a responsibility to ensure the Health and Safety of all its students and employees, including freelance workers, whilst on Central Studio premises and at external events. North Hampshire Academy of Dance will provide, as far as is reasonably practicable, a working environment that is safe and with minimum risk to employees, students, visitors and members of the public. North Hampshire Academy of Dance will fulfil its responsibilities by taking steps to work in accordance with relevant Health and Safety legislation, published Approved Codes of Practice and good working practices. This will be achieved by:

- Seeking at all times to provide safe working procedures, good working conditions and a healthy working environment.
- Ensuring that employees know of the potential hazards associated with the various activities undertaken by the RAD and are aware of how to avoid associated risks.
- Providing training and instruction to enable employees to perform their work safely and efficiently.
- Promoting the maximum individual attention and effort on behalf of employees at all levels to avoid and prevent accidents.

North Hampshire Academy of Dance is required to undertake statutory Risk Assessments of all workplace Health and Safety risks. This can be accessed via the North Hampshire Academy of Dance website.

To achieve and maintain high standards of health and safety within the school all employees (including freelance workers) shall, in accordance with sections 7 and 8 of the Health and Safety at Work etc. Act 1974:

- Be aware that they have a duty under legislation and codes of practice to take reasonable care for their own health and safety, safe practice and the safety of others that may be affected by their acts or omissions.
- Comply with the safety policy, procedures and regulations designed to protect the health, safety and welfare of everyone affected by the business' undertakings.
- Neither intentionally nor recklessly interfere with nor mis-use any equipment, provided for the protection of health and safety.

- Be aware of emergency procedures including the evacuation and fire precaution procedures.
- Conduct themselves, whilst at work, in such a manner as not to compromise themselves or others who their actions may affect.
- Co-operate with management in preventing accidents or health risks to themselves, other employees, students, members of the public or visitors.
- Wear personal protective equipment whenever instructed to do so or in circumstances that require its use.
- Report any work conditions that they consider being unsafe or unhealthy at once to their manager.

Any employee who fails to comply with the Health and Safety Policy, or who intentionally or recklessly interferes with or misuses any equipment provided for the protection of health and safety will be subject to disciplinary action.

Where serious accidents\* or near-miss\*\* events occur, the Designated Safeguarding Officer should immediately organise an accident investigation with a view to determining the cause(s) of the accident and to identify any remedial action to prevent recurrence. Once investigation is completed any identified actions should be carried out within an agreed timeframe.

Accidents involving children or young persons shall be reported using the Accident Record. In addition the child's parent or legal guardian will also be informed and sent or given a copy of the Accident form.

Where applicable the first aider should also inform the relevant Designated Safeguarding Officer at North Hampshire Academy of Dance when a child or student under 18 has been involved in an accident and there appears to be some safeguarding concerns. Details of the names of Designated Safeguarding Officers may be found in the Safeguarding Policy which can be accessed via the North Hampshire Academy of Dance website.

\* An accident is defined as an unplanned unwanted event which results in injury or loss of some kind.

\*\* A near miss is defined as an unplanned event that did not result in injury, illness, or damage, but had the potential to do so.

## First Aid

North Hampshire Academy of Dance will ensure suitable and sufficient notices are posted around the premises indicating the name, location and internal contact telephone number of all First Aiders.

First aid boxes are located at Central Studio Box Office.

Where a member of staff or student is taken to hospital (by ambulance, taxi or other form of transport), where possible, the qualified first aider who attended the individual's first aid needs will accompany the individual to hospital. If this is not possible, an alternative qualified first aider will where possible accompany the individual.

Where a child or young student needs to be taken to hospital they will be accompanied by their parent/guardian, but where this is not immediately possible, a qualified first aider will attend and the parent/guardian will be immediately notified.

Where a first aider is tending to an individual and an ambulance is required, the first aider should where possible be the person to call 999 or ask someone close to them to call. It is always better, for the first aider to be with the patient when calling as this allows the call handler to ask specific questions which will enable life threatening conditions to be prioritised. If a first aider is not immediately available, it is permissible for anyone to call as the call handler will give relevant instructions. It is often quicker to call direct rather than asking reception to make the call, as this will delay the process and they will also be isolated from the incident with no information on the individual case.

When calling 999 the following information should be given:

- The location or address including the postcode or exactly where you are.
- The telephone number you are calling from.
- Brief explanation of what has happened.
- The patient's age, gender and any medical history (if known).
- Whether the patient is awake/conscious, breathing and if there is any serious bleeding or chest injury.
- Details of the injury and how it happened.

Providing this information will not delay the ambulance but it will help the emergency services to provide the caller with first aid advice and to send the most appropriate help.

If someone is not breathing the call handler will talk the caller through what can be done to help, which will include instructions on how to commence Cardio Pulmonary Resuscitation (CPR) and to do this the caller will need to be next to the patient. You may be asked to put the phone on loudspeaker and be asked to shout out the press compressions as you give them, so that the call handler knows what is happening. CPR should continue until a paramedic tells you to stop.

## **Offsite Events**

When attending offsite events or competitions the Health and Safety policy of the organiser will supersede this policy.