

# The Heights Ballet and Theatre School Health & Safety Policy



## STATEMENT OF INTENT

The Heights Ballet & Theatre School has a responsibility to ensure the Health and Safety of pupils, teachers, and visitors.

The Heights, through management at all levels, will provide, as far as is reasonably practicable, a working environment that is safe and with minimum risk to workers (including self-employed), students, visitors, and members of the public. The Heights 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.
- Providing adequate control of health and safety risks arising from our work activities
- ensuring that people know of any potential hazards associated with the various activities undertaken by The Heights and are aware of how to avoid, reduce or control associated risk.
- providing supervision, adequate training and instruction to enable teachers to carry out their jobs safely and efficiently.
- preventing accidents and injury, by managing risk well.
- Consulting with teachers and students on matters affecting their health and safety
- Communicating with the Hallam Community & Youth Association on health and safety matters regarding the building
- Reviewing and revising this policy as necessary and at regular intervals.

## OVER-ALL HEALTH AND SAFETY

Overall and final responsibility for health and safety lies with the school principal:

Caroline Ambery-Holloway

This includes day-to-day responsibility for ensuring this policy is put into practice to ensure health and safety standards are maintained/improved as necessary.

## TEACHER RESPONSIBILITIES

Teachers of The Heights are responsible for Health & Safety within their own lessons/rehearsals including:

- The identification of hazards
- The monitoring of environmental matters and ad-hoc situations
- The safety and functionality of any equipment/substances used in their lesson

- The reporting of defective equipment
- Ensuring that all fire escape doors are at all times clear of obstruction and that fire doors can be readily opened from the inside
- Ensuring that students are aware of any identified hazards in the studio/space
- Ensuring the health and safety of students within the studio/space and ensuring that unsafe practices and/or behaviour are not permitted
- **Monitoring the behaviour of pupils within lessons to ensure safe practice**

All teachers of The Heights are to hold:

- appropriate qualifications from their respective accreditation bodies
  - **Student teachers;**
    - **Are to be actively working towards such qualifications**
    - **Will receive regular guidance and support from full teaching members of the team through regular check-ins and open communication channels**
- an Enhanced DBS certificate that is less than 3 years old (unless registered on the update service)
- Professional Indemnity/Public Liability Insurance
- **Annually updated Safeguarding Training**

The school must have sufficient Employer's Liability and Public Liability insurance.

All teachers have been briefed in how to appropriately deliver instruction to various ages, especially to younger children who may need things to be explained to them in a different way. Younger children may not understand some of the language that adults use, therefore, it is important to make sure that dance moves are explained using language that they understand or demonstrate the moves to them to make sure that they understand what they need to do. They have also been trained in the correct and appropriate methods of correction where this would involve physical contact. **The approach to appropriate physical contact is outlined in our Safeguarding policy but may include a teacher lifting/supporting a pupil, gently adjusting arms, legs, hands, feet etc to a correct alignment, or moving one student in relation to another. In all cases, the student is to be informed of what is happening and why and staff will remain sensitive to their welfare.**

All teachers have been regularly consulted and information about the school policies and procedures, including safety measures, safeguarding and reporting requirements. Refer to our Child Protection, Data Protection and Code of Conduct policies.

## HEALTH & SAFETY ARRANGEMENTS – THE WORKING ENVIRONMENT

In each of the possible working environments for The Heights Ballet & Theatre School, the principal will ultimately be responsible for assessing the suitability of the following:

- a) Space:
  - Is the space safe and clear enough to work in? Can any obstacles be removed safely from the space?
  - Is the space large enough to accommodate all those who will be working in it?
  - Is the space accessible?
  - Are all emergency exits clearly marked and not blocked?
- b) Floors:
  - Is the flooring suitable for the activity being undertaken?

- Is the floor clean and well-maintained, e.g. without splinters, and without loose floorboards/floor tiles?
  - Has the floor been recently cleaned or polished? If so, the area should have been left to thoroughly dry and a hazard warning sign must be displayed as necessary.
- c) Ventilation, temperature and lighting:
- Is the working area well-ventilated and well-lit?
  - Can the temperature of the working environment be controlled?
- d) Adjacent sanitary, washing and changing facilities:
- Are adjacent toilets/changing rooms/rest areas clean and well-kept?
  - Are these areas available for use?
  - Are these areas easily accessible?
- e) Electrical equipment:
- Is electrical equipment regularly tested by a qualified electrician?
  - How recently has electrical sound or recording equipment been tested?
  - Is the working area clear of all cables and wires?

## THE DAY-TO-DAY RUNNING OF THE HEIGHTS

- In case of a fire emergency all teachers have a clear understanding of procedures to follow based on our Fire Evacuation Policy
- The school will undertake regular assessment of risks regarding our premises and any concerns will be raised with the Hallam Community & Youth Association who are responsible for **the maintenance of the building**
- It is the school's responsibility to keep a fully equipped First Aid Box within the building. In case of an incident an Accident report should be completed and a parent/guardian informed upon collection **or via phone if the case is emergent.**
- If required the school will contact the emergency services first, then the parent / guardian of the student(s) involved by the telephone number on the class registers.
- **The school is equipped with Accident Report forms for the case of any injuries/property damage that may occur as well as Incident Report forms for the case of any disclosures/observations relating to child protection and safeguarding.**
- Pupils will be supervised during class time only and agreed upon breaks - parents / carers must ensure the safety of their children in the car park/waiting areas
- We hold no responsibility for children and young adults using the grounds around the building
- Pupils under the age of 11 are not permitted within the kitchen area unsupervised. No child is permitted to use the cooking facilities onsite.
- Class timetables are arranged according to the age and ability of the students, and class structures are arranged so that students are warmed up at the beginning of class and given time to cool down at the end.
- A copy of primary and emergency contact numbers is stored within our registration system to which all staff have access.

## PARENTS/GUARDIANS AND PUPILS:

- Should co-operate with teachers/ supervisors on health and safety matters.
- Should take reasonable care of their own health and safety.
- Should report all health and safety concerns to an appropriate **member of the team** (as detailed above).
- All parents/guardians must complete a Registration Form when joining the school with clear information regarding emergency contacts and any relevant medical history
- It is the parent's responsibility to notify the school of any changes to their emergency contact details
- Parents/guardians understand that dance is an active sport and injuries can happen. The school accepts no responsibility for injuries sustained via any means other than a teacher's negligence
- Parents are required to sign a permission form should they require school pickup by a member of The Heights which is only offered from Hallam Primary school on Tuesday and Wednesday afternoons
- Students/parents or guardians should inform the teacher of any special health considerations or existing injuries before participating in class
- Parent/guardians are responsible for ensuring their child's punctuality to lessons and their own punctuality for pickup
- **If any parent is signing their child up for school pickup from Hallam Primary School, they must return the signed permission form to The Heights via [heights4danceteachers@yahoo.com](mailto:heights4danceteachers@yahoo.com) . Without a signed form, The Heights is unable to collect a child from Hallam Primary School.**
- **When sending snacks with pupils, it is the parent's responsibility to make sure that all food items are of a safe nature and swallowable size. If a team member sees a food item that is perceived to be unsafe, it will unfortunately have to be taken away or sent home uneaten.**
  - **For example, grapes should be cut in halves/quarters for any children under the age of 5**
  - **The Heights is a nut-free zone. Nuts and but-based products (Nutella, peanut butter, granola bars etc.) are not permitted.**

## DURING CLASSES

- Students will be registered within the first 15 minutes of their lesson. **Large school events will implement a different sign in system with physical group registers handed to the chaperone responsible for each group/class. Once complete, these will be kept safe by a member of The Heights team.**
- Students are reminded to have eaten properly before (but not immediately before) their class, they may bring a small bottle of water in a non-spill bottle to each class and will be given sufficient break time during class in order to rest and stay hydrated.
- Students must always wear appropriate clothing and footwear during classes, it should not be restrictive, uncomfortable, revealing and footwear should be properly fitting.
  - No outside clothing is allowed during class, only school branded outer wear.
  - No jewellery is to be worn in class at any time apart from stud earrings that do not hang.
  - Hair must neatly tied back in a bun for all classes; any fringes that drop below the eyebrow should be gripped back or a hair band worn. No child will be allowed to

leave the studio with anyone other than their approved adult unless confirmed with a teacher prior to class either verbally or in writing

- Teachers will ensure that the studio spaces are sufficiently ventilated, free of hazards, and sufficiently clean
- Both staff and students must be reminded of personal hygiene, hands should be regularly washed especially after using the toilet.
- Due to the nature of our physical activity dance clothing should be washed after every use
- The Heights is a phone-free zone. Pupils are permitted to bring their phones if they are needed prior to/following their dance classes (for example, for travel to and from The Heights) but during lessons/breaks phones are to be placed in our Phone-Safe which is supervised by a member of staff. This is a matter of safeguarding. If pupils need to contact home before the end of their lessons they should inform a teacher who will grant them permission to access their phone if appropriate. In the case of an emergency evacuation of the building, a member of staff will bring the phone safe outside, assuming only that it is safe to do so.
- The school has clear rules for behaviour and conduct are outlined at the start of term and reinforced when necessary within class. The correct behaviour of our staff, students and their parents/carers is extremely important to us.
  - Pupils of all ages are expected to be responsive to staff instructions as this is a matter of safeguarding their bodies and minds.
    - For example, during breaks pupils will be told to sit down while eating a snack before playing/dancing as moving while eating is a choking hazard.
  - Pupils in secondary school are expected to implement a level of common sense in their behaviour, as deemed appropriate to their age group.
  - The Heights is aware that older pupils may be exposed to dangerous/risky trends on TikTok, Instagram, or other social media platforms. We take no responsibility for behaviours that pupils view and embody when they are not with us. Such trends/practices are not permitted within the dance school.
  - Any parent/pupil with concerns about any particular behaviours should inform a member of The Heights team so that we can monitor the situation and react accordingly.

## FIRST AID

Teachers are to engage in regular and up-to-date First Aid Training, including but not limited to Emergency First Aid at Work and Paediatric First Aid.

The school maintains a central first aid box which should be checked regularly to make sure it is fully stocked and supplies are replaced as necessary. If operating out of a different venue, the first aid kit must be taken and be fully stocked and readily available.

Teachers are not responsible for the safety and wellbeing of students outside of the dance class or during online classes. Parents/carers must ensure their children act safely and respectfully outside of the premises or during online classes and ensure students are dressed appropriately when arriving, participating in or leaving classes.

Teachers are committed to safe practice whilst teaching in all capacities but students do partake at their own risk. Whilst every care is taken to reduce the risk of injury and infection, the school does

not accept responsibility for any injury or infection caused either within or outside of the dance class.

Parents/carers or students must inform their teacher of any existing injuries, medical conditions/needs (e.g. Asthma, use of an EpiPen or diabetic monitoring) or any if they/anyone in their family are showing symptoms of infection. In an emergency all teachers may act in loco parentis if parents/carers are not present and will call an ambulance.

## FIRE SAFETY

All studios have clearly marked illuminated fire exits, and a meeting point has been established across the car park. Should there be need to evacuate, anyone on the premises will be asked to leave their belongings and calmly leave the building, convening at the meeting point for registration. Fire evacuation drills will take place at regular intervals.

All our teachers are briefed on our fire safety procedures and there are appropriate fire extinguishers and fire blankets provided by the venue in accessible positions, namely in or near the kitchen. **If a member of staff notes any damage to these, it is to be reported to the Hallam Community & Youth Association who hold responsibility for the building.**

There is strictly no smoking permitted in the building or on site.

All school equipment has been PAT tested and we run our power cables to the nearest access points, out of reach of students.

## CHILD PROTECTION

The Heights Ballet & Theatre School believes children have the right to be safe and secure and free from threat, regardless of gender, ethnicity, disability, sexuality or beliefs.

We at The Heights have an explicit duty to safeguard and protect children from abuse as defined in the Children Act 2004 and the Education Act 2002. Please see our Child Protection/Safeguarding policy for more details.

Everyone at our dance school shares an objective to help keep children, young people and vulnerable adults safe by:

- Providing a happy and safe environment where children can learn to dance;
- Acting with integrity, treating children with respect, listening to their concerns and acting upon them;
- Identifying and responding to children, young people and vulnerable adults in need of support and/or protection;
- Supporting children's development in ways which will foster a sense of self-esteem and independence;
- Fostering a learning environment in which every pupil feels valued and able to articulate their wishes and feelings in their preferred method of communication in an atmosphere of acceptance and trust;

- Ensuring that students will receive professional tuition from a qualified teacher with appropriate facilities following safe practice.

We also have a clear toilet procedure whereby we dedicate a toilet for use by students when facilities are accessed by other persons such as members of the public and venue staff. Children aged 5 and under are to be accompanied by an appropriate adult. **Please see our Safeguarding Policy for more details.**

## DATA PROTECTION

The Heights Ballet & Theatre School is committed to protecting the privacy and confidentiality of its students.

The Heights will only collect;

- Personal information (such as name and date of birth);
- Next of kin (such as name/s and emergency contact number/s);
- Relevant medical information;
- Attendance information (such as dates of attendance/absence and reason for absence);
- Assessment information (such as examination results).
- This also includes the Contact details (such as name, address, telephone number and email address) of parent/carer's or students over 16 years of age.

We do not sell personal data to any other organisation. The personal information held by The Heights Ballet & Theatre School about our students is the minimum necessary to facilitate the running of our business; such as contact details and examination history. **Please see our GDPR/Data Protection policy for more details.**

## MAINTAINING HEALTH AND SAFETY

We will always complete relevant risk assessment and put in place controls to avoid or reduce risk as far as is reasonably practicable.

We will review our risk assessment when there is a change.

We will consult routinely on health and safety matters with workers, pupils and people impacted as they arise and or as a result of a review of health and safety risk.

**Signed:** Caroline Ambery-Holloway



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