**Health & Safety Policy**

**Shockout Arts**

**Policy Statement**

Shockout Arts (SA) is a Professional Dance School offering Full time Degree, PGCE, MA courses in Professional and Commercial Dance.

SA is currently based at Valo Building, Brian Statham Way, Old Trafford, Manchester M16 0PU. The building is shared with two other companies. We occupy half of the 2nd Floor and the whole of the 3rd Floor.

On the 2nd Floor there are 4 Dance Studio’s, 4 Changing Rooms, 4 Toilets, Library, Kitchen, Breakout areas and 3 Offices.

On the 3rd Floor there are in total of 9 Dance Studios, 4 Changing Rooms, 4 Toilets, 1 Theatre, Staff Room, 2 Meeting Rooms, 8 Offices, 2 Staff Toilets, Management Suite, Break Out areas, and Kitchen,

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 Arts 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.
* Sufficient 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 Arts**

As a dance school and employer, it is Shockout Arts 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 inform staff/students of their responsibility.
* Consult and work with any staff we employ to protect everyone from harm in the workplace or dance environment.
* Provide necessary Health & Safety training for any staff employed.
* Provide a First Aid cabinet on site and maintain an Accident Report Book.
* Ensure that a sufficient number of staff members are trained as First Aiders.
* Photo and name of all First Aiders made visual to students e.g. TV Screens.
* Report any major injuries to the Health & Safety Executive.
* Have the appropriate insurances in place. This includes displaying Public Liability insurance certificates where they can be easily read.
* Work with any other employers sharing workspace or dance studio to ensure that everyone’s health and safety is protected.
* Obtain DBS certificates from all guest teachers when required or appropriate.
* Ensure safe storage/use of substances or any Hazardous products is locked away and no student is 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 Human Resources.
* Report all accidents and record in the accident book.
* Follow any training guidelines received when using equipment or materials in a class.
* Observe all guidelines and safety instructions incorporated in the Health & Safety Policy.
* Co-operate with Shockout Arts (the employer).

**Key Policy Guidelines and Instructions**

1. **Accidents and First Aid**
* All accidents should be recorded in the accident book. The accident book is kept with Student Support.
* 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 in doubt with any minor injury or illness suggest that they visit the Trafford Walk in Centre based at Trafford General Hospital. If serious injury ring 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.
* 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.
* We would only accompany a student to hospital ourselves if the emergency services asked us to do so because of exceptional circumstances.
* In first instance any accidents where ambulance has been called must be reported to RIDDOR.
1. **Safety Checks**
2. **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 at the beginning of the dance classes to ensure its safety. In addition, care must be taken to:

* Ensure all equipment/resources used are safely and securely stored after each session.
* Any damaged equipment is removed for use.
* Ensure that leads are in good working order.
* Ensure that the built-in audio systems are switched off after each class.
* 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 accesses equipment without supervision.
* Ballet barres should be supervised by Teacher and should be moved by two people and stored safely.
* Any extra heating required such as fan heaters will not be placed in a potentially hazard area.
1. **Dance Studio**

Before students enter the studio room it is our responsibility to ensure:

* Floors are clean and clear of any item that could be considered a hazard.
* Check if any mirrors are cracked or broken. If mirrors are cracked they are to be covered with hazard tape, any completely broken mirrors will be replaced.
* Check any blinds or sheeting are in a stable condition and are risk free.
* Ensure doors and exits are secure and there is nothing blocking emergency exits.
* Identify if any light fittings/light switches/plug sockets are not working or loose.
1. **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
1. **Fire Safety**

It is crucial that all staff to include teachers and guest teachers involved in classes maintain a working knowledge of the fire procedure for the building.

Further information can be found in the Fire Safety Policy.

1. **Security**

* Anyone wishing to enter a dance session that is not a student must be escorted by a member of staff.
* Any unidentified person seen on the premises must be reported to Senior Management or member of staff.
* Any suspicious items must be reported to reception or a member of staff.

Related Policies

Visitors Policy

Fire Safety Policy

**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 Arts.
* **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* J

**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 you 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 a member of staff.
* **The meeting point for Valo across the road alongside the Hilton Hotel by the Cricket Ground car park.**