

Star Steppers Performing Arts Ltd. Health and Safety Policy

Health and Safety Statement:

Star Steppers Performing Arts Ltd. is committed to providing high-quality musical theatre training (including all genres of dance, speech and drama, vocal and singing practices and performance techniques) in a safe environment as well as being a good and caring employer, a healthy and safe place to teach and care for children, promoting a positive health and safety culture, with directors visibly demonstrating their commitment to achieving high standards of health, safety and risk management.

Star Steppers Performing Arts Ltd. is committed to providing and maintaining a healthy and safe working environment for all staff members and ensuring that our work does not adversely affect the health and safety of dance students, parents and visitors.

To achieve these aims Star Steppers Performing Arts Ltd. will:

Ensure that, as a minimum, we comply with relevant legislation and management standards and that we effectively manage all significant risks associated with our activities, workplaces, equipment and facilities.

Recognise that the management of health and safety is a core management function and is as important as any other aspect of our business performance.

Star Steppers Performing Arts Ltd. will ensure roles and responsibilities for delivering health, safety and risk management arrangements are clearly defined and communicated, with successful delivery monitored via our performance management and appraisal procedures.

Star Steppers Performing Arts Ltd. will provide adequate resources, proportionate to the level of risk, to ensure the effective delivery of our Health and Safety policy.

Star Steppers Performing Arts Ltd. will ensure that all staff members are competent to carry out their work without risk to themselves or others, by providing adequate training, information and supervision.

Star Steppers Performing Arts Ltd. recognise that premises and dance spaces should be fit for purpose and will learn from any accidents, hazardous events or work-related ill health and regularly monitor, review and report on health and safety performance. Star Steppers Performing Arts Ltd. will develop improvement plans to help deliver continually improved performance.

Star Steppers Performing Arts Ltd. will monitor the health of staff members, where appropriate, and provide them with support. Star Steppers Performing Arts Ltd. will ensure staff members are competent and that they conduct their activities giving due regard to the safety of staff, students and others. Everyone has a part to play in the successful delivery of this policy in carrying out their duties within the Star Steppers Performing Arts Ltd, and therefore the policy is issued to all staff members.

Star Steppers Performing Arts Ltd. Health and Safety Policy

Health and Safety Management Arrangements

The following outlines, in brief, the health and safety arrangements which underpin the policy to ensure that Star Steppers Performing Arts Ltd. is able to meet specific legal requirements in relation to the management of health and safety and safeguarding its staff, students, and others, from risks of injury and ill health.

Accidents and Incidents

Accidents, incidents and near misses are reported and recorded in line with legislative requirements. All accidents are reported to Anna Judge and Hannah Gunning using the appropriate accident report form (kept in the First Aid bag/box).

Accident records are kept that comply with the Data Protection Act

Accidents are reported, investigated and documented taking into account the severity and loss potential of the incident, as well as the regulatory and insurance requirements. Risk assessments will be reviewed in light of the accident, incident or near-miss. Accidents to pupils (or others e.g. visitors) which result in the injured person being taken from the scene of the accident directly to hospital, and where the accident was attributable to a defined work activity or arising out of a premises or equipment defects are reported immediately to Anna Judge and Hannah Gunning.

Accidents involving staff, that fall into the following criteria, are reported to Anna Judge and Hannah Gunning. Resulting in a specified injury. Resulting in an injury whereby the staff member is off work for more than 7 consecutive days.

Drug and Medicines

- Individual health care plans are in place for those students with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis.
- Medication will only be given with the written consent of parents or guardians.
- In the case of it being unclear whether we can administer medication, Star Steppers Performing Arts Ltd. will contact the parents or guardian.

Electricity

- The electrical installation and portable electrical appliances are inspected and maintained for safety in line with legislative requirements.
- Any unsafe electrical equipment is removed from use as soon as it is discovered.
- No unauthorised electrical equipment is used within Star Steppers Performing Arts Ltd.

Events

- Events are planned, managed and risk assessed by people who are competent.
- Each event has a nominated person (normally the person arranging the event) to act as the event safety officer who establishes the necessary fire safety and general health and safety controls.
- A post-event analysis is carried out to learn any lessons and to inform risk assessment.
- A formal record will be maintained of all post-event meetings which will influence the process of continual improvement.

New and Expectant Mothers

- A risk assessment is carried out with the member of staff who informs us that they are an expectant mother.
- The precautions put into place for the expectant or new mother are suitable in the context of any medical conditions of which they have made us aware.

Star Steppers Performing Arts Ltd. Health and Safety Policy

- The risk assessment is reviewed periodically with the expectant or new mother to ensure that it takes account of any changing needs.

Fire Safety

- A fire risk assessment is carried out and any remedial measures identified are implemented. The assessment is reviewed annually, when there are significant changes or when a significant incident dictates.
- Fire evacuation plans are established and communicated to staff/students/ parents and guardians. Staff are trained in the emergency evacuation plan. Fire doors, fire alarms, emergency lighting, smoke detectors and fire extinguishers are checked and maintained in line with legislative requirements.
- Regular checks of fire escape routes are undertaken in order to ensure that they remain free of obstruction.

First Aid

- Star Steppers Performing Arts Ltd. will keep a fully equipped first aid box at every class.
- In case of an incident, an accident report must be completed and a copy given to the parent/guardian on collection.
- First aid kits are checked and replenished regularly.
- There will always be a first aider available.
- The provision of first aid assistance available is determined by risk assessment and ensures that sufficient cover is provided.
- If required Star Steppers Performing Arts Ltd. will contact the emergency services first, then the parent/guardian of the student(s) involved, using the telephone number on the class registers.

Dance Equipment

- Equipment is installed and used in accordance with the suppliers' recommendations.
- Equipment is checked and maintained regularly.
- Recreational surfaces are to the correct safety standard for the equipment and activities for which they are used.

Risk Assessments

- Staff who undertake risk assessments are competent due to their experience and knowledge.
- Risk assessments are undertaken to identify significant risks associated with Star Steppers Performing Arts Ltd. activities and events.
- Generic risk assessments are used wherever possible so as to ensure a consistency of approach. The risk assessment findings are recorded, communicated and acted upon.
- Risk assessments are reviewed regularly and following a significant accident, a change in legislation or a change in key personnel.

Safeguarding:

Physical Security and Visitor Control Staff appointments are subject to rigorous audition procedures, references and clearance checks.

Health and Safety Rules - Staff Dos and Don'ts:

We require all Star Steppers Performing Arts Ltd. staff members to work safely and would remind them of their specific duties as stated in the Health and Safety at Work Act 1974, where employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. Failure to comply with these rules may jeopardise the safety of staff, pupils and visitors to Star Steppers Performing Arts Ltd, and may lead to disciplinary action.

General Rules

Star Steppers Performing Arts Ltd. Health and Safety Policy

- Star Steppers Performing Arts Ltd. staff members have a positive duty to follow the Star Steppers Performing Arts Ltd. fire and health and safety arrangements.
- Star Steppers Performing Arts Ltd. staff members must not misuse equipment provided, nor interfere with arrangements made in the interests of fire and health and safety.
- It is the duty of all Star Steppers Performing Arts Ltd. staff members to report any visible or foreseeable dangerous situation and, where possible, take immediate action to prevent injury.

Accidents, Near Misses and Work-Related Illness

- All injuries, accidents, near-misses and cases of work-related illness, must be reported and investigated as required.
- Star Steppers Performing Arts Ltd. staff members must inform Anna Judge and Hannah Gunning of any medical condition, medication or other factors, such as fatigue, which could affect your ability to undertake your work safely.
- Star Steppers Performing Arts Ltd. staff members must not take any substance that could compromise the ability to work safely.

Electrical Safety - Star Steppers Performing Arts Ltd. will:

- Visually check electrical equipment for any defects or signs of damage prior to use.
- Never use electrical equipment in wet, damp or potentially explosive atmospheres unless the equipment is specifically designed for use in these areas. Do not overload electrical sockets.
- Switch off electrical appliances when not in use.
- Never carry out repairs on electrical equipment unless competent to do so.

Fire Safety - Star Steppers Performing Arts Ltd. will ensure staff members / students:

- Always follow the evacuation procedure when the fire alarm is raised.
- Make sure they understand the evacuation procedure for all classes.
- Do not prop open fire doors.
- Do not damage or misuse firefighting equipment.
- Do not obstruct walkways and exit routes.
- Ensure that fire exit doors can be opened.
- Do not put items on hot surfaces such as radiators.

Harmful Substances - Star Steppers Performing Arts Ltd. will ensure staff members:

- Know how to handle safely any substance marked as hazardous or harmful.
- Never keep or transfer a harmful substance into a container if it is not correctly labelled.
- Always return harmful substances to their designated storage area.

Moving and Handling - Star Steppers Performing Arts Ltd. will ensure staff members know:

- Not underestimate the risk of injury from moving and handling operations.
- Never lift, move or carry anything or anyone unless you are confident you can do so safely.
- How to lift, move and carry correctly and that you are physically able to take the weight.
- To seek assistance.
- Use lifting aids provided.
- Reduce the weight of the load to be carried whenever possible.

Occupational Health

- Star Steppers Performing Arts Ltd. staff member must immediately inform Anna Judge and Hannah Gunning if you suffering from any aches or pains as a result of any repetitive tasks that you are required to carry out.

Star Steppers Performing Arts Ltd. Health and Safety Policy

- Report any medical condition that you may have that is not work-related if it is likely to be made worse by the repetitive nature of the tasks that you carry out.
- Cooperate with the management of any occupational health surveillance programme put in place for your own health and safety.

Slips, Trips and Falls - Star Steppers Performing Arts Ltd. will ensure staff members / students:

- Keep work areas clear from obstructions and "slipping and tripping" hazards.
- Never allow cables trailing across floors to be a tripping hazard.
- Do not take short cuts across unmade or slippery surfaces and keep to the paths, corridors and walkways provided.
- Do not run, unless it is a requirement of the activity.
- Use handrails on flights of steps and staircases.
- Clean up any spillage immediately or, if you are unable to do so, place a warning sign in the area and report the hazard.
- Wear suitable footwear.
- Do not stand on chairs, desks or tables; use a 'hop up' or a stepladder or ladder.
- Only undertake work at height if it has been risk-assessed and it is safe to do so.

Covid-19

Star Steppers Performing Arts Ltd. have specific procedures in place in accordance with Government advice and guidelines. Please refer to Covid-19 Class / Operational procedures.