



# WE ARE KEEPING YOU SAFE

## HEALTH & SAFETY POLICY

### **Introduction:**

DPA Academy of Dance & Performing Arts has a general duty to ensure the health, safety and welfare of students, staff, volunteers and visitors associated with the organisation, is within its' highest interest.

DPA Academy of Dance & Performing Arts has expressed duty of care and this duty must involve the provision of adequate first aid arrangements. DPA Academy of Dance & Performing Arts expects all members of staff, in an emergency, to offer assistance to the best of their ability, whether trained or otherwise in regards to first aid. In doing so, and with good intentions, staff may not be deemed negligent.

**Designated Health & Safety Officer: Karen Thompson**

**First Aider: Karen Thompson (Exp 27<sup>th</sup> October 2021)**

**First Aider: Kalli-Ann Cheatle (Exp 27<sup>th</sup> October 2021)**

**First Aider: Lisa Pierce (Exp 21<sup>st</sup> June 2024)**

### **1. ARRANGEMENTS**

DPA Academy of Dance & Performing Arts Health and Safety lead will oversee these arrangements and will be responsible for ensuring the following, whenever DPA Academy of Dance & Performing Arts is in operation:

- DPA Academy of Dance & Performing Arts has a written procedure (to be followed in an emergency) for calling an ambulance, directing a driver to the casualty and advising next of kin, and other appropriate person or organisation (e.g. students, staff, etc).
- Sufficient First Aid Boxes are available within the premises that have the correct contents required for use.
- Sufficient trained First Aiders on-site, who are preferably non-teaching but are on the premises during peak occupancy, e.g. Technicians, Administrative or Premises Staff.
- The Health & Safety Adviser must also make arrangements for the co- ordinate recording of incidents involving provision of First Aid.

- Registers are to be taken for every class or performance that is associated with DPA Academy of Dance & Performing Arts activities.

## **2. TRAINED FIRST AIDER**

A trained First Aider will be someone who has passed an appropriate course run by an organisation where the training and qualifications are approved by the Health and Safety Executive. The course must include the following items examined to an emergency first aid standard:

- Resuscitation
- Control of bleeding
- Treatment of an unconscious casualty
- Identification of fractures
- Communications and contents of first aid boxes

Treatment of minor cuts, bruises, splinters, etc the training must be certifiable and repeated as a minimum every three years.

Safety coordinators must, in conjunction with the Health and Safety Adviser/Principal, arrange for sufficient numbers of staff to be or to become trained first aiders.

Trained First Aiders should work collaboratively with the Principal for the following;

- Assessing extent of injury or condition of the casualty
- Giving immediate appropriate treatment
- Advising appropriate staff on what action should be taken in their opinion

Training takes place for all freelance staff every 3 years. New staff are required to have First Aid within 3 months of starting at DPA Academy of Dance & Performing Arts.

## **3. CASUALTY CARE**

Treatment at DPA Academy of Dance & Performing Arts is provided for minor injury e.g. small cuts, bumps and bruises. In relation to serious injuries, first aid is provided to stabilise a casualty until they can be taken to hospital or put in charge of competent medical care.

Serious injuries should be placed in the care of the trained First Aider or, in the absence of a First Aider, the Ambulance Service provided by the NHS.

In the event of an injury requiring medical attention, the Principal or a member of the Team will, in conjunction with the First Aider, decide whether the casualty receives treatment at DPA Academy of Dance & Performing Arts, is taken home, or transferred to hospital.

## **4. FIRST AID BOXES**

First Aid boxes are always available on site at DPA Academy of Dance & Performing Arts. All Staff are aware of where to locate the nearest First Aid Box and the appropriate assigned First Aider. DPA Academy of Dance & Performing Arts equips a First Aid Box in both the **DPA RECEPTION**. First Aid boxes are available at all times to all staff members.

First Aid boxes must be clearly marked with "FIRST AID" and preferably display a white cross on a green background. Trained First Aiders must be able to transport the First Aid Box, for emergency use.

## **5.FIRE EVACUATION PROCEDURE**

### **IF YOU DISCOVER A FIRE;**

- **In the event of discovery of fire, activate the fire alarm**
- **Assist in supervising the safety and orderly evacuation of students and visitors**
- **Do not prolong evacuation but on passing check all corridors, toilets, etc. to ensure that no one is left behind**

### **IN THE EVENT OF HEARING THE FIRE ALARM;**

Teachers are responsible for themselves and the students within their class.

- Evacuate students in your class from the building immediately on hearing the fire alarm by using the nearest available fire exit, ensuring that no one is left behind. Under no circumstances, are any persons allowed to stop to collect personal belongings or equipment.
- Assemble at the fire point and supervise an orderly and quiet line.
- A designated Health and Safety Officer or Assistant will take a register and wait for further instructions – any absences or concerns must be reported immediately.
- Do not re-enter the building until you are formed that it is safe to do so by the appropriate personnel.

The designated Fire Assembly Points is:

### **Longs Business Estate Offices (opposite the studio)**

DPA Academy of Dance & Performing Arts is equipped with state-of-the-art fire evacuation equipment. Fire Doors and Emergency Exits are clearly able to be identified with clear labelling.

## **6.RISK ASSESSMENTS**

All classes and every DPA Academy of Dance & Performing Arts Production must be reviewed with a Risk Assessment. The aim of the risk assessment is to identify the hazards associated within the production and the risks that could arise and effect our students involved.

When devising our Risk Assessments, we look at four main stages:

1. Identifying Hazards
2. Applying Controls
3. Reviewing the Effect
4. Assessing the Risks

Similar strategies have been used to create Risk Assessments for our classes. Our Standard Risk Assessment:

HAZARD	PERSONS HARMED & HOW	SOLUTION
Slips, Trips & Falls	All Persons. Fractures, head injuries, cuts and bruising.	Floor to be kept dry and away from spillage. Obstacles/obstructions are to be stored in a safe keeping area. Any debris should be cleared. Lighting levels should be satisfactory to ensure that vision is clear. Lighting wires should be taped down with white visible tape. Glass or glass bottles are not allowed in the performance areas at any time.
Stage Lighting - burns	All Persons. Burning and Scalding.	Lights highlighted with luminous tape so are easy to identify when in blackout.
Fire	All Persons. Smoke inhalation. Burns. Death.	Fire and emergency evacuation procedures in place. Fire alarm and emergency lighting installed. Fire extinguishers/blankets on site and to be used by staff only. Clear signposting of emergency exits.
First Aid, Hygiene and General Welfare	All Persons. Minor Injuries, General Discomfort.	Fully stocked first aid kits. Drinking water available. Toilets offer cold and hot water, toilet paper, soap and drying facilities. First aider on site at all times.
Moving Stage Elements	All Persons. Cuts, bruises, sprains and fractures.	Familiarisation with any staged sequence during rehearsals.
Ladder	All Persons. Cuts, bruises, sprains, fractures, head injury.	Ladder Health & Safety practiced. Technicians familiar with the correct ladder procedures. When using a ladder, ideally, there should be other crew helping in the health and safety, (i.e. footing & calling, clearing stage, etc)
Exposed Wires - electrocution	All Persons. Electrocution. Burns. Scalding. Death.	Exposed Wires should be covered with electrical tape. When handling exposed wires, they should be disconnected from

		electrical source before applying tape and identified before connecting.
Busy Environment	All Persons. All possible consequences.	Crew and Staff should be fully organised. If necessary, crew should block off the stage when completing heavy duty work for the interest of health and safety.
Inappropriate uniform and/or footwear	All Persons. Fractures, Sprains, Cuts, Head Injuries, Bruising, etc.	Crew should wear full black uniform. Jewellery and accessories are strictly prohibited. Footwear must compliment to the industry standard - ideally, steel-toe boots.