

Health & Safety Policy

This is a statement of general policy and arrangements for Clandon School of Dance.

We will actively maintain and promote good health and safety procedures and will:

- Maintain safe and healthy work conditions
- Provide adequate control of the health and safety risks at our school
- Be open to comments and suggestions from our teachers, students and their parents on matters relating to health and safety
- Provide information, instruction and supervision for teachers and students and make them aware of this policy
- Ensure all teachers are capable of doing their tasks, hold any required qualifications, and that they receive adequate training
- Record any harm or injuries that occur in an Accident Book and make changes where required to avoid similar incidents in the future
- Regularly review and update this policy

Linda Streat has overall responsibility for health and safety.

Each teacher has responsibility for ensuring the health and safety of students during the course of their classes.

A Health & Safety Law poster is displayed at West Clandon Village Hall.

All teachers carry a first aid kit.

An Accident Book is located at West Clandon Village Hall.

In the case of an emergency or serious injury, the emergency services will be contacted.

This policy was last reviewed on 31 August 2020.

Risk Assessment

Teachers are required to assess any potential risks on a daily basis before their classes commence.

They should ensure the main floor area is clean and free of any obstructions.

In addition at:

West Clandon Village Hall

*Students are not permitted to be on the stage nor in the storeroom

*Students under 12 years are not permitted to use the adjacent playground without adult supervision

Send Primary School and Clandon Primary School

*Teachers must ensure all the schools' equipment is stacked away from the main floor area being used

*Students are not permitted to use any of the gym equipment

*Students are not permitted to be in any of the schools' playgrounds or other internal areas

Parents sign the Registration Form for their child(ren) when they begin lessons with Clandon School of Dance agreeing that they are aware of the exclusion areas listed above.

ADDITIONAL ACTIONS TO BE TAKEN TO MITIGATE RISKS DURING CORONAVIRUS OUTBREAK

WEST CLANDON VILLAGE HALL

In conjunction with the Risk Assessment provided by the Trustees of the Village Hall, the following actions will be taken by Clandon School of Dance:

** see below

VENUE

1. The entrance/exit to the building will be by the side (fire) door only
2. Parents should queue in the designated area adjacent to the Hall, with social distancing, for picking up/dropping off students
3. The lobby and kitchen areas are closed
4. Only the toilets at the front of the building are to be used
5. Windows will be open for ventilation
6. Cleaning materials, hand sanitiser, soap and towels, touch-free bins will be provided
7. The toilet for the disabled at the back of the Hall is the designated isolation area
8. Maximum number allowed for dance classes is 8-12, depending on age of children
9. No food or drinks permitted on site except water

TEACHERS

1. Staggered arrival/departure times will be arranged
2. The Hall will be cleaned before and after hire
3. All commonly touched or used areas will be cleaned between classes
4. Music volumes will be kept down
5. Markers will be used for spacing (social distancing)
6. Registers will be maintained at all times
7. There will be a Covid health plan and daily checklist
8. Clear procedures to be put in place and communicated to parents/guardians/pupils

PARENTS AND PUPILS

1. Parents/siblings/guardians should not enter the building, nor gather outside
2. Pupils should arrive and be picked up at allocated times
3. There will be no parent/guardian observation of classes
(Parents of children aged under 5 may watch the 'taster' session but they will have to remain with their child, be socially distanced and wear a mask)
4. Hand sanitiser to be used on entering and leaving the Hall
5. Toilets - one person use at all times



live it, feel it, dance it!

Parents and Pupils continued:

6. Personal belongings will be put in designated places
7. Props, yoga mats and blocks will be pupils own
8. Specific spots will be allocated to each pupil
9. Time will be allowed for changeover of classes and cleaning
10. Any belongings left behind will be disposed of

Masks - these are not required to be worn while students are in their classes. However they can be worn by students if they prefer or have reason to.

We would ask all students in Year 7 and above to have a mask with them when they come to the venues.

**These procedures apply, as appropriate, to Send Primary School and Clandon Primary School.

31 August 2020 - Review due: Ongoing