

## Health and Safety Policy

### Introduction

CJ's Dance and Fitness has a responsibility to ensure the Health and Safety of all its employees while at work. We aim to fulfil these responsibilities by taking steps to work in accordance with relevant Health and Safety legislation.

**Please note: Some moves when dancing/cheerleading can cause injury if performed incorrectly. Students of CJ's Dance and Fitness participate and engage in class activities at their own risk.**

### Policy Statement

CJ's Dance and Fitness Health and Safety Policy aims to:

- provide adequate control of the health and safety risks arising from our work activities;
- consult with our employees on matters affecting their health and safety;
- provide and maintain safe equipment;
- ensure safe handling and use of substances;
- provide information, instruction and supervision for employees;
- ensure all employees are competent to do their tasks, and to give them adequate training;
- prevent accidents and cases of work-related ill health;
- maintain safe and healthy working conditions; and
- review and revise this policy as necessary at regular intervals.

CJ's health and Safety Law poster is displayed in the staff lobby.

### Principal's Responsibilities

- Maintain overall responsibility for health and safety ensuring that monitoring is carried out regularly.
- Ensure that the health and safety policy is fully implemented and that all necessary risk assessments are carried out ensuring all control measures are implemented and monitored.
- Ensure that adequate resources, reviews, procedures and records are identified and maintained.
- Ensure that all members of staff are made aware of the contents of this policy and their responsibilities in relation to health and safety.
- Maintain a system of accident reporting, investigation and analysis of all accidents that occur in the work place.

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- Ensure that all students, visitors, contractors and members of the public are made aware of any risks that may affect them and if any necessary preventative action is require.
- Ensure that any suggestions made to improve health and safety are considered and implemented where appropriate and is distributed to the relevant people.
- Ensure young workers/trainees are supervised and monitored adequately
- Ensure that contractors working at CJ's premises are given relevant health and safety information.

**Employees' Responsibilities**

- Be aware of and comply with this Health and Safety policy and all emergency procedures.
- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own and their classes health and safety
- Report all health and safety concerns to the school's principal

**Any employee who fails to comply with the health and safety policy or who intentionally interferes with or misuses any equipment provided for the protection of health and safety will be subject to disciplinary action.**

**Risk Assessment**

It is CJ's policy that a competent person will frequently undertake formal written risk assessments, which is potentially harmful to health.

There is a standard risk assessment form which CJ's uses. Once completed this form will be kept on file for future reference and review.

The findings of the risk assessments will be reported to the school's principal and they will ensure to:

- Approve appropriate action is taken to remove/control risks
- Ensure the work required is carried out
- Will check that the action taken has removed/reduced the risks.

Assessments will be reviewed regularly, or when the work activity changes.

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Any changes made to this procedure will be brought to the attention of all personnel who may be affected.

**Accidents/First aid**

CJ's Dance and Fitness has 2 first aid boxes. The 1<sup>st</sup> is the main first aid box, which is located in the storeroom by the main hi-fi system. This has the necessary supplies for dealing with any major incidents. The 2<sup>nd</sup> is located under the hatch in the kitchen. This is only stocked with items, which can be used on minor injuries.

First aid boxes are checked on a monthly basis and where necessary the content is replenished to meet the minimum legal provision of a suitably stocked first aid box.

Appointed First aiders are:

Carol Jenkins

Sarah McLoughlin

Stacey Cloke

Copies of all appointed first aiders training certificates are kept on file and are updated by refresher courses every 3 years.

All accidents and cases of work-related ill-health are to be recorded in the accident book by all CJ's employees.

An accident book is kept with each first aid box. Once an accident is reported the page is ripped out and filed away to correspond with our Data Protection Policy. The schools principal regularly monitors these reports.

The school's principal is responsible for reporting serious accidents, disease and dangerous occurrences to the enforcing authority.

**Emergency Procedures**

The school's principal is responsible for ensuring the fire risk assessment is undertaken and implemented

In the Event of a Fire, employees must:

- Raise an alarm

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- Ensure all occupants exit the building and meet at the fire assembly point (all employees will be aware of this location)
- Once clear of danger call the fire brigade
- Do not re enter the building

Training in respect of fire and emergency evacuation procedures will be mandatory for all employees and will be practised regularly.

A CJ's employee must check all escape routes are fully accessible whenever the hall is being used.

Fire extinguishers and alarms are checked and maintained by the schools principal regularly. Employees are not to interfere with any equipment provided to detect or fight fires.

**Safe Dancewear**

Although CJ's does not have a set uniform it is vital that students are safe in what they wear to lessons. It is for the class teacher to decide if they feel safe to teach a student. Class teachers have the right to exclude any student who they feel may jeopardize the health and safety of themselves or others around them.

**Safe Equipment**

Overall Responsibility to ensure safe equipment lies with the schools principal

The schools principal will be responsible for

- Identifying all equipment needing maintenance
- Ensuring effective maintenance procedures are drawn up
- Ensuring that all identified maintenance is implemented
- Will check that new equipment meets health and safety standards before it is purchased

Any problems found with equipment should be reported to the schools principal.

**Safe Handling and use of substances**

Overall responsibility to ensure safe handling and use of substances lies with the school's principal.

The schools principal will be responsible for:

- Identifying all substances which needs COSHH assessment

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- Will be responsible for undertaking COSHH assessments
- Ensuring that all actions identified in the assessments are carried out
- Ensuring that all relevant employees are informed about the COSHH assessments.
- Will check any new substances can be used safely before they are purchased.

Assessments will be reviewed when the work activity changes.

### **Training**

All new employees will receive health and safety induction training. A record of this training will be kept on file.

Refresher training will be provided to all employees, and where new processes/procedures are introduced, training will be provided as required. A record of this training will be kept on file.

School's principal will ensure that all personnel have received sufficient training for the tasks that will be expected to undertake.

### **Monitoring**

It is the school principals' responsibility to ensure the effectiveness and validity of this health and safety policy.

The schools principal will:

- Complete a health and safety questionnaire annually.
- Ensure the policy conforms with amendments to legislation

And may also perform unexpected spot checks to ensure staff are fully implementing this Health and Safety Policy.

### **Arrangements for publicising the policy**

Copies of the Health and Safety Policy will be given to all new employees. Further copies for existing staff will be available on the website. Copies will also be available in the school's waiting area for visitors and students.

### **Complaints and failure to adhere to the policy**

Any complaints regarding failure of CJ's Dance and Fitness to comply with this policy will be treated seriously. Anyone who wishes to make a complaint should do so by using CJ's Dance and Fitness Complaints Procedure, available on the website or in the school's waiting area.

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**Review**

The Health and Safety Policy will be reviewed annually by the school's principal.

**Date:**

**Principal Signature:**