



Professional Academy of Dance NI

Health & Safety

1. Policy Statement

- In accordance with the requirements of the Health and Safety at Work (NI) Order 1978, the Management of Health and Safety at Work Regulations (NI) 2000 and associated legislation, PAD NI recognises the duties it has to ensure the safety, health and well-being of pupils and teachers when they are involved in PAD NI business
- All policies are available by request from Charlotte Fastiggi

2. Who is covered by this Policy?

- Charlotte Fastiggi has overall responsibility for health and safety and the operation of this policy
- This policy applies to all those working at PAD NI, including employees, trainees, assistants, fixed term and part-time employees, casual and volunteers.

3. What is covered by this Policy?

In accordance with its health and safety duties, PAD NI is responsible for:

- Providing a safe and healthy training and event environment for pupils and teachers through assessing the risks associated with participation and controlling them to ensure they are minimised
- Completing regular Risk Assessments of venue
- Ensuring that adequate arrangements are in place in the event of accident, fire or other incident
- Ensuring that teachers have an Access NI check and are qualified with the appropriate training/experience
- Ensuring that teachers are aware of industry trends and take part in CPD
- Keep the activities and procedures under review, introducing additional necessary measures when reasonably practicable in relation to the operation of PAD NI's business.

4. Personnel Responsible for Implementation of this Policy

- Teachers must recognise that everyone shares responsibility for achieving healthy and safe working conditions
- Teachers must consider the health and safety implications of their acts and/or omissions and take reasonable care for their health and safety and that of others.

5. Standards of Behaviour

- Teachers must take reasonable care of their own health and safety and that of others by observing safety rules applicable to them and following instructions for use of equipment/props
- Any health and safety concern, no matter how trivial it may seem, including any potential risk, hazard or malfunction of equipment, must be reported to Charlotte Fastiggi
- Teachers must cooperate in the investigation of any accident or incident that has led or which PAD NI considers might have led, to injury
- Accident Report Forms must be completed and filed following an accident or incident
- Failure to comply with health and safety rules and instructions or with the requirements of this policy will be treated seriously.

6. Equipment

- All teachers must use equipment in accordance with operating instructions. Any fault with, damage to or concern about any equipment or its use must immediately be reported to Charlotte Fastiggi
- Ensure that any damage to venue facility is immediately reported to the manager.

7. Moral and Ethical Issues

- PAD NI maintains a Code of Conduct Policy and Acceptable Contact Policy which are available from Charlotte Fastiggi
- Teachers are expected to adhere to policy at all times. Teachers are also required to follow good, safe teaching practice at all times.

8. Emergency Procedures

- Fire instructions are posted throughout PAD NI venue and teachers should make themselves and all pupils familiar with the instructions and the placement of exits and assembly point
- In the event of a suspected fire or fire alarm teachers must follow the venue's instructions.
- Regular fire drills may be held to ensure that fire procedures are effective and to ensure everyone is familiar with them. These drills are important and must be taken seriously
- If a teacher discovers a fire they should operate the nearest fire alarm and call 999
- On hearing the fire alarm, teachers should remain calm and walk with pupils quickly to evacuate the building immediately. Do not stop to collect personal belongings and do not re-enter the building until told that it is safe to do so
- Teachers must report with their pupils to the assembly report point. Teachers must register their class groups with the fire warden.

9. 999 Accident and Safety Procedures

- PAD NI will provide suitably trained and qualified first aiders
- PAD NI will have access to an appropriately stocked first aid kit
- In the event of a serious accident the emergency services will be contacted and medical help sought

- In the event of an accident, an accident report form must be completed immediately after the event by teachers and signed by any witnesses, the pupil involved and if under 18, a parent, before the pupil leaves the premises
- All teachers must adhere to standards of good practice at all times

10. Child Protection

- PAD NI will strive to ensure that children, young people and vulnerable adults are protected and kept safe from harm whilst participating in PAD NI activities

PAD NI endeavours to promote the highest standards of care for participants and will:

- Provide and implement procedures to safe guard the well-being of all participants and protect them from abuse
- Respect and promote the rights, wishes and feelings of all participants
- Adopt good practice in recruitment, training and supervision of all employees and volunteers, and provide guidance to parents/carers
- Respond to all allegations and concerns. Matters will be dealt with confidentially and only those who need to know will be informed
- Not allow photography and videoing without prior agreement from teachers, parents and participants.

11. Insurance

- The PAD NI facility is covered with public liability protection.

12. Risk Assessment

- PAD NI recognises the responsibility to provide and maintain a safe environment and teachers should take a day to day responsibility in this regard.