

## Health and Safety

Rag and Bone Arts takes seriously their responsibility to ensure the safety of their staff and pupils/members.

- Rag and Bone Arts will as far as possible remove hazards in our working environment and where such hazards cannot be removed put in place procedures and processes that protect children and adults from potential harm caused by hazards. This is to ensure that we take a balanced and proportionate approach to accident prevention so that staff and volunteers can do their work effectively and children and young people can be adventurous and can learn to understand and deal with risks as they grow up
- We will undertake a full risk assessment check on our hired premises and activities every six months, and will use this as opportunity to make sure that points for action identified in the previous check have been followed up and acted upon. Health and safety is the responsibility of the whole company but the workshop leader/teacher/director will carry out a simple risk assessment check before the children/young people or any vulnerable adults are admitted to the rehearsal/performance spaces.
- Health and safety is the responsibility of the whole company but the workshop leader/teacher/director will carry out a simple risk assessment check weekly before the children/young people or any vulnerable adults are admitted to the rehearsal/performance spaces.
- We will inform staff, volunteers, parents, carers and young people of their responsibilities to keep themselves safe, making sure they understand these and all relevant accident prevention procedures (i.e. appropriate behaviour during workshops).
- We will make sure that any equipment used is safe and stored appropriately and that staff, volunteers and where appropriate young people are trained in how to use it safely.
- In case of a Fire emergency all staff and volunteers will have a clear understanding of responsibilities following the procedures of the relevant venue.
- All pupils must complete a Registration Form when joining the company with clear information regarding emergency contacts and any relevant medical or other history to make sure that we are aware of any health, allergies or developmental issues that could increase the vulnerability of individual children and adults.
- We will check and update our records on children's and adults' medical needs, allergies etc at least annually.
- A copy of emergency contact numbers will be kept on group registers.
- Parents understand that dance, theatre games and performances can be as active as engagement as any sport, and whilst every effort is made to avoid them, injuries can happen. Rag and Bone Arts accepts no responsibility for injuries sustained via any means other than a teacher's negligence.
- Students/parents or guardians should inform the teaching staff/workshop leaders of any special health considerations or existing injuries before participating in class.
- It is Rag and Bone Arts responsibility to keep a fully equipped First Aid Box at all hired premises. We will check every six months that our First Aid box is in full working order and adequately stocked.
- **In case of an incident – an Accident/Incident report will be made into the Accident book.**
- If required we will contact the emergency services first, then the parent/guardian of the student(s) involved by the telephone number on the class registers.
- We will check our records of contract details for parents, carers and emergency facilities at least annually.
- It is the parent's responsibility to notify the school of any changes to their emergency contact details.
- Pupils will be supervised during class time only and parents/carers must ensure the safety of their children in the waiting, changing and toilet areas.

- Parents must be responsible for ensuring your child's punctuality. Staff are not available to supervise late pickups. Students may be refused entry if they are continuously late for e.g. a dance class as they are missing out on warming up safely for class.
- Dress code must be observed at all times, especially for safe dance/practical work.
- Pupils should not wear any jewellery that may pose a risk to themselves or others.
- No food (or chewing gum) is allowed in the rehearsal/workshop/performances spaces. Water is permitted in cap bottles.
- Staff and children should use separate toilets wherever possible, or if this is not possible, they should not use them at the same time as one another.

## **Public Insurance Liability**

The Director of Rag and Bone Arts has public liability insurance and the certificate is **displayed in the information folder**, which is available during class time. Any locum teacher or guest workshop leader who teaches classes will be either covered via this insurance, or will have their own personal insurance.

## **Smoking Policy**

Rag and Bone Arts has a non-smoking policy, and smoking is not permitted anywhere within the centres where sessions take place. This is due to the health hazards of smoking and passive smoking, and also because the centres regularly holds activities which involve young children.

## **Drugs & Alcohol Policy**

Rag and Bones Arts has a strict no drugs & alcohol policy. Any pupil, teacher or volunteer found using drugs or alcohol whilst attending workshops/rehearsals or working for the company, will be presented with a verbal warning. Parents will be advised if the pupil is under the age of 18 years.

## **Guidelines for use of photographic filming at performance events**

If kind of photographic material or video of your child is required e.g. DVD of a performance or for advertisement material then parental permission will be requested. Students/parents/carers are not allowed to record or take photos during classes or performances.

## **Rag and Bone Arts policy on unsupervised children**

- Children in workshops/rehearsals/performances are under the care and supervision of the director/workshop leader
- Children who have breaks between classes or wait for classes to start are NOT under the supervision or responsibility of Rag and Bone Arts, the venue in which sessions take place are also NOT responsible for your child during these times.

Our Health and Safety Officer is Charlie Graham-May He can be contacted on 07850 879177

<i>Originally written by</i>	<i>Katie Bradbury</i>	<i>October 2017</i>
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## **Appendix 1 - Incident/Accident reporting:**

### **This should include:**

- Name, address and age of the person involved in the incident
- Name, address and occupation of the person completing the report
- Date, time and place of incident
- How the incident happened, including cause (if known)
- Any resulting injuries.

## **Appendix 2: Risk Assessment reporting**

What is the hazard?	Who might be harmed?	What is already being done?	What is the remaining risk based on likelihood and impact?*	What further action is needed?	Who is responsible for taking further action and by when?	Tick, sign and date when completed

**\*Likelihood matrix** (maximum score of 7)

3 – very serious impact				
2 – fairly serious impact				
1 – minor impact				
	1 – very unlikely	2 – fairly unlikely	3 – fairly likely	4 – very likely