



## Tilly's Dance Factory Health and Safety Policy

This aim of the Tilly's Dance Factory Health and Safety Policy is:

- To prevent accidents and provide adequate control of health and safety risks arising from Tilly's Dance Factory activities.
- To ensure that all session leaders teaching a Tilly's Dance Factory session has undergone training and are competent to deliver the session.
- To engage and consult with participants on day-to-day health and safety conditions related to the session that they are undertaking.
- To implement emergency procedures – evacuation in case of fire or other significant incident.
- To maintain safe and healthy working conditions.

First-aid box and accident book are carried by the tutor

Final responsibility for Health and Safety is with the Session Leader and all session participants.

This policy is subject to review, monitoring and revision by Tilly's Dance Factory.

<b>Statement of General Policy</b>	<b>Responsibility of:</b>	<b>Action / Arrangements</b>
To prevent accidents and provide adequate control of health and safety risks arising from Balance & Bloom activities.	Session Leaders	Risk assessments should be completed for each venue prior to start of any Balance & Bloom sessions being held (Appendix A). Key points should be continuously monitored prior to each class taking place.  Actions arising from risk assessments are to be implemented as soon as reasonably possible and most definitely prior to sessions taking place.  Risk assessments should be reviewed every time working habits or conditions change.

<p>To ensure session leaders have an awareness of Health and Safety issues and responsibilities.</p>	<p>Session Leaders</p>	<p>Cascade the Tilly's Dance Factory Health and Safety Policy to each session leader.</p> <p>Encourage all session leaders to raise any health &amp; safety issues that arise during their classes.</p>
<p>To ensure the safety of the children taking part in a Tilly's Dance Factory session with reference to external harm.</p>	<p>Session Leaders</p>	<p>Be familiar with the procedure for building security at every venue.</p> <p>Ensure you have a contact for parent/carer/guardian of all children participants in case of emergency.</p> <p>Keep a register of the children taking part in the session so you know how many children should be attending. If a new member of the family is to pick up the child, the session leader should be aware of these arrangements.</p>

<p>To ensure the safety of the children taking part in a Tilly's Dance Factory class with reference to internal harm and minimising any injury from premises and equipment</p>	<p>Session Leaders</p>	<p>Be familiar with the fire evacuation procedure for the venue.</p> <p>Be familiar with the venue's Health and Safety Policy.</p> <p>Each session leader should have access to a copy and must have read and understood the venue's Emergency Action Plan and know what to do in the event of an emergency.</p> <p>Session Leaders should complete a risk assessment form for each venue where they will teach.</p> <p>The room temperature should be warm enough to teach yoga.</p> <p>Any unnecessary equipment which may pose a danger to children participating in a Tilly's Dance Factory session should be removed if possible or moved away from the access of children.</p> <p>In instances where unnecessary equipment is not able to be fully removed from the immediate area the session leader should make children aware that certain equipment is out of bounds.</p> <p>The session leader is to ensure that all participants are aware of Tilly's Dance Factory rules of participation. It is the responsibility of all participants, including the session leader, to ensure that the Tilly's Dance Factory's rules of participation are adhered to at all times.</p>
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<p>To minimise any physical injuries to the participating children and the teacher through the practise of yoga.</p>	<p>Session Leaders</p>	<p>Session Leaders are to have undergone certified training to deliver the session that they are leading.</p> <p>Session leaders are to have a valid Disclosures and Barring Certificate detailing no restrictions to working with children and young people.</p> <p>Session leaders are to uphold the ethos of the Tilly's Dance Factory Safeguarding Statement (Appendix B), ensuring that the safety of children is paramount at all times.</p> <p>Session Leaders are to hold an active public liability insurance policy.</p> <p>Each Tilly's Dance Factory's session is to be planned with consideration to the abilities of the participants.</p> <p>Session Leaders are to be made aware of any physical limitations of, and any relevant medical condition, relating to the participants of the session. This responsibility is held with the participants of the session, or in the case of children, their parents/carers.</p> <p>Session Leaders hold valid First Aid training certification, or equivalent.</p> <p>All participants are reminded that it is their responsibility to remove inappropriate jewellery or clothing which may pose a risk during the undertaking of the activity.</p> <p>Children should participate in bare feet</p> <p>If an accident occurs, the session leader is to stop all activities and follow the venues emergency procedure.</p> <p>Session leaders are to ensure that instructions for activities are clear and well understood.</p> <p>Session leaders are to ensure that preparation for activities is thorough to avoid injury.</p> <p>Session leaders are to ensure that equipment used is appropriate and in good condition.</p>
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<b>Signed:</b>		<b>Date:</b>
<b>Subject to review, monitoring and revision by:</b>	<b>XXX</b>	<b>Every 12 months or sooner if work activity changes.</b>

APPENDIX A

# Tilly's Dance Factory Risk Assessment

Considerations:		Yes	Further Action Needed	N/A
Movement around the room (slips and trips)	Is the flooring in good condition?			
	Are there any changes in floor level or type of flooring that need highlighting?			
	Is there ample space between fixed furniture?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe movement?			
	Are procedures in place to deal with spillages?			
	Are access steps/ramps provided with handrails?			
Work at height	Can you adequately reach windows for room ventilation?			
Furniture and fixtures	Are permanent fixtures in good condition and not restrictive to the movement of the participants?			
	Are hot surfaces such as radiators protected where necessary to prevent the risk of burn injury to vulnerable/young participants?			
Electrical Equipment	Where appropriate are child safety electrical plug protectors in place?			
Fire	If there are fire exit doors, are they; 1. Unobstructed? 2. Unlocked? 3. Easy to open from the inside?			

	Is fire fighting equipment available?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the fire evacuation procedures, including arrangements for any vulnerable adults or children?			
Environment (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained throughout the session?			
	Are measures in place, such as blinds, to protect the glare and heat from the sun?			
Hygiene and cleanliness	Are all yoga mats cleaned, using antibacterial cleaner, in between use?			
	Are cleaning products available, for the use of participants, in the event of yoga mats and equipment becoming soiled?			
Safety and Security	Is there a mechanism for ensuring security of session participants, in the event of an independent children class? Examples -door locking process/procedure			
	Are 'children only' toileting facilities available in the event of an independent children class?			
	Can all session leaders provide a valid, up to date DBS certificate?			
	Can all session leaders to provide a valid First Aid, or equivalent, certificate?			
Additional Issues		Yes	Further Action Needed	N/A


Hazards noted:	Action taken and when:

Name:	Signature:	Date:
Location of Room and venue:		

## Tilly's Dance Factory Safeguarding Statement

**Tilly's Dance Factory** makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

**Tilly's Dance Factory** the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

**Tilly's Dance Factory** committed to the following statements:

- the welfare of the child is paramount
- all children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in children and family yoga in a fun and safe environment
- taking all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- all session leaders are required to promote a valid, up to date Disclosures and Barring Certificate (DBS) showing no restrictions to working with children