

HEALTH AND SAFETY POLICY

Introduction

Yorkshire Ballet Seminars (YBS) is committed to ensuring the health and safety of staff and anyone affected by our business activities, and to provide a safe and suitable environment for all those attending our premises.

This policy should be read alongside other key policies, for example, the First Aid Policy. For access to all YBS policies, visit [Yorkshire Ballet Seminars Policies](#).

This policy applies to all employees, officers, consultants, self-employed contractors, casual workers, agency workers, volunteers and interns. It also applies to anyone visiting our premises and affected by our business activities.

The Director and the Board of Trustees are responsible for the preparation of this policy. The Director and the immediate staff (as described in Section 8, below), are responsible for the implementation of this policy.

1. HEALTH AND SAFETY COURSE DOCUMENTATION FOLDER

A health and safety (H&S) documentation folder will be prepared for each residential course and for all pop-up events organised by YBS.

The documentation folder will include the relevant:

- Course Risk Assessment
- Venue H&S Policy
- YBS H&S guidelines for studios and/or dormitories
- YBS First Aid Policy
- YBS Student Code of Conduct (RULES)
- Teacher expectations
- List of first aiders
- YBS Media Activities Policy
- Child Protection and Safeguarding Policy and contact details of the Local Authority Designated Officer (LADO)
- Visitors Sign in Protocol
- Missing or Uncollected Student Policy

2. CATERING

YBS and the host venue of Ashville College both operate a no nut policy. YBS provides details of dietary requirements and allergies to the catering team ahead of each course. No food is permitted in the dormitories and food cannot be brought on-site without prior agreement. Obvious defects in

the catering should be reported as soon as they become apparent. Key staff have been given training in anaphylaxis administration of EpiPens.

3. CONSULTATION WITH EMPLOYEES

We have a legal duty to consult with employees on matters concerning health and safety at work. Depending on the circumstances, we may have to consult under one or both of:

- The Health and Safety (Consultation with Employees) Regulations 1996; and
- The Safety Representatives and Safety Committees Regulations 1977.

Consultation with employees should take place on matters relating to their health and safety at work, including:

- Any change which may substantially affect their health and safety at work; for example, in procedures, equipment or ways of working;
- YBS' arrangements for obtaining competent help to satisfy health and safety laws;
- The information that the employees must be given on the likely risks and dangers arising from their work, measures to eliminate or reduce these risks and what they should do if they have to deal with a risk or danger;
- The planning of health and safety training; and
- The health and safety consequences of introducing new technology.

4. CONTRACTORS

Contractors are sometimes employed by YBS to work on the installation, modification and maintenance of pianos and flooring. All contractors must be aware of the health and safety standards which they must achieve. Contractors for the venue come under the separate supervision of the relevant venue and its respective H&S Policy.

Floor Fitting (Get In & Get Out)

All trained floor-fitting contractors will arrive at 8am for each day contracted and will be given access to three studios for the Easter Residential and four studios for the Summer Residential. Students are not permitted to be present in any of the affected studios during the contractors' working hours.

The Law and the Contract

The Health and Safety at Work etc. Act 1974 is the primary piece of legislation placing duties on employers and contractors to protect the health and safety of their employees and other people who may be affected by the work undertaken. A formal contract should be used in order to clearly define the rights and responsibilities of each party. When negotiating such a contract, adequate time and money must be attributed to addressing health and safety issues.

5. SAFETY PROCEDURES

YBS has written procedures outlining the rules and requirements staff must adhere to. These can be found in our Appropriate Physical Contact in Dance Policy, Child Protection and Safeguarding Policy, Pastoral Handbook, Teacher Code of Conduct (Expectations), Social Media Policy and Media Activities Policy.

These include information on the following:

- General objectives of the procedures and duties of employees as well as an outline of statutory requirements.
- The status and requirements of the relevant procedure.
- Rules for employees and others covering:
 - Restrictions which might be imposed by the employer and/or are recommendations made by professional bodies;
 - Other recommended safety advice and suggested good practices; and
 - Routines for monitoring equipment safety.
- Appendices as follows are also included:
 - List of safety texts for reference and further information;
 - List of staff to whom roles have been delegated;
 - Checklists for routine monitoring;
 - Training requirements and records;
 - First aid arrangements; and
 - Accident reporting procedures.

6. DRIVING

This section six sets out the arrangements for compliance with legislation relating to driver safety and outlines the responsibilities for ensuring the health, safety and welfare of both drivers and passengers.

Responsibilities

It is the responsibility of all managers to ensure that risk assessments are carried out for all driving activities and that suitable control measures are implemented to eliminate or reduce the risks as far as reasonably practicable.

It is the responsibility of all staff who drive as required by YBS, as well as each driver's respective Designated Safeguarding Lead and Deputy Designated Safeguarding Lead, to ensure that these guidelines and policies are followed.

Risk Assessment

All responsible for those who drive as part of their role should assess the risks associated with driving and should consider measures to:

- Eliminate or reduce road travel (using alternative means of transport, telephone meetings, etc.);
- Prevent driver tiredness (planning journeys in advance to include appropriate rest breaks, raising staff awareness of what to do if they are tired, etc.);
- Promote safer driving (vehicle checks, incident reporting, etc.); and
- Identify safer routes (avoiding peak periods and high-risk areas).

Drivers should undertake a personal risk assessment specific to the particular journey prior to starting out, and also during the journey if any unexpected events occur (changes in weather conditions, etc.). Appropriate action should be taken as necessary. These assessments can be informal and do not need to be recorded.

Vehicle Suitability

Drivers who use their own vehicle at work should ensure that it is maintained in a safe, roadworthy and reliable condition at all times. They should arrange services, MOTs as required.

Driver Suitability

All drivers must hold a valid driving licence for the category of vehicle they are required to drive. Drivers who passed their test after 1 January 1997 are only permitted to drive a certain category of vehicle. Managers should check the licences of staff who are required to drive as part of their duties on appointment and annually thereafter.

Individual drivers who are not fit or competent to drive must notify their manager immediately. Such situations include the loss of a driving licence, worsening of a notifiable medical condition or short-term concerns such as being under the influence of drugs/alcohol, tiredness or illness.

Safe Driving

Drivers should drive in a safe manner at all times, taking reasonable care of themselves, passengers, other road users and pedestrians. This entails:

- Driving only when fit to do so;
- Planning the journey;
- Using a seatbelt and ensuring that all other passengers do so;
- Driving in accordance with the Highway Code, speed limits and other applicable regulations;
- Abstaining from actions which may be distracting, such as eating, drinking or using a mobile phone (except with a hands-free kit but even then only when absolutely necessary);
- Parking safely in a well-lit area and ensuring the vehicle is locked when unattended.
- If a student needs to be driven somewhere then staff should arrange a suitable taxi and should be accompanied by two members of staff.

7. ELECTRICITY AT WORK REGULATIONS

The fixed electrical installation is tested by maintenance contractors every five years, as required by regulations at Ashville College. Following this test and any necessary subsequent remedial works, a certificate is issued to confirm the electrical installation is safe. A copy of this certificate is kept by the College Site Manager and given to the Health and Safety Advisor. As YBS is hiring the venue, we must adhere to this regulation.

We recognise the importance of these regulations and undertakes to comply with them fully. The regulations most appropriate to our activities and premises cover the following:

- No electrical equipment shall be used where its strength and capability may be exceeded so as to give rise to danger.
- Equipment must be earthed or other suitable precautions must be taken to prevent danger e.g. installation of residual current devices, use of double insulated equipment or reduced voltage equipment, etc.

- Nothing shall be placed in an earthed circuit conductor which might give rise to danger by breaking the electrical continuity or introducing high impedance unless precautions are taken to prevent danger.
- Every joint and connection in a system must be mechanically and electrically suitable for use.
- Efficient means should be installed in each system to prevent excess current which would result in danger.
- Where necessary to prevent danger, suitable means shall be available for cutting off the electrical supply to any electrical equipment.
- No work can be carried out on or near live electrical equipment unless this can be properly justified. If such work is carried out, suitable precautions should be taken to prevent injury.
- Access to electrical distribution equipment must be kept free from obstruction and areas around this equipment should not be used for storage purposes

8. FIRST AID AND ACCIDENT RECORDS AND NOTIFICATION

First Aid Cover

A minimum of two first aiders will be available during teaching time on the residential courses. Refer to our YBS First Aid Policy (www.ybss.co.uk/school-policies) for further information.

While we do not offer Health and Safety training, our immediate members of staff (i.e., the Artistic Director, Course Coordinator and Pastoral Lead) have undergone First Aid training, which includes specialist Paediatric First Aid training, and short courses which cover Anaphylaxis and Asthma Treatment.

Qualified First Aiders

An up-to-date list of Qualified First Aiders for YBS will be published in the Pastoral Handbook, sent out to teachers ahead of each course as well as on laminated signs which will be placed in each studio and boarding house.

Location of First Aid Boxes

- Soothill Hall (Main Reception Building)
- Memorial Hall
- Prep Hall
- Sports Hall

Boarding Houses:

- Norfolk 1,2,3
- Briggs
- Greenholme

Students with specific medical conditions

Yorkshire Ballet Seminars maintain records of students with particular medical conditions in accordance with our retention schedule. These details will be included on Student Photo Sheets, which only the pastoral staff have access to. Teachers will be notified of any students with conditions to appropriately deliver the lesson to accommodate the student's needs.

YBS organises specialised training for immediate staff (i.e. Artistic Director, Course Coordinator and Pastoral Lead), for example, use of an AAI and Asthma inhaler.

Please also refer to the Department for Education information on medical conditions at the end of this document.

Accident Books and Report Folders

YBS utilises a First Aid App where all accidents and incidents are to be filled out and recorded by the housing staff and Pastoral lead. This is then digitally stored for our records as per our First Aid Policy and government guidelines on keeping first aid records.

First Aid signage

The Course Coordinator and Pastoral Lead are responsible at their respective locations for ensuring that First Aid notices are displayed in key positions showing the names and telephone numbers of the nearest first aider and location of first aid box.

Procedures for accidents at our Residential Courses involving a student

1. The first person on the scene or a First Aider makes an assessment and dials 999 for an ambulance if they consider the injury or symptoms to be sufficiently serious.
2. The first person on the scene or the First Aider assesses the incident and report to the DSL or DDSL if the DSL is unavailable.
3. The first person on the scene or the First Aider enters the incident into the First Aid App.
4. Parent or Guardian will be contacted by the Pastoral Lead.
5. A member of staff may be required to accompany the student to hospital.

Procedures for accidents at our residential courses involving a member of staff or visitor

1. The first person on the scene or a First Aider makes an assessment and dials 999 for an ambulance if they consider the injury or symptoms to be sufficiently serious.
2. If required, the first person on the scene or a First Aider arranges a taxi to hospital.
3. The first person on the scene or the First Aider assesses the incident and reports to the Pastoral Lead or Artistic Director.
4. The first person on the scene or the First Aider enters the incident into the First Aid App.
5. Emergency Contact will be contacted by the Pastoral Lead or Artistic Director.

9. INFORMATION, INSTRUCTION AND TRAINING

Safety information, especially concerning the results of risk assessment, shall be provided to employees and others as appropriate. Staff are required to complete and hold a certificate in Child Protection and Induction to Boarding prior to attending our residential courses.

Other regular actions required:

- Health and Safety Policy shall be reviewed annually.
- Risk assessments shall be reviewed annually.
- Disaster Plan shall be reviewed annually.
- First Aid Policy shall be reviewed annually

10. PUPIL SUPERVISION

The purpose of this section is to offer guidance to all staff about the appropriate supervision of all students throughout the day.

Staff have a duty of care to students which is based on the principle of loco parentis. This is comparable to the standard of care expected of prudent parents in care for their children. In order for staff to carry out their duties effectively, YBS will ensure that they are given the resources to:

- formulate the overall aims and objectives of YBS and policies for their implementation;
- carry out their professional duties effectively; and
- ensure the maintenance of good order and discipline at all times when students are present on YBS courses.

Supervision on our Residential Course

Students are supervised by house staff throughout the duration of the course. Throughout the duration of each lesson, students are supervised by both the instructor and the relevant house parent.

Responsibilities during the day

Unexplained Absence

The responsibility to ensure that a day or residential student attends classes regularly is that of the parents, guardians and house staff. Please see *Missing or Uncollected Student Policy*.

Leaving the Premises

Students should not be allowed off-site during class hours unless there is clear evidence of a request from the parents/guardian or if there is an illness or other health issue. Day students will be collected by their parents from reception (Soothill Hall) at Ashville College during the residential courses at the end of the day (5pm). If they are allowed to attend the evening activities, they should instead be collected by 8pm.

Only students in academic years 11+ are able to leave campus after their last class of the day and they MUST sign out of their boarding house as well as physically use our magnetic board to show when they have left and returned. Failure to do this will be cause for disciplinary actions to be enforced by the relevant member(s) of staff.

Errands

Students should not be sent off site on a personal errand on behalf of a member of staff. This includes children collecting items from cars parked in the car park.

Illness

When students are taken ill during the day, YBS will contact the parents or guardian whether at home or at work. Information about contacts is with the Pastoral Lead.

Emergency

No class of students should be left unsupervised at any time for any reason. In the case of an emergency, the students should immediately send for an adult to help. Teachers should never be left on their own with students. There will also be a pianist or House Parent in class.

Lesson Time

Students should be supervised at all times. Students should not be left in classrooms or studios without supervision. Students should not move furniture, barres or other heavy objects.

Undesirable People

All staff are required to wear an identification lanyard. All visitors are expected to follow our Visitor Signing-In Protocol and Visitor Policy once met at reception by our Course Coordinator. Visitors are required to wear temporary identification lanyards. A member of staff should check strangers on the premises and report to the DSL if there is a concern. Parents are not allowed to approach children from other families to resolve disputes or arguments. Staff should report any concerns to the DSL, or DDSL if the DSL is unavailable.

Supervision during breaks

Morning breaks

- There must be adequate supervision both indoors and outdoors during class break times.
- A duty rota for break time supervision will be displayed on the pastoral staff iPads.
- Pastoral Staff will "patrol" around the premises.
- Induction of new staff will include explanation of supervisory responsibilities.
- Pastoral Staff should begin supervision promptly.
- Towards the end of break times, staff should return promptly to supervise students arriving back to class.
- Staff should support each other in maintaining adequate levels of supervision during inclement weather.

Midday Supervision

- The level of supervision provided will ensure the health, safety and welfare of the students.
- Where the behaviour of a student during the lunch break threatens the health, safety and welfare of others, the student may be supervised directly.

Supervision after the Day Concludes

Students will be monitored and accompanied by their designated house parent after dinner and into the evening activities. There will be numerous roll calls throughout the day to assure that every student is accounted for.

11. RISK ASSESSMENT

YBS periodically carries out broad risk assessments of work and activities. All reasonably foreseeable risks should be assessed as should any other risks which are identified by specific health and safety regulations, in particular, the risk of fire. The requirements of the safety policy documentation, together with documented regular inspection and assessment regimes, form the basis of a broad risk assessment.

Risk assessments should take into account risks faced by all employees, staff, students and other persons who may be affected by work activities. For example, the employer is required to take account of risks to employees who are new or expectant mothers, and pupils and employees with known and significant health and temperament problems need to be identified so that specific assessments can be carried out to ensure their reasonable safety.

YBS' approach to the management of risks is to:

- Consider all tasks, activities and situations
- Identify the hazards that are, or may be, involved
- Identify those who may be exposed to the hazards, including those particularly at risk
- Analyse the severity and likelihood of exposure to and loss from hazards
- Determine whether existing measures adequately control the hazard
- Assess the risks and ascertain the risk levels
- Consider appropriate and suitable measures that may eliminate or reduce risk in line with the basic principles of risk control
- Implement the risk control measures

- Ensure control measures are communicated fully to staff so that the risks are appreciated and the measures to be integrated into their tasks are clear and known
- Monitor the measures for suitability and effectiveness
- Review and introduce any corrective actions

Risk assessments and procedures must be kept up-to-date and therefore should be reviewed regularly.

The Artistic Director and Operations Director are responsible for overseeing the assessments and producing written risk assessments. These responsible persons should review risk assessments and carry out an inspection of their own areas of responsibility at least annually. Written risk assessments should be forwarded to the appropriate members of staff and venue ahead of the courses.

12. FIRE PRECAUTIONS

The Regulatory Reform (Fire Safety) Order 2005 is the main piece of legislation governing fire safety in buildings in England and Wales. It requires that precautions to prevent injury in case of fire are based on the results of risk assessment. The risk assessment must be fully documented. Structural precautions shall be implemented as far as practicable in accordance with government guidance.

Fire Procedures

As we hire the venue, we fall under Ashville's Fire Risk (Prevention) Policy. YBS has adapted a procedure that suits our courses specifically, as mentioned in our Pastoral Handbook.

During the student induction, students will be taken on a full tour of the site and clearly shown fire exits and assembly points relevant in the event of a fire.

If the fire alarm sounds, House Staff and students should follow the individual procedures put in place for each studio and/or boarding house.

Staff and students should exit the building calmly and in silence and head towards the dedicated area where registration will take place.

13. DANCE, SPORTS, GAMES AND ACTIVITIES

The same general principles of care apply during dance as to other activities on the course. It is very important that the staff should consider factors, such as:

- safety of apparatus being used;
- condition of the floor;
- suitability of student's clothing;
- whether the exercises and activities are within the capability of the student;
- and
- whether the activity is being taught properly.

Please follow the procedures listed below:

- Staff should wear appropriate clothing.
- Students should not wear watches or jewellery.

- Students should not be allowed in the studio before the start of a lesson without direct supervision.
- Students should not handle equipment without direct supervision.
- Students should work quietly and leave the studio in an orderly way.

Students not taking part in games or activities remain the responsibility of the houseparent monitoring the group. Students not taking part in swimming should accompany the class to the pool, if appropriate.

14. VISITORS

The management of visitors should be subject to a rigorous risk assessment and the risks managed accordingly. Refer to the 'YBS Visitor Sign In Protocol for further information. This protocol is made available to all staff.

Contractors who are vetted to work unaccompanied on the site will be issued with a hi-visibility yellow "Visitor" lanyard.

15. NATIONAL HEALTH ALERTS

In the event of an epidemic or pandemic alert, we will organise our business operations and provide advice on steps to be taken by staff and students, in accordance with official guidance, to reduce the risk of infection on the site. Any questions should be referred to info@ybss.co.uk.

It is important that all staff and students comply with instructions issued in these circumstances.

Resources available

Five Steps to Risk Assessment brochure & checklist (<http://www.hse.gov.uk/pubns/indq163.pdf>)

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