



Act Out Performing Arts

Health and Safety Policy 2023/24

Your child's safety is paramount while they are with us at Act Out.

Our staff and teachers are DBS checked and undergo a thorough interview, referencing and training process before joining the Act Out Team. Health and Safety and Safeguarding Training is implemented regularly, and Health and Safety Officers complete Ofsted recognised Paediatric First Aid courses.

All Act Out venues are subject to detailed risk assessments & tailored Health and Safety & Safeguarding Procedures.

Policies per venue are available for enrolled parents.

We recognise well-being as integral to the health and safety of our students. Part of that is promoting equality by celebrating our student & staff's unique qualities and creating a safe space for all.

Obstacles we may encounter:

1. General injury, due to working with a large number of children
2. Physical injury due to our classes being energetic and requiring movement
3. The venues are hired, so not entirely within our control
4. Stairs in the building
5. Access to, and use of gardens
6. Chairs in the rooms
7. Allergic/adverse reactions when providing food
8. Safeguarding: some venues are shared with other users

Policies in Place:

- Ensure 1 staff member per 30 children (minimum) have received Emergency Paediatric First Aid Training (OFSTED & EYFS Recognised)
- Teachers are trained & experienced
- Train all staff in Health and Safety policies as well as policies in place at the hired venue. This is reviewed termly
- Annual meetings with the venue to review Health & Safety Procedures
- Annually implement our own training, to ensure all members of staff have a basic understanding of first aid
- General good hygiene practices i.e., regular hand washing, covering the nose and mouth when sneezing, to help stop the spread of germs.
- Children to line up before leaving a classroom and to walk in single file on the stairs and escorted between classes



- Garden use to be supervised at all times
- Chairs out of bounds and if possible, screened off
- Kitchen staff to hold a food hygiene certificate
- All children's dietary and health requirements to be documented
- All parents to provide contact information as well as an emergency contact
- Please see our Covid-19 Guidelines for specific procedures to reduce the spread of Covid-19

GENERAL PROCEDURE (minor injury)

1. Child to First Aid Area & offered a drink of water
2. Assistant to notify Health and Safety Officer
3. Relevant treatment applied
4. If unsure, call 111
5. Incident recorded in the Accident book, & a copy made for parent

EMERGENCY PROCEDURE : DR ABC

Danger

Response

Airway – Breathing – CPR

(5 breaths, 30, 2)

- Unconscious & breathing = Recovery position
- Unconscious & not breathing = CPR

Delegate:

1. Call emergency services
2. Clear students
3. Share CPR
4. Get defibrillator
5. Call parents

Choking

1. Back blows
2. Check child still conscious
3. (Abdominal thrusts)
4. If successful, see above (general procedure)

5. If child becomes unconscious – CPR

Never attempt a procedure in which you are not trained, and when in doubt, ask senior staff or call emergency services.



Injuries That Might Occur at Act Out Performing Arts

Physical Injury

Some of the games and dance classes within our setting require the children to be physically active. Although they are conducted safely and with structure and rules, there is a possibility that a child could fall or collide and hurt themselves.

In this instance, please see General Procedure.

Actions:

1. Sit down, glass of water, chance to calm down.
2. A cut or scrape would be cleaned with fresh water, or a disinfectant wipe. A plaster or bandage would be applied.

In the case of a more serious injury, i.e. any impact to the head, heavy bleeding or a suspected sprain or broken bone, once again, please see Emergency Procedure

Actions:

1. Bleeding: attempt to stem the flow, by applying pressure. Depending on the injury, a bandage or sling will be applied.
2. Head injury: ascertain whether the child appears confused or dizzy in any way

Allergic Reaction

We provide food and have access to gardens at the setting, so there is a risk of an allergic reaction to food, as well as bee or wasp stings, hay-fever or pollen allergies.

Mild allergic reaction i.e. slight rash, sore tummy:

1. Check for allergy information
2. Check if we have been provided with any relevant medication by the parents
3. Administer an anti-histamine
4. Stings: sting cream & sting removed
5. Observe child

Serious reaction i.e. serious rash, difficulty breathing:

1. Apply Epi-pen
2. Emergency Procedure