

HEALTH AND SAFETY POLICY

In accordance with Health and Safety Executive Guidelines, the Didsbury Theatre School (DTS) is required to appoint a person to take charge of first aid arrangements. The role of this appointed person includes looking after the first-aid equipment and facilities and calling the emergency services when required.

*To fulfil their role, appointed persons do not need first-aid training.

*Appointed persons are not first-aiders and therefore should not attempt to give first aid for which they have not been trained.

*Club Didsbury have a First Aider on site at all times who can support our appointed person if required. Any interaction will be wholly at the discretion of our appointed person.

APPOINTED PERSON: Katy McVitty: 07895 708440

FIRST AID BOX: For all classes held at Christ Church Hall, Darley Avenue, West Didsbury, Manchester M20 2ZD, the DTS First Aid Box can be found in the kitchen. For classes held at Didsbury High School, the First Aid Box can be found at Reception.

PROCEDURE IN THE EVENT OF AN ACCIDENT OR AN EMERGENCY:

1. Assess the situation. Make sure that you and the injured person are not in any immediate danger. Take action to make the area safe. **Do not move the injured person if not necessary.**
2. Notify the appointed person immediately.
3. Ensure that all other students are given clear guidance and supervision to protect their own wellbeing whilst the accident is being dealt with.
4. The appointed person will assess if the injury is an emergency and call the emergency services immediately if necessary and inform a responsible person / legal parent or guardian.
5. The appointed person will only administer basic first aid to minor injuries.
6. If the injury is not life threatening, but the individual is unable to continue with their work, or class. Then the appointed person will contact a responsible person / legal parent or guardian to collect the individual as soon as possible.
7. The accident should be recorded in the Accident Book as soon as possible.
8. In the event of an accident, DTS will carry out a risk assessment, to ensure that action is taken to remove or reduce the risk of repeated accidents of a similar nature.

IN THE EVENT OF A FIRE

In the event of a fire, leave the building immediately and assemble in the car park on Ambrose Drive (if at Darley Avenue) and in the school forecourt (if at Didsbury High School). Take the register.

GETTING HELP IN AN EMERGENCY

In an emergency, call 999.

You will be asked what service you require and also:

- **your telephone number**
- **the address you are at**
- **what is wrong with the casualty and are they unconscious, not breathing or bleeding**

You may be offered advice as to how to assist the casualty until help arrives.