

Tamworth City Dance Academy (TCDA)

Emergency and Evacuation Policy

effective 18 January 2021

1. Policy Statement

Emergency and evacuation situations in a dance studio can arise in a number of circumstances and for a variety of reasons.

In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families and visitors to the studio are paramount and as such, TCDA is committed to identifying risks and hazards of emergency and evacuation situations and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations.

2. Legislative Requirements

Education and Care Services National Regulations 2011:

97. Emergency and evacuation procedures.

(1) The emergency and evacuation procedures required under regulation 168 must set out: instructions for what must be done in the event of an emergency; and an emergency and evacuation floor plan.

(2) For the purposes of preparing the emergency and evacuation procedures, the approved provider of an education and care service must ensure that a risk assessment is conducted to identify potential emergencies that are relevant to the service.

(3) The approved provider of an education and care service must ensure that: the emergency and evacuation procedures are rehearsed every 3 months that the service is operating, by the nominated supervisor, staff members and volunteers and children being educated and cared for by the service; and the rehearsals of the emergency and evacuation procedures are documented.

(4) The approved provider of an education and care service must ensure that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the education and care service premises

168 Education and care service must have policies and procedures

(1) The approved provider of an education and care service must ensure that the service has in place policies and procedures in relation to the matters set out in subregulation (2). emergency and evacuation, including the matters set out in regulation 97

Work Health and Safety Regulation 2011 Regulation 43

Links to National Quality Standard:

2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury

2.3.3 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

3. Who is affected by the policy?

- a. Students
- b. Staff
- c. Management
- d. Families

4. Implementation

TCDA will:

a. Conduct ongoing risk assessments and reviews of all potential emergency and evacuation situations, including medical emergency situations.

b. Conduct ongoing assessment and review of its Injury Management Procedure.

c. Ensure that all staff and students are aware of emergency and evacuation procedures.

The Risk Manager will:

a. Work together with staff and the Principal to develop procedures to manage all risks associated with emergency and evacuation situations - Risk Assessment is updated annually.

b. Ensure the development of an emergency evacuation floor plan - Floor Plan is prominently displayed within the studio.

c. Ensure that staff have access to telephones and that emergency numbers are displayed - TCDA landline is installed and emergency numbers are prominently displayed with floor plans.

d. Ensure that staff have access to emergency equipment such as fire blankets and fire extinguishers - Fire extinguishers and hydrant hose are available and clearly marked

- e. Ensure that emergency equipment is tested as recommended by recognised authorities - fire equipment tested annually.
- f. Ensure that risk assessments are conducted and that recommended actions are completed - Risk assessments updated annually
- g. Ensure that the emergency evacuation floorplan is displayed - floor plans displayed at both exits.
- h. Ensure that all staff are trained in the emergency evacuation procedures - staff are trained in emergency evacuation procedures at induction.
- i. Maintain a register of the first aid / CPR certification of all staff - First Aid / CPR register is maintained by the studio manager and available in the Procedures folder
- j. Ensure that all staff are aware of the emergency evacuation assembly point - Emergency evacuation assembly point covered in induction package and marked on floorplans at exits
- k. Ensure that all staff are aware of the emergency lockdown muster point. Lockdown muster point is covered in induction package and clearly marked on floorplan at both exits
- l. Ensure that rehearsals of evacuation procedures are carried out - Staff are run through rehearsals
- m. Ensure that staff are aware of scheduled emergency evacuation drills - staff are advised of any drills
- n. Receive feedback from staff after scheduled or spontaneous evacuation drills - feedback is sought after drills
- o. Ensure that all scheduled or spontaneous evacuation drills are documented and reviewed - all drills are recorded
- p. Ensure that emergency contact lists are updated as required - Emergency contact lists are updated and available on Dancebiz to staff.
- q. Ensure that this policy is reviewed and updated as required - This policy is reviewed annually

5. Sources

- Education and Care Services National Regulations 2011
- Work Health and Safety Regulation 2011
- National Quality Standard 2010

6. Review

This policy will be reviewed annually.

Next review date : 30 January 2022

Approved by Paul Singh

