



## Health & Safety Policy In the Case of Accident or Injury

Kanvas Academy is fully committed to safeguarding and promoting the well-being of all participants and staff/volunteers associated with the studio. However, participants and parents/guardians must be aware that accident or injury is a risk when taking part in physical activities. (All parents/guardians must have signed a waiver to acknowledge that they understand this risk).

### IF A PARTICIPANT IS INJURED DURING A CLASS OR SESSION

1. If the injury is very serious and requires immediate medical attention, **ring emergency services straight away** – then proceed to ring the emergency contact on their registration forms available in the studio.
2. If the accident is minor you must still check that the student is injury free before continuing with the session. If the accident has caused an injury that persists or requires the first aid kit to be used, then **you MUST report it in the accident book** (a copy should be given to the emergency contact at the end of the session).
3. If a minor injury persists until the end of the class, advise the participant or their parent/guardian to take them to get it checked at a walk-in centre if they feel it is necessary.

It is a parents/guardians responsibility to notify Kanvas Academy of any changes to contact information in case of an injury or accident.

A participant is not allowed to take part in any session if they have not registered. Registration is incomplete without an emergency contact and signed liability waiver.

Instructors at Kanvas Academy are not supervising anyone outside of the studio. Parents/guardians must make sure that children (siblings) are not left unsupervised.

Children or parents/guardians are not allowed in the kitchen area at any time.

The instructor must be informed before the class begins if the participant has an injury prior to the session starting. This will help them to prevent further injury to the participant.

The first aid kit should be returned to its location to ensure that it can be found easily and quickly by other instructors in cases of emergency.