

Policies and Procedures for Teacher Training

Health and Safety Policy

General Statement

BayYoga Center, Dubai regards the promotion of Health and safety measures as a mutual objective for all teachers, instructors and participating personnel at all levels of activity.

It is therefore company policy to do all that is reasonably practical to prevent personal injury and damage to property and to protect everyone in contact from foreseeable exercise and environmental hazard.

In particular BayYoga center, Dubai teachers and instructors have a responsibility to provide a safe working environment, taking into account statutory requirements.

- Plan and deliver a safe yoga session suitable for the participants.
- Ensure that teacher and participants wear correct clothing.
- Keep up to date with current research and exercise knowledge base.
- Update training in CPR annually
- By observation prevent any potential incident
- Report any incident or accident during or after the session which may cause injury to any participant.
- Store all records in a secure place and treat confidentially

BayYoga Center, Dubai as employers have a duty to:

- Provide a safe working environment for the employees and ensure training courses and workshops take place in a safe and suitable venue.

- To ensure training in Health and Safety procedures, relevant to exercise activities is provided for potential and qualified

Teacher/instructors.

- To ensure that any equipment for use by employees and training staff is kept in good order and checked for faults before use.
- Display and draw participants' attention to a written emergency protocol and plan
- The emergency number is displayed (991)
- 1 designated person to contact the emergency number
- 1 person, qualified and training updated annually, to administer CPR
- The defibrillator is to be available on the premises and maintained in accordance with local protocol.
- The instructor should employ a method of monitoring within the class. Participants should know the appropriate intensity for them to work within.
- Instructors should keep all records of participants' details in a secure place and have contact numbers available in case of an emergency.
- The participant has a responsibility to let the instructor know if any problem has been found while having a health update by the cardiac team. Letter giving permission to yoga may be required.

Safety Regulations and Risk Assessment

The attention of all teachers/instructors is directed to the following areas which constitute risks to Health and Safety.

The Environment

- At each session the floor surface on which the activity takes place should be checked for uneven or slippery surface, litter, cleanliness, wetness, and dust free.
- The size of the area is adequate for the number of participants – approx 1 metres square per person.
- Air quality of the atmosphere is good and temperature is appropriate for an exercise session approx. 35 deg.

- Items of furniture should not impede the free movement of any participant.
- Access to the fire exit should be left clear.

Clothing

The instructor should advise participants on appropriate clothing before start of class.

Clothing worn by the instructor or the participant must promote easy movement

Clothing worn by the instructor should enhance a clear demonstration of the movement.

Participants should be advised that the wearing of jewelry is a potential hazard.

Emergency Procedures

Instructors must know the fire and emergency procedures required by the management of the studio being used.

The instructor must be familiar with the principles of and competent in giving First Aid as appropriate to his/her first aid training.

The teachers training session

The instructor must **plan** the session in full knowledge of :

- Human physiology and anatomy
- Differing abilities in the class
- Medical problems and contraindications
- Size of workspace
- Age of participants
- Duration of the session
- Physical fitness of participants

The structure must include a warm up and cool down phase.

Good observation skills are to be employed to ensure intensity is suitable for class and that good technique is practiced.

Instructor should be able to recognize signs of distress and know how to decrease intensity safely.

Instructor should always strive to educate the class to take responsibility for themselves by working within their own limit eg not chewing gum in class, wearing jewelry.

Screening for Contra indications

The instructor should gather information from the participants to help plan a safe effective session. This includes physical and medical problems, which will be effected by yoga session.

Advise should be given to the participant if :

- Yoga needs to be deferred
- Yoga have to be modified or alternatives have to be given

Insurance

While having insurance does not prevent injury or make an instructor provide safer exercise, it can ensure a more stress free atmosphere with the knowledge that both parties are safeguarded in the event of an accident. For this reason BayYoga Center, Dubai has negotiated cover for Public Liability for instructor. The policy is issued by Alfuttaim Insurance LLC, Dubai