

## Health & Safety Policy

This is a statement of general policy and arrangements for Clandon School of Dance.

We will actively maintain and promote good health and safety procedures and will:

- Maintain safe and healthy work conditions
- Provide adequate control of the health and safety risks at our school
- Be open to comments and suggestions from our teachers, students and their parents on matters relating to health and safety
- Provide information, instruction and supervision for teachers and students and make them aware of this policy
- Ensure all teachers are capable of doing their tasks, hold any required qualifications, and that they receive adequate training
- Record any harm or injuries that occur in an Accident Book and make changes where required to avoid similar incidents in the future
- Regularly review and update this policy

Linda Streat has overall responsibility for health and safety.

Each teacher has responsibility for ensuring the health and safety of students during the course of their classes.

A Health & Safety Law poster is displayed at West Clandon Village Hall.

All teachers carry a first aid kit.

An Accident Book is located at West Clandon Village Hall.

In the case of an emergency or serious injury, the emergency services will be contacted.

This policy was last reviewed on 31st July 2019.



*live it, feel it, dance it!*

## Risk Assessment

Teachers are required to assess any potential risks on a daily basis before their classes commence.

They should ensure the main floor area is clean and free of any obstructions.

In addition at:

### West Clandon Village Hall

\*Students are not permitted to be on the stage nor in the storeroom

\*Students under 12 years are not permitted to use the adjacent playground without adult supervision

### Send Primary School and Clandon Primary School

\*Teachers must ensure all the schools' equipment is stacked away from the main floor area being used

\*Students are not permitted to use any of the gym equipment

\*Students are not permitted to be in any of the schools' playgrounds or other internal areas

Parents sign the Registration Form for their child(ren) when they begin lessons with Clandon School of Dance agreeing that they are aware of the exclusion areas listed above.

July 2019