**Studio84 Health & Safety Policy**

**Policy Statement:**

The teachers and staff will actively maintain and promote good health and safety procedures. We believe the health & safety of our students, families, staff and volunteers is of paramount importance.

We will endeavour to remove or reduce any hazards or risks to ensure our students can learn in a safe environment.

**Risk Assessment:**

We will undertake a risk assessment at the start of every session. Any hazards or risks identified will be documented & appropriate action will be taken to remove, reduce or control the risks. Our assessment will include but not be limited to:

**Studio**

1. Floor: is it clean? is it too slippery? Have any obstacles been removed?
2. Windows: is there sufficient ventilation? Do the blinds need to be pulled down?
3. Plug sockets: Are they safe? Is there any wiring showing?
4. Doors and Exits: Secure? Safe? Locked?
5. Lighting: Are they working?
6. Toilets: Are they clean? Are they in working order?

**Equipment**

1. The set-up of equipment must be safe and correct.
2. Wires from speakers must be out of the way.
3. When not in use, ballet barres to be kept at front of studio out of reach of pupils.
4. Pupils to be taught to use ballet barres correctly and safely.
5. Equipment to be stored correctly and safely during the sessions.
6. Pupils are not to use the ballet barres without supervision.
7. Any damaged equipment is to be noted in the equipment log and fixed as soon as possible.

**Pupils**

1. Pupils should enter the studio/classroom until invited to do so by the teacher.
2. Correct uniform – shoes or bare feet, but not socks or tights without shoes.
3. Long hair to be tied back. And styled according to class requirements.
4. Encouraged to bring water to class to stay hydrated.
5. All pupils must complete a registration form on starting at the Academy and this will detail emergency contact numbers and medical conditions.- The students/parents are responsible for ensuring these are kept up to date.

**Fire Emergency:**

1. Staff are fully aware of the evacuation process and fire assembly points at all venues.
2. Staff are informed of the locations of fire escapes and fire extinguishers at all venues.
3. Registers are taken for each class and the class teacher is appointed as the fire evacuation officer.

**First Aid:**

1. Our teachers have undertaken First Aid training, and regularly update their knowledge and understanding.
2. All our venues are equipped with a first aid kits or our teachers may carry their own first aid kits.
3. At registration all students or their parents are asked to provide permission for staff to administer first aid should it be needed.
4. In the case of an incident, a report will be documented in the Accident Book.