



HEIGHTS DANCE ACADEMY

HEALTH & SAFETY POLICY

Heights Dance Academy (HDA) is committed to providing a safe and healthy environment for all students, staff, parents and visitors. Reasonable steps will be taken to minimise risks associated with dance training and HDA activities.

Overall responsibility for Health & Safety rests with **Andrew Faulkner, Principal of Heights Dance Academy**. All teachers and staff are expected to take reasonable responsibility for the health and safety of themselves and those in their care.

HDA will:

- Maintain an up-to-date **Risk Assessment** for its regular activities at **Churchill C of E Primary School and Westerham Hall**, with additional assessments completed for performances, events or activities where required.
- Ensure teaching spaces are suitable for the activities taking place and that obvious hazards are identified and addressed before classes begin.
 - Ensure classes are taught appropriately for the **age, ability and experience** of students, with suitable warm-ups and safe progression of skills.
- Ensure Acrobatics and higher-risk physical skills are appropriately supervised, with suitable mats and equipment used where required.
- Maintain HDA equipment in a safe condition and remove damaged or unsuitable equipment from use.
- Ensure appropriate **first-aid provision** is available and that accidents or significant incidents are recorded and reported where necessary.
- Follow the relevant **fire and emergency procedures** of each venue and ensure staff are aware of emergency exits and evacuation arrangements.
 - Provide appropriate supervision while children are in HDA's care and maintain suitable arrival, collection and handover procedures.
- Take account of relevant medical conditions, allergies and injuries disclosed to HDA. Teachers may modify or stop a student's participation where they believe continuing would be unsafe.
 - Maintain appropriate safeguarding procedures alongside this policy.

Students are expected to:

Follow instructions given by teachers, behave responsibly, use equipment only when instructed and inform a member of staff if they are injured or feel unwell. Students should attend classes in appropriate clothing and footwear, with hair secured where necessary and jewellery removed where it could present a risk.

Parents/Carers are expected to:

Provide HDA with accurate and up-to-date emergency and medical information, inform HDA of any injury or condition which may affect their child's participation, and follow the relevant arrival and collection procedures.

Health and safety is the responsibility of everyone involved with HDA. Any hazards, accidents or concerns should be reported to the Principal as soon as reasonably possible.

Andrew Faulkner is the named person for teachers and parents to contact with Health and Safety concerns.

Date: September 2026

To be reviewed: September 2027