



## RTA Kids Health & Safety Policy

The Arts Centre Dunmow, 1 Haslers Lane, Great Dunmow, CM6 1XF

### 1. Statement of Intent

RTA Kids is committed to ensuring the health, safety, and well-being of all children, staff, volunteers, and visitors at The Arts Centre Dunmow. We strive to provide a safe and secure environment, enabling children to develop their skills without risk of harm.

This policy outlines our commitment to complying with health and safety legislation, including:

- ✓ Health and Safety at Work Act 1974
- ✓ Management of Health and Safety at Work Regulations 1999
- ✓ Fire Precautions (Workplace) Regulations 1997
- ✓ The Children Act 1989 & 2004
- ✓ Control of Substances Hazardous to Health (COSHH) Regulations 2002
- ✓ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- ✓ Provision and Use of Work Equipment Regulations (PUWER) 1998
- ✓ Manual Handling Operations Regulations 1992
- ✓ Equality Act 2010
- ✓ First Aid at Work Regulations 1981

✓ Food Safety Act 1990

RTA Kids recognises its responsibility to:

- ✓ Provide a safe and healthy environment for students, staff, and visitors.
- ✓ Identify and assess risks, taking steps to prevent accidents and injuries.
- ✓ Promote a positive safety culture where all individuals take responsibility for health & safety.
- ✓ Implement and review safety policies annually to ensure compliance and effectiveness.

## 2. Responsibilities for Health & Safety

### 2.1 Management Responsibilities

RTA Kids senior leadership team has overall responsibility for:

- ✓ Ensuring compliance with health & safety laws and regulations.
- ✓ Implementing effective risk management strategies.
- ✓ Providing adequate training, equipment, and supervision for staff and volunteers.
- ✓ Maintaining emergency procedures and ensuring regular fire and safety drills.

### 2.2 Staff & Volunteer Responsibilities

All staff and volunteers must:

- ✓ Comply with RTA Kids Health & Safety Policy and procedures.
- ✓ Take reasonable care of their own safety and that of others.

- ✓ Report hazards, accidents, or safety concerns to management immediately.
- ✓ Follow emergency procedures, fire safety guidelines, and risk assessment protocols.

### 2.3 Student & Parent Responsibilities

- ✓ Follow all safety instructions and guidelines provided by staff.
- ✓ Report any safety concerns to a staff member immediately.
- ✓ Parents must ensure their children are collected promptly after classes.

 Failure to comply with health & safety procedures may result in disciplinary action.

## 3. Risk Management & Assessment

### 3.1 Identifying Risks

RTA Kids is committed to regular risk assessments to identify hazards related to:

- ✓ Building safety – Including fire exits, lighting, flooring, and ventilation.
- ✓ Equipment safety – Ensuring safe use of acrobatics, ballet, and theatre props.
- ✓ Medical concerns – Managing allergies, injuries, and first aid provisions.
- ✓ Staff & volunteer training – Ensuring all individuals understand their safety responsibilities.

### 3.2 Controlling Risks

- ✓ Hazard elimination – Removing dangerous conditions where possible.

- ✓ Preventative measures – Implementing controls to reduce risk.
- ✓ PPE & safety equipment – Ensuring staff have access to necessary protective gear.
- ✓ Ongoing monitoring – Reviewing risk assessments regularly.

 All staff must complete a risk assessment before introducing new activities or equipment.

## 4. Fire Safety Policy

### 4.1 Fire Prevention Measures

- ✓ Fire extinguishers, alarms, and emergency lighting must be regularly checked and maintained.
- ✓ Fire exits must remain clear and unlocked at all times.
- ✓ Electrical equipment must be PAT tested annually.
- ✓ No open flames, candles, or smoking are allowed inside the premises.

### 4.2 Fire Evacuation Procedures

 If you discover a fire:

1 Sound the nearest fire alarm.

2 Evacuate the building immediately via the nearest fire exit.

3 Do not stop to collect personal belongings.

4 Meet at the designated assembly point outside the building.

5 Await further instructions from fire marshals or emergency services.

 Emergency Assembly Point: Outside The Arts Centre Dunmow main entrance.

#### 4.3 Fire Drills & Training

- ✓ Fire drills will be conducted every three months.
- ✓ Staff and volunteers must undergo annual fire safety training.
- ✓ Fire safety procedures must be clearly displayed in the studio.

#### 5. First Aid & Accident Reporting

##### 5.1 First Aid Procedures

- ✓ Designated First Aider: [Insert Name]
- ✓ First Aid Kits: Located in studio reception and backstage area.
- ✓ Staff must record all injuries in the accident report book.
- ✓ Serious incidents must be reported to emergency services and RTA Kids management immediately.

##### 5.2 Reporting Accidents & Injuries

- ✓ All accidents (no matter how minor) must be recorded in the accident logbook.
- ✓ Serious injuries (fractures, head injuries, or hospital visits) must be reported under RIDDOR.
- ✓ Parents will be notified immediately if their child sustains an injury.

 In case of emergency, dial 999 and notify senior staff immediately.

## 6. Control of Substances Hazardous to Health (COSHH)

- ✓ All cleaning products and hazardous materials must be stored securely and labelled.
- ✓ Staff must follow manufacturer instructions when using chemicals.
- ✓ No child should have access to hazardous substances.

 Any exposure to hazardous substances must be reported immediately.

## 7. Emergency Procedures & Evacuation Plan

### 7.1 General Emergency Response

 If an emergency occurs:

- ✓ Stay calm and follow emergency instructions from senior staff.
- ✓ Guide students and visitors to the nearest exit safely.
- ✓ Follow evacuation routes to the assembly point.
- ✓ Do not re-enter the building until cleared by emergency services.

### 7.2 Bomb Threat Procedures

- ✓ Notify emergency services immediately by calling 999.
- ✓ Evacuate to a safe distance following staff instructions.

✓ Await further instruction from authorities before re-entering the building.

## 8. Manual Handling & Equipment Safety

✓ Staff must not lift heavy objects alone – always seek assistance.

✓ Proper lifting techniques must be used to prevent injuries.

✓ Acrobatics equipment must be checked before each session.

✓ Any damaged equipment must be reported immediately and removed from use.

 Failure to report faulty equipment may result in disciplinary action.

## 9. Food Hygiene & Allergies

✓ No food or drinks should be consumed in dance studios unless medically necessary.

✓ Parents must inform staff of any allergies.

✓ Staff must wash hands before handling food during events.

 Any allergic reaction must be treated as a medical emergency and reported immediately.

## 10. Monitoring & Policy Review

✓ The Health & Safety Officer will conduct bi-annual safety inspections.

✓ This policy will be reviewed annually and updated as needed.

✓ Staff training records will be kept up-to-date.


 Last Reviewed: 10<sup>th</sup> April 2025

 Next Review Due: 11<sup>th</sup> April 2026

For Health & Safety concerns, contact:

 Carli Wagland– Health & Safety Officer

 [hello@rtakids.co.uk](mailto:hello@rtakids.co.uk)

 Your safety is our priority. If you see something unsafe, report it immediately!