



RTA Kids

Health & Safety Policy

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

Organisation: Rom Theatre Arts Kids (RTA Kids)

Health & Safety Officer: Mikki Rom

Email: hello@rtakids.co.uk

Policy version: 2026–2027

Last reviewed: August 2026

Next review: August 2027, or sooner if required

1. Statement of Intent

RTA Kids is committed to providing a safe, healthy and supportive environment for all children, young people, staff, tutors, volunteers, contractors and visitors attending our activities.

We recognise that RTA Kids works with children from approximately **2 to 18 years of age**, and that some activities, particularly dance, acrobatics, theatre, performances and practical workshops, carry specific risks that must be appropriately assessed and managed.

RTA Kids will take all reasonably practicable steps to:

- Prevent accidents, injuries and work-related ill health.
- Identify hazards and assess risks.
- Put appropriate control measures in place.
- Provide appropriate information, instruction, training and supervision.
- Maintain safe premises, equipment and working practices.
- Provide appropriate first-aid arrangements.
- Maintain effective emergency procedures.
- Protect children and vulnerable people from avoidable harm.
- Consult with staff and volunteers regarding health and safety.
- Investigate accidents, incidents and near misses.
- Review risk assessments following significant changes or incidents.
- Continually improve our health and safety arrangements.

RTA Kids will comply with applicable UK health and safety legislation and relevant guidance.

2. Legal & Regulatory Framework

RTA Kids will have regard to applicable legislation and guidance, including:

- **Health and Safety at Work etc. Act 1974**
- **Management of Health and Safety at Work Regulations 1999**
- **Regulatory Reform (Fire Safety) Order 2005**, as amended
- **Fire Safety Act 2021**
- **Fire Safety (England) Regulations 2022**, where applicable
- **Building Safety Act 2022**, including relevant amendments affecting fire safety
- **Workplace (Health, Safety and Welfare) Regulations 1992**
- **Control of Substances Hazardous to Health Regulations 2002 (COSHH)**
- **Provision and Use of Work Equipment Regulations 1998 (PUWER)**
- **Manual Handling Operations Regulations 1992**
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**
- **Health and Safety (First-Aid) Regulations 1981**
- **Personal Protective Equipment at Work Regulations 1992**, where applicable
- **Electricity at Work Regulations 1989**
- **Food Safety Act 1990** and applicable food hygiene requirements where food is prepared or provided
- **Equality Act 2010**
- Other applicable legislation, regulations and official guidance.

The Fire Safety Order places responsibility for fire safety on the relevant **Responsible Person(s)** for non-domestic premises. RTA Kids will cooperate with the building owner, landlord, venue management and any other responsible person where responsibilities are shared.

3. Scope

This policy applies to:

- All RTA Kids students.
- Parents and carers while on the premises.
- Employees.
- Tutors and freelance teachers.
- Volunteers.
- Chaperones.
- Contractors.
- Visitors.
- Anyone undertaking activities on behalf of RTA Kids.

The policy applies to:

- Regular classes.
- Private lessons.
- Workshops.
- Rehearsals.
- Performances.
- Competitions.
- Events.
- Trips and external activities.

- Backstage activities.
- Set and prop activities.
- Any other RTA Kids activity.

Where RTA Kids operates at another venue, the venue's health and safety procedures will also apply.

4. Responsibilities

4.1 Health & Safety Officer

Mikki Rom – Health & Safety Officer

The Health & Safety Officer is responsible for coordinating RTA Kids' health and safety arrangements, including:

- Monitoring compliance with this policy.
- Maintaining health and safety records.
- Coordinating risk assessments.
- Reviewing reported hazards and incidents.
- Ensuring appropriate corrective action is taken.
- Coordinating health and safety training.
- Monitoring first-aid arrangements.
- Supporting emergency planning.
- Liaising with venue management and relevant contractors.
- Reviewing this policy annually.
- Escalating significant concerns to RTA Kids management.

The Health & Safety Officer does not replace the legal responsibilities of the premises' owner, occupier or other **Responsible Person** under fire-safety legislation.

4.2 Management Responsibilities

RTA Kids management will:

- Provide appropriate resources for health and safety.
- Ensure suitable risk assessments are undertaken.
- Ensure staff receive appropriate information and training.
- Ensure suitable supervision is provided.
- Ensure accidents and incidents are recorded and investigated.
- Ensure appropriate emergency arrangements are in place.
- Cooperate with the venue and other duty holders.
- Review the effectiveness of health and safety arrangements.

5. Staff, Tutor & Volunteer Responsibilities

All staff, tutors and volunteers must:

- Take reasonable care of their own health and safety.
- Take reasonable care of children, colleagues and visitors.
- Follow this policy and relevant risk assessments.
- Follow instructions provided by RTA Kids management.
- Report hazards immediately.
- Report accidents, incidents and near misses.
- Use equipment safely.
- Only use equipment where they are competent to do so.
- Maintain appropriate supervision of students.
- Follow emergency and evacuation procedures.
- Never knowingly ignore a health and safety concern.

Staff must not undertake an activity where they believe there is an immediate and serious risk to themselves or others.

6. Student Responsibilities

Students are expected to:

- Follow staff instructions.
- Behave responsibly.
- Use equipment appropriately.
- Wear appropriate clothing and footwear.
- Report injuries, hazards or concerns.
- Not interfere with safety equipment.
- Not obstruct fire exits.
- Not enter restricted areas.
- Follow emergency procedures.

Younger children will receive age-appropriate instructions and supervision.

7. Parent & Carer Responsibilities

Parents/carers must:

- Provide accurate medical and emergency information.
- Inform RTA Kids of relevant allergies or medical conditions.
- Follow venue rules.
- Ensure children arrive appropriately dressed and equipped.
- Collect children promptly at the end of classes where applicable.
- Follow instructions from RTA Kids staff.
- Report relevant safety concerns.

Parents/carers must not enter restricted areas unless authorised.

8. Risk Assessment

RTA Kids will use a proportionate, risk-based approach to health and safety.

Risk assessments will identify:

1. The hazard.
2. Who may be harmed and how.
3. The existing control measures.
4. Whether additional controls are required.
5. Who is responsible for implementing those controls.
6. When the assessment will be reviewed.

Risk assessments will consider, where relevant:

- Children and young people.
- Young workers.
- Disabled people.
- Pregnant workers.
- Visitors.
- Contractors.
- People with medical conditions.
- People with additional needs.
- Staff working alone.
- Large groups.
- Members of the public.

HSE guidance emphasises that risk assessments should be working documents and should be reviewed when circumstances change or new risks arise.

9. Activity-Specific Risk Assessments

Specific risk assessments will be undertaken where appropriate for activities including:

- Acrobatics.
- Dance.
- Ballet.
- Musical theatre.
- Stage combat or physical theatre.
- Props.
- Set construction.
- Lifting and moving equipment.
- Rehearsals.
- Performances.
- Workshops.
- Cooking activities.
- Arts and crafts.
- External trips.
- Theatre venues.

- Outdoor activities.

No new activity presenting a significant health and safety risk should be introduced without appropriate consideration of the risks and control measures.

10. Acrobatics & Physical Activities

Because RTA Kids provides acrobatics and other physical activities:

- Appropriate warm-ups must be completed.
- Teachers must provide suitable supervision.
- Equipment must be appropriate for the activity.
- Equipment must be checked before use.
- Damaged equipment must immediately be removed from use.
- Students must only attempt movements appropriate to their ability and training.
- Appropriate mats and safety equipment must be used.
- Students must follow teacher instructions.
- Teachers must not encourage students to undertake movements beyond their competence without appropriate progression and supervision.

Additional activity-specific risk assessments should be maintained for acrobatics.

11. Equipment Safety

All work equipment used by RTA Kids must be:

- Suitable for its intended purpose.
- Maintained in a safe condition.
- Used by appropriately trained or competent individuals.
- Checked and inspected where necessary.
- Removed from service if unsafe.

This includes:

- Ballet equipment.
- Acrobatics equipment.
- Mats.
- Portable staging.
- Lighting equipment where applicable.
- Audio equipment.
- Props.
- Furniture.
- Portable electrical equipment.

PUWER requires work equipment to be suitable, safe and maintained, with appropriate training and inspection arrangements.

12. Electrical Safety

RTA Kids will take appropriate steps to ensure electrical equipment is safe.

This includes:

- Visual checks before use.
- Appropriate maintenance.
- Removal of damaged equipment.
- Avoiding overloaded sockets.
- Ensuring cables do not create trip hazards.
- Using competent contractors where electrical work is required.

Electrical equipment will be inspected and tested at intervals appropriate to the equipment, environment and risk.

There is no blanket requirement for every item to undergo annual PAT testing.

Inspection and testing arrangements will be determined based on risk and competent advice.

13. Fire Safety

Fire safety arrangements will comply with the **Regulatory Reform (Fire Safety) Order 2005**, as amended.

The relevant Responsible Person(s) must ensure that a suitable and sufficient fire risk assessment is undertaken and regularly reviewed. Fire safety arrangements and the full fire risk assessment must be appropriately recorded.

RTA Kids will cooperate with the Responsible Person for The Arts Centre Dunmow and follow the building's fire safety arrangements.

13.1 Fire Prevention

RTA Kids will ensure that:

- Fire exits remain unobstructed.
- Fire doors are not wedged open.
- Escape routes are kept clear.
- Combustible materials are appropriately stored.
- Flammable or hazardous materials are appropriately controlled.
- Electrical equipment is used safely.
- Staff understand evacuation procedures.
- Fire safety equipment is not tampered with.

14. Fire Evacuation

If a fire or other evacuation emergency occurs:

1. Raise the alarm.
2. Stop the activity immediately.
3. Instruct students to evacuate calmly.
4. Use the nearest safe available exit.

5. Do not stop to collect personal belongings.
6. Staff must supervise children throughout evacuation.
7. Proceed to the designated assembly point.
8. Report missing persons immediately.
9. Do not re-enter the building until authorised by the appropriate emergency authority or responsible person.

Assembly Point

The designated assembly point will be the location specified in the current Arts Centre Dunmow fire risk assessment and emergency plan.

15. Fire Drills & Training

Fire drills will be undertaken in accordance with the premises' fire risk assessment and emergency arrangements.

Staff will receive appropriate fire safety information and training.

New staff should be informed of:

- Fire exits.
- Alarm arrangements.
- Assembly point.
- Emergency procedures.
- Their responsibilities for children.

The frequency of drills will be determined by the premises' fire risk assessment and operational circumstances rather than relying on an arbitrary fixed frequency.

16. First Aid

RTA Kids will maintain suitable first-aid arrangements based on a **first-aid needs assessment**.

This will consider:

- The number of staff and students.
- The ages of students.
- The activities undertaken.
- The level of physical activity.
- The premises.
- Working patterns.
- Potential injuries.
- Distance from medical assistance.
- Any specific risks.

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel based on their circumstances. HSE's guidance was updated in 2024, including consideration of mental health and life-threatening bleeding.

First Aid Kits

First-aid kits will be:

- Clearly identified.
- Accessible.
- Appropriately stocked.
- Regularly checked.
- Replenished when necessary.

First-aid kit locations:

Studio/reception area and other locations identified in the venue's first-aid assessment.

17. First Aid Personnel

RTA Kids will maintain a current record of appropriately trained first-aiders and/or appointed persons.

Current first-aider information:

To be displayed internally and maintained by RTA Kids administration.

Staff must know:

- Who the current first-aiders are.
- Where first-aid equipment is located.
- How to summon assistance.
- How to contact emergency services.

18. Accidents, Incidents & Near Misses

All accidents and significant incidents involving students, staff or visitors must be reported to RTA Kids management.

Records should include, where appropriate:

- Date and time.
- Location.
- Name of person involved.
- Description of incident.
- Injury or illness.
- First aid provided.
- Witnesses.
- Action taken.
- Whether parents/carers were informed.
- Any follow-up required.

Near misses should also be reported because they can identify hazards before an injury occurs.

19. RIDDOR

RTA Kids will comply with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**.

Not every accident is reportable.

Where an incident appears potentially reportable, RTA Kids will assess the circumstances and seek appropriate advice where necessary.

Reportable matters may include certain:

- Work-related deaths.
- Specified serious injuries.
- Over-seven-day worker injuries.
- Occupational diseases.
- Dangerous occurrences.

RIDDOR reports must be made by the appropriate dutyholder using the HSE reporting system where required.

20. Head Injuries

Any significant head injury will be treated seriously.

Depending on the circumstances:

- First aid will be provided.
- The child will be monitored appropriately.
- Parents/carers will be informed.
- Medical advice will be sought where appropriate.
- Emergency services will be contacted where necessary.
- The incident will be recorded.
- The activity will be reviewed where the injury may indicate an underlying safety issue.

21. Medical Conditions, Allergies & Medication

Parents/carers must provide accurate information regarding relevant:

- Medical conditions.
- Allergies.
- Medication.
- Accessibility needs.
- Additional needs.

RTA Kids will use this information to support safe participation.

Where medication needs to be available during a session, appropriate arrangements should be agreed with the parent/carer.

Staff must not administer medication unless they are appropriately authorised, trained and the relevant procedure is in place.

22. Allergic Reactions

RTA Kids takes allergies seriously.

Parents/carers must inform RTA Kids of known allergies.

Where a child has a known severe allergy:

- Relevant staff will be informed on a need-to-know basis.
- Emergency medication arrangements will be recorded where applicable.
- Staff will know what action to take in an emergency.
- Emergency services will be contacted where appropriate.

A severe allergic reaction is a medical emergency.

23. Food Safety

Where RTA Kids provides or prepares food, appropriate food safety and hygiene procedures will be followed.

This includes:

- Hand hygiene.
- Safe food preparation.
- Appropriate storage.
- Allergen awareness.
- Cleaning.
- Cross-contamination controls.

Where children participate in cooking workshops, an activity-specific risk assessment should be completed.

24. COSHH – Hazardous Substances

RTA Kids will comply with the **Control of Substances Hazardous to Health Regulations 2002**.

Hazardous substances may include:

- Cleaning products.
- Disinfectants.
- Aerosols.
- Paints.

- Adhesives.
- Certain craft materials.

RTA Kids will:

- Store hazardous substances securely.
- Keep them away from children.
- Follow manufacturer instructions.
- Use appropriate controls.
- Maintain appropriate COSHH information.
- Provide PPE where required.
- Ensure staff understand safe handling.

25. Manual Handling

Staff should avoid unnecessary manual handling.

Where lifting or moving equipment is necessary:

- The task should be assessed.
- Staff should use safe lifting techniques.
- Heavy or awkward items should be moved with assistance.
- Appropriate equipment should be used where necessary.
- Students should not be asked to move heavy equipment unless this forms part of an appropriately assessed activity.

26. Slips, Trips & Falls

RTA Kids will take reasonable steps to prevent slips, trips and falls.

Staff must:

- Keep walkways clear.
- Secure cables.
- Clean spillages promptly.
- Report damaged flooring.
- Store equipment appropriately.
- Ensure bags and personal belongings do not obstruct walkways.

27. Studio & Dance Safety

Before classes begin, tutors should check that:

- Floors are suitable.
- The studio is appropriately lit.
- The space is clear of unnecessary obstacles.
- Equipment is safe.
- Doors and exits are accessible.
- Temperature and ventilation are reasonable.
- Students have sufficient space for the activity.

HSE guidance recognises that workplace temperature must be reasonable for the activity and environment, and heat/cold risks should be considered as part of risk assessment.

28. Ventilation & Indoor Air Quality

RTA Kids will take reasonable steps to maintain suitable ventilation within teaching spaces.

Where appropriate:

- Ventilation systems will be used correctly.
- Windows may be opened where safe and appropriate.
- Overcrowding will be avoided.
- Activities may be modified where heat or ventilation creates a health and safety concern.

29. Working at Height

Staff and students must not climb on:

- Chairs.
- Tables.
- Boxes.
- Unstable furniture.
- Improvised platforms.

Where work at height is genuinely required, appropriate equipment and safe systems must be used.

Children must not undertake work-at-height activities unless specifically planned, risk assessed and appropriately supervised.

30. Lone Working

Where staff work alone, RTA Kids will consider the risks associated with lone working.

Staff should:

- Follow agreed procedures.
- Have access to appropriate communication.
- Inform management where required.
- Avoid unnecessary one-to-one situations with children.
- Follow safeguarding and professional-boundary requirements.

Health and safety and safeguarding considerations should be assessed together.

31. Children & Supervision

Because RTA Kids works with children from age 2, supervision must be appropriate to:

- The child's age.
- The activity.
- The environment.
- The number of students.
- The needs of individual children.
- The level of risk.

Younger children require particular consideration when planning:

- Evacuation.
- Toilet arrangements.
- Collection procedures.
- Transitions between activities.
- Emergency situations.

32. Safeguarding & Health and Safety

Health and safety arrangements must operate alongside RTA Kids' **Child Protection & Safeguarding Policy**.

A health and safety measure must not create an unnecessary safeguarding risk.

For example:

- Emergency supervision arrangements should maintain appropriate visibility.
- Staff should maintain professional boundaries.
- Children should not be left unsupervised.
- Medical information should be handled confidentially.
- Safeguarding concerns must be reported to the DSL.

33. Personal Protective Equipment

Where risks cannot be adequately controlled by other means, appropriate PPE will be provided where required.

PPE may be relevant to activities involving:

- Cleaning.
- Certain craft materials.
- Food preparation.
- Set construction.
- Other activities identified through risk assessment.

PPE must be suitable, maintained and used correctly.

34. Contractors & External Workers

Contractors working at RTA Kids premises must:

- Follow relevant health and safety requirements.
- Follow venue rules.
- Maintain appropriate safeguarding boundaries.
- Not have unnecessary access to children.
- Provide evidence of competence where required.
- Follow instructions regarding restricted areas.

Where contractors may have contact with children, RTA Kids will consider safeguarding requirements separately.

35. External Venues & Performances

When RTA Kids operates away from The Arts Centre Dunmow, the relevant venue's:

- Fire procedures.
- Emergency procedures.
- First-aid arrangements.
- Risk assessments.
- Capacity requirements.
- Access arrangements.
- Safeguarding arrangements.

must be considered.

A venue-specific risk assessment should be completed where appropriate.

36. Emergency Procedures

In an emergency:

1. Remain calm.
2. Protect children and other people from immediate danger.
3. Contact emergency services where necessary.
4. Follow the venue's emergency procedures.
5. Evacuate where required.
6. Maintain supervision of students.
7. Take attendance/register information where safe to do so.
8. Report missing children immediately.
9. Do not re-enter an evacuated building until authorised.
10. Notify parents/carers when appropriate.

37. Serious Incidents

Serious incidents may include:

- Serious injury.
- Fire.
- Structural problems.
- Significant equipment failure.

- Missing child.
- Major medical emergency.
- Dangerous occurrence.
- Serious safeguarding-related incident.

The Health & Safety Officer and management should be notified immediately.

Where necessary, RTA Kids will contact:

- Emergency services.
- Venue management.
- Parents/carers.
- Relevant authorities.
- Insurers.
- Other responsible organisations.

38. Missing Child

If a child cannot be located:

- The supervising staff member must immediately notify management.
- The child must not simply be assumed to have left with a parent.
- Staff will check appropriate areas without compromising the safety of other children.
- Parents/carers will be contacted where appropriate.
- Emergency services will be contacted if necessary.
- The incident will be recorded.
- Safeguarding procedures will also be followed.

A missing-child incident may be both a health and safety and safeguarding matter.

39. Smoking, Vaping & Alcohol

Smoking and vaping are prohibited within RTA Kids' indoor teaching areas and must comply with applicable venue restrictions.

Alcohol must not be consumed by staff while responsible for children or undertaking RTA Kids duties.

40. Monitoring & Inspection

The Health & Safety Officer will coordinate regular checks of:

- Premises.
- Equipment.
- First-aid arrangements.
- Emergency procedures.
- Risk assessments.
- Accident records.
- Staff training.

- Health and safety concerns.

Where RTA Kids is operating within a venue managed by another organisation, RTA Kids will cooperate with the venue's inspection and maintenance arrangements.

41. Reporting Hazards

All staff, students and visitors are encouraged to report hazards.

Examples include:

- Damaged equipment.
- Wet floors.
- Blocked exits.
- Damaged flooring.
- Unsafe cables.
- Broken furniture.
- Faulty electrical equipment.
- Unsafe props.
- Inadequate lighting.
- Temperature or ventilation concerns.

Staff must take immediate reasonable action where necessary to prevent harm.

42. Training

RTA Kids will provide or require appropriate training according to role and risk.

Training may include:

- Health and safety induction.
- First aid.
- Fire safety.
- Safeguarding.
- Manual handling.
- COSHH.
- Food hygiene.
- Activity-specific safety.
- Equipment safety.

Training requirements will be proportionate to the individual's responsibilities.

43. Records

RTA Kids will maintain appropriate records, which may include:

- Risk assessments.
- Fire safety records.
- Accident reports.

- First-aid records.
- Equipment checks.
- Training records.
- Maintenance records.
- COSHH assessments.
- Emergency drills.
- Incident investigations.

Fire safety records will be maintained in accordance with the requirements applying to the premises and Responsible Person. Current legislation requires Responsible Persons to record the full fire risk assessment and fire safety arrangements.

44. Review of Risk Assessments

Risk assessments will be reviewed:

- At appropriate intervals.
- Following an accident or significant near miss.
- Following a significant change to the premises.
- Following introduction of new equipment.
- Following introduction of a new activity.
- Where the number or needs of students changes significantly.
- Where new information becomes available.
- Where legislation or official guidance changes.

There is not a universal legal requirement for every risk assessment to be reviewed on a fixed annual date; the frequency should be appropriate to the risk and circumstances.

45. Policy Review

This Health & Safety Policy will be reviewed at least annually and sooner if:

- Legislation changes.
- Official guidance changes.
- RTA Kids changes premises.
- New activities are introduced.
- A serious accident occurs.
- A significant health and safety concern arises.
- The venue changes its safety arrangements.

46. Policy Approval

Health & Safety Officer:
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