



## **Ellouise School Of Dance Health & Safety Policy**

### **Health and Safety**

Ellouise School Of Dance aims to provide and maintain safe and healthy working conditions, equipment and systems of work for all members of the school community and to provide such information, training and supervision as is required for this purpose.

This policy will be kept up to date to ensure responsibilities are met in relation to Health & Safety at Work Act (1974), Management Regulations (1999) and other relevant current legislation.

### **Staff**

The principal will take reasonable responsibility to ensure the health and safety of all members of the school community. This includes:

- Facilities and equipment - Ensuring all facilities and equipment are safe and in good working order before each class commences, that all equipment is stored in order to minimise risk and all damage or poor conditions reported/documented.
- Accidents and first aid - The principal will undertake regular first aid training, administering emergency first aid treatment, providing access to a first aid box, seeking further medical support and keeping accurate records which must be communicated to other relevant parties.

### **Supporting pupils with medical conditions**

It is important that all pupils with medical conditions can access and enjoy the same opportunities as any other pupil at the school and be able to achieve their full potential. The following procedures are in place to support pupils with medical conditions:

- All adult, parents/guardians are required to give information regarding any medical conditions that they/their child has when they enrol or if they occur at a subsequent date. They must also update the school if the health of them/their child changes in any way that may affect their participation in lessons or the ability of staff to care for their child.
- Arrangements relating to the accessibility and administration of medications will be agreed in writing between myself and the parents or guardians before the pupil starts lessons.
- Parents and guardians must ensure that any medication that their child takes to help them with a particular condition it is available to them during lessons.

### **Fire Safety**

- It is the responsibility of the Principal to ensure that all premises used by the school meet the requirements of fire safety law and documentation which supports their compliance is available.
- All pupils and staff must be familiar with the fire action procedure, location of fire alarms and fire exits.
- Evacuation procedure:
- In the event of discovery of a fire, activate the fire alarm
- The fire marshal (teacher in charge) should evacuate all pupils via the closest fire exit to the designated assembly point and conduct the register. Any missing pupils, parents guardians or staff must be reported to the fire officers.
- All belongings should be left behind.
- No one should re-enter the building until informed to do so by fire officers.

### **Risk Assessments**

Every dance school will contain hazards that carry the risk of injury to the members of its community. At Ellouise School Of Dance Risk Assessments are conducted to look at each hazard in detail, identify who is at risk, and explain exactly how that risk will be reduced.

The Principal will undertake a formal risk assessments for each venue and its facilities on an annual basis and provided to staff at the venues. Risk assessment will be conducted by the Principal throughout the course of the year for the following additional events:

- Trips which take pupils to an external venue.

- Performances which take pupils to an external venue.
- Workshops which involve external companies or individuals.
- Events involving members of the public.

*Last reviewed and updated: April 2025 by Ellouise Wilson of Ellouise School Of Dance.*