

JLC Health and Safety Policy

JLC Dance Health and Safety Policy

Purpose: The purpose of this Health and Safety Policy is to ensure the well-being of all students, staff, and visitors at JLC Dance Company. The studio is committed to providing a safe environment where all individuals can learn, work, and interact without the risk of injury or harm. This policy outlines the necessary procedures and expectations related to health and safety within the studio.

Scope: This policy applies to all staff members, students, parents, and visitors at JLC Dance Company.

1. General Safety Guidelines

- **Clean and Safe Environment:** The studio is responsible for maintaining a clean, clutter-free, and hazard-free environment. All walkways, exits, and emergency routes must remain unobstructed at all times. All dance floors should be inspected regularly to ensure they are free from debris or any other potential safety hazards.
- **Equipment Safety:** All dance equipment, such as barre systems, mats, and other props, must be checked before and after each class to ensure that they are in good working condition. Any broken or faulty equipment must be reported immediately to management and removed from use until repaired or replaced.
- **Studio Attire:** Staff and students must wear appropriate footwear and attire for each class. Loose or inappropriate clothing, as well as footwear not suitable for dance, should be avoided to minimize the risk of injury.

2. Injury Prevention and Risk Management

- **Warm-Up and Cool-Down:** All classes must begin with a proper warm-up period to help prevent injuries. Instructors are responsible for ensuring that students perform safe stretching and warm-up exercises, tailored to the specific demands of each class.
- **Hydration:** Students are encouraged to stay hydrated before, during, and after class. Water should be readily available, and students should be reminded to take regular breaks if needed.
- **Physical Limitations:** If a student has any known medical conditions, injuries, or physical limitations, it is their responsibility to inform the instructor before class begins. This will allow the instructor to provide modifications or alternative exercises as needed.

3. Injury and Accident Reporting

- **Injury Booklet:** In the event of an injury or accident (regardless of severity) occurring within the studio, the staff member or instructor must immediately complete the injury report form located in the injury booklet, which is found in the studio's designated area. This form must include details of the incident, the nature of the injury, and any immediate actions taken.
- **Parent Notification:** If a student sustains an injury during class, the staff member must immediately inform studio management so that management can notify the student's parent or guardian as soon as possible. The studio will ensure that the parent or guardian is informed of the injury and any actions taken.
- **First Aid Response:** In case of a minor injury, first aid must be administered according to the studio's first aid protocols. For more serious injuries, emergency services should be contacted, and immediate medical attention must be sought.
- **Follow-Up:** After the injury has been documented and the parent notified, any follow-up procedures required should be managed in accordance with the studio's policies, ensuring that the injured person receives any necessary care and that the safety of others is reassured.

4. Emergency Procedures

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- **Evacuation Plan:** The studio will have an established and regularly practiced emergency evacuation plan. All staff must be familiar with emergency exits, evacuation routes, and procedures for various emergencies, including fires and natural disasters.
- **First Aid Kits:** First aid kits will be readily accessible in multiple locations within the studio. These kits must be regularly stocked and maintained.
- **Accident Investigation:** Following any serious accident, the studio management will conduct an investigation to identify the cause and take steps to prevent future occurrences. This may include reviewing the studio's safety procedures, equipment, or any other factors that could contribute to the accident.

5. Staff Responsibilities

- **Monitoring and Reporting:** Staff members are responsible for monitoring the safety of students during class and ensuring that all health and safety procedures are followed. Any hazards, unsafe practices, or concerns should be reported immediately to studio management.
- **Injury Notification:** In the case of an injury, the staff member must inform management as soon as possible, so that the parent or guardian can be notified promptly. Management will ensure that the parent is informed of the injury, and any further steps will be taken to address the situation appropriately.

6. Student and Parent Responsibilities

- **Communication of Health Concerns:** Parents must inform the studio of any relevant medical conditions, injuries, or physical limitations their child may have. Students should also communicate any discomfort or injury during class.
- **Adherence to Studio Guidelines:** Students and parents must adhere to the studio's health and safety guidelines, including appropriate attire, behaviour, and injury prevention practices. Failure to do so may result in disciplinary actions, including temporary removal from class to ensure the safety of others.

Acknowledgment:

By attending classes or working at JLC Dance Company, all staff members, students, and parents acknowledge and agree to comply with the health and safety guidelines set forth in this policy. It is the responsibility of everyone to maintain a safe, respectful, and healthy environment for all.



Jessica Cox
Director
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