

HEALTH & SAFETY POLICY

Purpose:

The purpose of this Health and Safety Policy is to ensure that all students, staff, and visitors at Infinity School of Dance are protected from harm and injury while participating in dance-related activities.

This policy outlines the procedures and guidelines that must be followed to maintain a safe and healthy environment at all times.

This policy applies to all students, staff, and visitors including dance teachers, administrative personnel, parents, and anyone who enters the premises or participates in any activities.

1. General Responsibilities

- **Owner/Management Responsibilities:**
 - To ensure that all health and safety procedures are followed.
 - To regularly assess and update health and safety procedures as needed.
 - To provide proper training and information to staff members on health and safety protocols.
- **Teacher/ Staff Responsibilities:**
 - To provide a safe teaching environment and ensure students' well-being at all times.
 - To monitor students' physical condition and seek medical assistance if required.
 - To ensure that the dance space is free of hazards and that students are aware of the safe use of equipment.
- **Student/Parent Responsibilities:**
 - To follow the health and safety guidelines established by the dance school.
 - To promptly report any concerns regarding health and safety to staff or management.
 - To inform the school of any existing medical conditions or injuries that may affect participation in dance activities.

2. General Safety Guidelines

- **Physical Environment:**
 - All areas used for dance classes are kept clean, well-lit, and free of hazards (e.g., obstacles, debris).
 - Floors should be free of water, oil, or other substances that could cause slips.
- **Equipment Safety:**
 - All dance equipment including props, mats, and any other items, are checked regularly for wear and tear and replaced or repaired when necessary.
 - Proper storage of equipment must be maintained to prevent tripping hazards.
- **Emergency Procedures:**
 - Emergency exits are clearly marked and kept free of obstructions at all times.
 - First aid kits are available at all times, and teachers/staff are trained in basic first aid.

Please note that this policy is subject to change, and any updates will be communicated to students and parents in a timely manner. This document will be reviewed annually. If there are any issues or concerns, please speak to a member of staff.

- Fire evacuation plans are in place, and regular fire drills are conducted.

3. Health and Medical Safety

- **Physical Condition and Warm-Up:**
 - All students should participate in warm-up and cool-down exercises to prevent and reduce risk of injuries.
 - Students should refrain from attending class if they are experiencing pain, dizziness, or are recovering from injury unless cleared by a healthcare professional.
- **Injury Reporting:**
 - Any injury, no matter how minor, must be reported immediately.
 - Serious injuries should be assessed and treated by a trained medical professional. If necessary, emergency services should be contacted.
- **Medical Disclosure:**
 - Parents or guardians must notify the school of any medical conditions or injuries that may affect a student's ability to participate safely in dance classes.
- **Illness Policy:**
 - If a student is feeling unwell, they should refrain from attending class to avoid spreading illness.
 - Instructors are responsible for monitoring students and advising them to rest if symptoms of illness are apparent.

4. Child Protection

- **Supervision:**
 - All students must be supervised at all times during classes, rehearsals, and events.
 - Instructors should always ensure that students are appropriately supervised during rest breaks and drink breaks.
- **Child Safeguarding:**
 - All teachers/ staff hold enhanced DBS clearance, including child protection/ safeguarding training.
 - There is a clear procedure for reporting and responding to any concerns of abuse or neglect.

5. Safe Working Environment

- **Workplace Behavior:**
 - All teachers/ staff should respect the rights of others and maintain a professional and safe working environment.
 - Any form of harassment, bullying, or discrimination will not be tolerated.
- **Instructor Training:**
 - All teachers/ staff receive regular training in health and safety practices, injury prevention, and first aid.

6. Risk Assessments

- Regular risk assessments are conducted to identify any potential hazards in the studio, surrounding areas, and during events.
- Findings from risk assessments will be used to implement corrective measures to ensure safety.

7. Reporting and Review

- This Health and Safety Policy will be reviewed annually to ensure its effectiveness and compliance with current legislation.
- Any accidents, injuries, or near-misses should be reported, documented, and reviewed to prevent future occurrences.

