

Relevation Dance Academy's Health & Safety Policy

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Policy Statement:

The teachers and staff at Relevation Dance Academy will actively maintain and promote good health and safety procedures. We believe the health & safety of our students, families, staff and volunteers is of paramount importance.

We will endeavour to remove or reduce any hazards or risks to ensure our students can learn in a safe environment.

Risk Assessment:

We will undertake a risk assessment at the start of every session. Any hazards or risks identified will be documented & appropriate action will be taken to remove, reduce or control the risks. Our assessment will include but not be limited to:

Studio

- a. Floor: is it clean? is it too slippery? Have any obstacles been removed?
- b. Windows: is there sufficient ventilation? Do the blinds need to be pulled down?
- c. Plug sockets: Are they safe? Is there any wiring showing?
- d. Doors and Exits: Secure? Safe? Locked?
- e. Lighting: Are they working?
- f. Toilets: Are they clean? Are they in working order?

Equipment

- a. The set-up of equipment must be safe and correct.
- b. Wires from speakers must be out of the way.
- c. When not in use, ballet barres to be kept at front of studio out of reach of pupils.
- d. Pupils to be taught to use ballet barres correctly and safely.
- e. Equipment to be stored correctly and safely during the sessions.
- f. Pupils are not to use the ballet barres without supervision.
- g. Any damaged equipment is to be noted in the equipment log and fixed as soon as possible.

Pupils

- a. Pupils should enter the studio/classroom until invited to do so by the teacher.
- b. Correct uniform – shoes or bare feet, but not socks or tights without shoes.
- c. Long hair to be tied back. And styled according to class requirements.
- d. Encouraged to bring water to class to stay hydrated.
- e. All pupils must complete a registration form on starting at the Academy and this will detail emergency contact numbers and medical conditions. - The students/parents are responsible for ensuring these are kept up to date.

Fire Emergency:

- a. Relevation Dance Academy staff are fully aware of the evacuation process and fire assembly points at all venues.
- b. Relevation Dance Academy staff are informed of the Locations of fire escapes and fire extinguishers at all venues.
- c. Registers are taken for each class and the class teacher is appointed as the fire evacuation officer.

First Aid:

- a. Our teachers have undertaken First Aid training, and regularly update their knowledge and understanding.

- b. All our venues are equipped with a first aid kit and Our teachers also carry their own first aid kits.
- c. At registration all students or their parents are asked to provide permission for Relevation dance academy to administer first aid and emergency first aid should it be needed.
- d. In the case of an incident, a report will be documented in the Accident Book.

Document Review

This policy will be reviewed and updated annually. Or as the need arises.

Last updated: 23rd August 2021.