

Health & Safety Policy for Danceworks

At Danceworks, we are committed to ensuring the health, safety, and well-being of all our students, staff, and visitors. This Health & Safety Policy sets out our commitment to providing a safe and supportive environment for children, both within the dance studio and during any school-related activities or events.

1. General Responsibilities

- **Management Responsibility:** The management team is responsible for ensuring that all health and safety measures are in place and regularly reviewed. This includes monitoring the safety of facilities, equipment, and teaching practices.
- **Staff Responsibility:** All staff members must be trained in and adhere to the school's health and safety procedures. They are responsible for ensuring that students follow safety rules, report any hazards, and act appropriately to avoid injury.
- **Parental Responsibility:** Parents and guardians are encouraged to ensure that their children follow safety instructions and guidelines both in and outside the classroom. Parents should also inform the school of any medical conditions or concerns that may affect their child's participation.

2. Safety in the Dance Studio

- **Clean and Safe Environment:** Danceworks will ensure that the studio is regularly cleaned and maintained. All floors should be non-slip, and the space will be free of any hazards that could pose a risk to the students.
- **Proper Footwear and Clothing:** All students must wear appropriate dance clothing and footwear. Bare feet may be required for some classes, while others may need specific dance shoes (ballet slippers, tap shoes, etc.). No jewellery or accessories that could pose a safety risk should be worn during class.
- **Health and Fitness Levels:** Students should be physically fit to participate in the activities offered. Instructors will offer modifications for students with specific needs or medical conditions. Parents must inform the school of any medical conditions or injuries affecting their child's ability to participate.

3. Injury Prevention and First Aid

- **Warm-Up and Cool-Down:** Every class will include a structured warm-up and cool-down period to prevent injuries. Stretching exercises will be part of the routine to help with flexibility and muscle care.
- **First Aid Kits:** A fully stocked first aid kit will be available in the studio at all times. Key staff members will be trained in basic first aid and CPR. In case of an emergency, medical professionals will be contacted immediately.
- **Incident Reporting:** Any accidents, injuries, or near-misses must be reported immediately to a member of the management team. An accident report will be completed and, if necessary, follow-up actions will be taken.

4. Child Protection and Safeguarding

- **Staff Training:** All staff members, including instructors and administrative staff, will undergo safeguarding and child protection training. They will be familiar with the

policies and procedures for reporting any concerns regarding the safety or well-being of a child.

- **Supervision:** Students will be supervised at all times during classes and events. The ratio of staff to students will be appropriate for the age and needs of the children in our care.
- **Picking Up and Dropping Off:** Parents/guardians must ensure that children are dropped off and picked up at the designated times. If a student is to be picked up by someone other than the parent or guardian, prior arrangements should be made with the school.

5. Emergency Procedures

- **Emergency Evacuation:** In the event of an emergency (e.g., fire, gas leak), there will be clear evacuation procedures in place. Staff will regularly review emergency evacuation plans and hold practice drills to ensure everyone knows what to do in an emergency.
- **Emergency Contacts:** All students must have up-to-date emergency contact information on file. In case of an emergency, this information will be used to reach the child's guardian immediately.

6. Health and Well-Being of Students

- **Medical Conditions:** Parents must inform Danceworks of any medical conditions, allergies, or special needs that may affect their child's participation in dance classes or activities. If necessary, a health care plan will be put in place to support the student.
- **Illnesses and Communicable Diseases:** If a child is feeling unwell or has a contagious illness, they should stay at home to prevent the spread of illness to other students. Children with any infectious or contagious diseases (e.g., flu, chickenpox) will not be allowed to participate in classes until cleared by a medical professional.
- **Hydration and Breaks:** Students will be encouraged to drink water during class, and regular breaks will be scheduled to ensure they do not overexert themselves.

7. Safe Use of Equipment

- **Inspection and Maintenance:** All dance equipment (bars, mirrors, mats, etc.) will be inspected regularly to ensure it is in safe working condition. Any damaged or unsafe equipment will be removed from use immediately.
- **Use of Props and Special Equipment:** Any props, costumes, or special equipment used in classes or performances will be checked for safety. Teachers will ensure that students understand how to use equipment safely before incorporating it into the lesson or routine.

8. Risk Assessments

- **Ongoing Risk Assessments:** Regular risk assessments will be carried out on all facilities, equipment, and activities to identify potential hazards. Adjustments will be made where necessary to reduce risks to students and staff.

- **Outdoor Activities & Events:** For any outdoor activities, excursions, or performances, risk assessments will be conducted, and necessary precautions will be taken to ensure the safety and well-being of all participants.

9. Compliance with Legal Requirements

Danceworks will ensure compliance with all relevant health and safety legislation and regulations, including those related to child protection, fire safety, and workplace health and safety.

10. Review and Updates

This Health & Safety Policy will be reviewed annually and updated as needed to ensure it remains relevant and in line with best practices and legal requirements.

Contact Information: For more information or if you have any questions about our health and safety procedures, please contact:

- **Email:** info@danceworksstudio.co.uk
- **Phone:** 01242 233 338
- **Address:** 35 St George's Street, Cheltenham, GL50 4AF

Thank you for your cooperation in keeping our dance school a safe and positive environment for all students!