



# Health and Safety Policy

**Maddy's Dance School of Suffolk**

**Effective Date: 19/09/2025**

**Reviewed: 19/09/2026**

## 1. Statement of General Policy

At **Maddy's Dance School of Suffolk**, we are committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all students, staff, volunteers, and visitors. We aim to provide a safe environment for dance tuition and related activities in compliance with the **Health and Safety at Work etc. Act 1974** and all other relevant legislation.

## **2. Responsibilities**

### **2.1 School Owner/Principal Responsibilities**

- Ensure this policy is implemented and reviewed annually.
- Conduct regular risk assessments for venues and activities.
- Ensure all staff are aware of health and safety procedures.
- Maintain appropriate insurance.
- Report any serious incidents to the appropriate authorities.

### **2.2 Staff Responsibilities**

- Take reasonable care for their own health and safety and that of students.
- Report hazards or concerns immediately to the Principal.
- Follow emergency procedures and assist in evacuations where needed.
- Ensure all students behave safely and responsibly during sessions.

### **2.3 Student and Parent Responsibilities**

- Inform the school of any relevant medical conditions, injuries, or additional needs.
- Comply with the school's dress code and safety instructions.
- Follow instructions given by teachers or staff members.
- Parents must ensure children are supervised before and after class times.

## **3. Risk Assessment**

- Risk assessments are carried out for all venues, activities, and events.
- Particular attention is given to:
  - Slips, trips, and falls (e.g. wet floors, loose wires)
  - Dance flooring suitability (e.g. sprung floors)
  - Fire exits and emergency procedures
  - Medical needs or allergies
  - Lifting and carrying equipment
- A written record of assessments is maintained and updated as needed.

## **4. First Aid**

- A qualified First Aider will be available during class times whenever possible.
- A fully stocked first aid kit is available at all class locations.
- All accidents and injuries are recorded in an Accident Book and monitored.
- In the event of a serious injury, emergency services will be called, and parents/guardians informed immediately.

## 5. Fire Safety

- All venues used for classes are required to have:
  - Clearly marked fire exits
  - Fire extinguishers and alarms
  - Emergency evacuation procedures
- Staff and students are briefed on evacuation routes.
- Fire drills are practiced as required by the venue.

## 6. Safeguarding & Child Protection

- All staff and volunteers working with children are **DBS checked**.
- The school has a separate **Safeguarding and Child Protection Policy**, which all staff must read and understand.
- Concerns about child safety are taken seriously and reported in line with safeguarding procedures.

## 7. Hygiene and Infection Control

- The Venues are cleaned regularly, and surfaces are disinfected as needed.
- Students must not attend if they are unwell or show signs of infectious illness.
- Shared equipment (e.g. mats, props) will be cleaned regularly.

## 8. Electrical and Equipment Safety

- Venues are responsible for the safety of installed electrical systems and lighting.
- Equipment (e.g. speakers, props) will be checked for damage before use.

## 9. Manual Handling

- Staff are trained to lift and move equipment safely.
- Heavy lifting should be avoided or shared between two people.
- Students are not permitted to move heavy or potentially hazardous items.

## 10. Monitoring & Review

- This policy is reviewed annually or after any major incident.
- Staff meetings may include discussions on health and safety improvements.
- Feedback from parents, staff, or students is encouraged and taken seriously.

## **Signed:**

**Name:** Maddy Brewer

**Position:** Principal / CEO

**Date:** 19/09/2025