

# Health and Safety Policy for Second City School of Dance

## Policy Statement

At Second City School of Dance, we are committed to providing a safe and healthy environment for all students, staff, teachers, and visitors. The health and safety of everyone involved in our dance school is our top priority. We strive to ensure that our facilities, classes, and activities adhere to the highest standards of safety and that everyone is equipped with the knowledge and tools to prevent accidents and injuries.

## Purpose of the Policy

This policy outlines the health and safety guidelines and responsibilities for all individuals within the dance school, ensuring that everyone involved in our activities is aware of how to maintain a safe environment. We aim to minimise risks and provide a clear framework for handling health and safety concerns.

## Key Principles

1. **Duty of Care:**
  - The school is responsible for ensuring the health, safety, and well-being of all students, staff, and visitors while on the premises.
  - All employees, instructors, and students are expected to take personal responsibility for their own safety and the safety of others around them.
2. **Risk Assessment:**
  - Regular risk assessments will be carried out on the premises, equipment, and classes to identify potential hazards and implement strategies to mitigate risks.
  - Any identified hazards will be addressed promptly to ensure a safe environment for all.
3. **Training and Awareness:**
  - All staff and instructors will receive regular training on health and safety procedures, including emergency protocols, first aid, and safe teaching practices.
  - Students will be instructed on safe dance techniques, warm-up and cool-down routines, and how to recognize and prevent injuries.
4. **Safe Environment:**
  - The dance school will ensure that the premises, including floors, mirrors, lighting, and sound equipment, are in good condition and suitable for dance activities.
  - The floors will be regularly inspected to ensure they are free of debris, spills, or any other potential hazards.
  - Proper ventilation and temperature control will be maintained to ensure a comfortable environment for physical activity.
5. **Equipment Safety:**
  - All dance equipment, such as bars, mats, props, and sound systems, will be regularly checked for safety and maintained to prevent accidents.
  - Any damaged or unsafe equipment will be removed from use until it is repaired or replaced.

## 6. Injury Prevention:

- Warm-ups and cool-downs are mandatory for all classes to help prevent injury and prepare the body for physical activity.
- Students will be encouraged to use appropriate footwear and attire for their specific classes to reduce the risk of injury.
- Modifications to exercises and movements will be made for students with special needs, medical conditions, or injuries to prevent further harm.

## 7. Emergency Procedures:

- Emergency exits, fire extinguishers, first aid kits, and other emergency equipment will be clearly marked and easily accessible.
- All staff and instructors will be trained in first aid and emergency evacuation procedures.
- In the event of an accident or injury, appropriate first aid will be administered, and if necessary, emergency services will be contacted.

## 8. Reporting Accidents and Hazards:

- All accidents, injuries, or near misses must be reported immediately to the school's management team, regardless of how minor the incident may seem.
- A log of accidents and safety incidents will be maintained, and investigations will be carried out to prevent recurrence.
- Any hazards or unsafe conditions noticed by students or staff must be reported to management to ensure they are addressed quickly.

## Responsibilities

### ● Dance School Management:

- Ensure compliance with all relevant health and safety legislation and best practices.
- Conduct regular risk assessments and make necessary improvements to the environment, equipment, and procedures.
- Ensure that all staff and instructors are trained in health and safety protocols and that they actively implement them during classes and events.

### ● Instructors and Staff:

- Monitor students during classes to ensure safe participation and adherence to safety guidelines.
- Encourage students to follow safe practices, including proper warm-up and cool-down routines, and proper posture and technique to minimize injury.
- Respond appropriately to any emergencies, following established procedures.

### ● Students:

- Follow all health and safety instructions provided by the instructors and staff.
- Wear appropriate clothing and footwear for dance classes.
- Inform the instructor of any medical conditions, injuries, or concerns prior to or during class, so appropriate adjustments can be made.
- Report any hazards, accidents, or injuries immediately.

## Health and Safety Procedures

### 1. First Aid:

- A fully stocked first aid kit is available at all times at the venue. The kit will be checked regularly to ensure it is complete and in good condition.
  - Designated first aiders are on site at all times and are trained to handle any health emergencies. Their names will be displayed in a visible location.
- 2. Fire Safety:**
- Staff will be given training that they know the evacuation routes and procedures in the event of an emergency.
  - Fire exits must be kept clear at all times. Emergency exit routes will be clearly marked.
- 3. Accident Reporting and Investigation:**
- An accident log will be kept on the premises, documenting the nature of any incidents and the steps taken afterward.
  - If an accident occurs, it will be investigated, and any necessary changes will be made to prevent similar incidents in the future.

## Conclusion

At Second City School of Dance, we are committed to maintaining a safe and healthy environment for all of our students, staff, and visitors. By following this Health and Safety Policy, we aim to reduce the risk of injury and create a positive, supportive atmosphere in which students can thrive. We believe that safety is a shared responsibility and encourage everyone to take an active role in maintaining a safe and welcoming environment.

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## Contact Information

If you have any questions or concerns about health and safety at [Dance School Name], please contact:

- Email: [secondcitydance@gmail.com](mailto:secondcitydance@gmail.com)
- Phone: 07527524000
- Address: CAFLO Community Centre, B36 8UB