

Health and Safety Policy

Katie Wright School of Dance

1. Policy Statement

Katie Wright School of Dance is committed to providing and maintaining a safe, healthy and positive environment for all learners, staff, volunteers, visitors and contractors.

We recognise our responsibility to take all reasonably practicable steps to safeguard the health, safety and welfare of everyone involved in our activities and to comply with relevant health and safety legislation.

All staff, learners and visitors are expected to support this policy and contribute to maintaining a safe environment.

2. Responsibilities

Principal - Katie Stewart

The Principal is responsible for:

- Promoting a positive health and safety culture.
- Ensuring appropriate health and safety procedures are in place.
- Conducting or arranging risk assessments where necessary.
- Ensuring staff are aware of their health and safety responsibilities.
- Investigating accidents, incidents and near misses.
- Maintaining appropriate insurance cover.
- Ensuring emergency procedures are communicated and understood.

Teachers and Staff

Teachers and staff are responsible for:

- Taking reasonable care of their own health and safety and that of others.
- Following health and safety procedures.
- Reporting hazards, accidents and concerns promptly.
- Ensuring equipment is used safely.
- Supervising learners appropriately during classes and activities.

Learners

Learners are expected to:

- Follow instructions given by teachers and staff.
- Behave responsibly and safely.
- Wear appropriate clothing and footwear.
- Report hazards, injuries or concerns immediately.
- Respect the safety of others.

Parents and Carers

Parents and carers should:

Inform the school of any relevant medical conditions, allergies or additional needs.
Provide up-to-date emergency contact information.
Ensure learners attend classes wearing suitable clothing and footwear.

3. Risk Assessments

The school will identify and assess risks associated with its activities and take appropriate measures to minimise those risks.

Risk assessments will be reviewed:

Annually.
Following an accident or incident.
When activities, venues or equipment change.

4. Premises and Equipment

The school will:

Ensure dance spaces are suitable and free from avoidable hazards.
Maintain clear access and exit routes.
Regularly check equipment for safety.
Remove damaged or unsafe equipment from use.
Ensure adequate lighting and ventilation where reasonably practicable.
Staff and learners should immediately report any defects or hazards.

5. First Aid and Accidents

A suitable first aid kit will be available at all teaching venues.
Accident and incident records will be maintained.
Parents or carers will be informed of significant injuries involving learners.
Emergency services will be contacted where necessary.
All accidents, injuries and near misses should be reported to a member of staff as soon as possible.

6. Fire Safety and Emergency Procedures

The school will:

Familiarise staff with venue emergency procedures.
Ensure fire exits remain clear and accessible.
Evacuate premises promptly in the event of an emergency.
Follow venue-specific evacuation procedures.
Teachers will take responsibility for supervising learners during any evacuation.

7. Medical Information

The school will maintain records of relevant medical information provided by parents, carers or adult learners.

This may include:

Medical conditions.

Allergies.

Emergency medication requirements.

Emergency contact details.

Information will be handled in accordance with data protection requirements and stored for 5 years after leaving the school.

8. Safeguarding and Welfare

The school recognises that health and safety includes the physical and emotional wellbeing of learners.

Any safeguarding concerns will be managed in accordance with the school's Safeguarding Policy.

9. Manual Handling

Appropriate care should be taken when moving equipment to avoid injury ie stereos, boxes.

10. Hygiene

The school encourages good hygiene practices, including:

Regular hand washing where appropriate.

Maintaining clean dance spaces.

Not attending classes when suffering from a contagious illness where attendance may pose a risk to others.

11. Reporting Hazards

All hazards, unsafe conditions or concerns should be reported to the Principal or a member of staff immediately.

Appropriate action will be taken to reduce any identified risks.

12. Monitoring and Review

This policy will be reviewed annually or sooner if required due to changes in legislation, guidance or school activities.

Policy Review Date: 8th June 2026

Next Review Date: 8th June 2027

Signed: Katie Stewart

Principal – Katie Wright School of Dance