

HEALTH & SAFETY POLICY

April 2018

Nottingham Theatre Dance School aims to provide a safe and healthy environment for everyone involved in the school. Any potential safety hazards must be reported to the Principal of the school.

Assessments are carried out throughout the whole building, any risks that are found which can be related directly to the schools' personal equipment or property should be reported to the Principal and will be dealt with appropriately.

Nottingham Theatre Dance School is responsible for the following:

- * Heating checks on heating within all areas.
- * Maintenance of toilets.
- * Maintenance of all electrical plugs and internal wiring, lighting, fire alarms, fire extinguishers.
- * Maintenance of sound system which will have regular safety checks.
- * Maintenance of leads from sound system/music centre and the fixing of these leads so that they do not cause a safety hazard.
- * The safety of the fixed mirrors.
- * Cleaning of the dance floor, using products that will not cause slipping on the floor.
- * The maintenance of all fire-extinguishers, and the fire fighting equipment.

FIRE RISK

- * There are fire instructions posted within the dance studio.
- * All teachers or employees working within the school must make themselves aware of these instructions.
- * There are two fire extinguishers attached to the wall directly inside the main dance studio.
- * A fire alarm is installed within the building.
- * The Principal of the school will ensure that the Fire Exit in the studio is kept free for easy exit should a fire occur.

ACCIDENTS AND FIRST AID

- * Nottingham Theatre Dance School has a private accident logbook for any students that injure themselves whilst attending dance classes.
- * Injuries must be reported to the Principal.

* All head injuries, however minor must immediately be reported to the parent/guardian by phone-call. It is then the parents responsibility to decide whether their child need medical attention. If a parent is not going to be contactable during a lesson then they must provide an alternative number and contact for that day.

* A First Aid Box is kept at the studio at all times.

* It is the parents responsibility to complete the medical questionnaire for their child and to keep this updated.

* All participants must take part in a full warm up before any session.

* Parents must inform the Principal / Teacher prior to a class if their child is feeling unwell.

* Class size numbers are restricted to ensure there is sufficient room for activity.

* Teachers will inform participants of suitable clothing in advance and will check on the day.

* No jewellery should be worn and hair should be tied up in a bun for all classes.

* All spills must be dealt with immediately.

* Obstacles must be cleared out of the dance studio or moved towards the edge of the dance space and young people made aware of any hazards.

SAFETY OF YOUNG PERSONS

* All teachers are DBS checked.

* Parental consent forms regarding photographs will have been completed by the parents of all involved.

* All sessions to be supervised by suitably trained staff.

* All students attending a dance class are the responsibility of the parent / guardian outside of class time.

SMOKING

Nottingham Theatre Dance School has a non-smoking policy and smoking is prohibited anywhere in the building.

DRUGS AND ALCOHOL

Nottingham Theatre Dance School has a strict no drugs and alcohol policy. Any student or teacher found using drugs or alcohol whilst attending classes or working at the school, will be presented with a verbal warning. Parents will be advised if the student is less than 18 years of age.

* All teachers and helpers involved with Nottingham Theatre Dance School will be made aware of this Health & Safety Policy.