

Health & Safety Policy

SJ Performing Arts Plymouth takes seriously their responsibility to ensure the safety of their pupils. All pupils must complete a Registration Form when joining the school with clear information regarding emergency contacts and any relevant medical history. A copy of emergency contact numbers will be kept on class registers.

SJ Performing Arts Plymouth Ensure:

- We are providing a healthy and safe working environment for all.
- We will actively promote good health and safety procedures.
- We take regular risk assessments at our venues and if any problem arises, to contact the facility manager immediately. No class will go ahead in an unsafe environment.
- All teachers and staff have a clear understanding of what to do in the case of a fire emergency and know their responsibilities at each venue.
- All teaching staff have adequate skill and training to teach all students safely. All teaching staff are qualified in the area they teach and hold a DBS.
- All staff and volunteers have read this policy and know where the first aid box is at each venue.
- All staff and volunteers are competent to do tasks set and understand clearly their responsibilities.
- We keep a fully equipped First Aid Box at every venue we hire.
- Any accident or injury will be documented in our accident book. We will address the situation and make changes where required to avoid similar incidents in the future.
- In an emergency where assistance is needed, we will contact the emergency services first, then the parent/guardian/carer of the student/s involved by the telephone number on the class registers.
- All staff and volunteers have read this policy and understand what to do in an emergency. They have all been provided a copy of the Health and Safety UK Law Leaflet.
- We regularly review and update this policy. Jodie and Sarah have overall responsibility for health and safety. All teaching staff has a day-to-day responsibility for ensuring this policy is put into practice.

Parents/Guardians/Carers and Students Must Ensure:

- They notify us immediately with any changes in emergency contact details.
- They have disclosed any special health considerations or existing injuries on the enrolment form.
- They have contacted the teacher before the start of the class with any new injury or illness that we need to be made aware of.
- They understand that performing arts is as active as engagement as any sport, and whilst every effort is made to avoid them, injuries can happen. The school accepts no responsibility for injuries sustained via any means other than a teacher's negligence.
- The safety of their child/ren outside the studio in areas such as changing rooms, toilets, and waiting areas.
- They do not let their child/ren enter the studio before the teacher is present.
- The responsibility for their child/ren's punctuality. Students may be refused entry if they are continuously late for class as they are missing out on warming up safely.

- They pick their child up promptly at the end of their lesson so they are not alone in the venue.
- They come to class with the correct dress code, especially footwear for safe dance practice. Only indoor dance shoes are to be worn in the studio to protect the floor and for health and safety reasons. No jewellery including watches should be worn at any time.
- That their child/ren's uniform and footwear fits correctly. That the elastics on your child/ren's ballet shoes are secure and neither too loose nor too tight.
- No food (or chewing gum) is to be consumed in the studio. Water bottles are permitted.

These Studio Checks Will Be Made Before Students Enter The Studio:

- Floors: floors are clean and free of debris, trip, and slip hazards. Any spillages to be dealt with immediately.
- Mirrors: ensure mirrors are unbroken, safe, and secure.
- Plug sockets: ensure they are safe and secure with no wire showing. Any unused sockets should be covered appropriately.
- Exits: any doors and exit routes are clear and not obstructed.
- Heating: make sure the temperature of the room is safe for students to dance, sing, and act in.
- Light: all light fittings and switches will be checked for functionality and condition.
- Devices: where portable appliances are in use any cables will be secured and not a trip hazard.

Our aim is to ensure that all reasonable and practical steps are taken to ensure the health, safety, and welfare of all persons using the premises.

We Will Actively Work Towards The Following Objectives:

- To establish and maintain a safe and healthy environment throughout SJ Performing Arts Plymouth.
- To establish and maintain safe working procedures amongst Staff and Pupils.
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating all of our venues.
- To follow the regulations of the Health and Safety at Work Act 1974 and any other relevant legislation.
- All fire exits are clearly marked and free from obstruction. All fire extinguishers are clearly labelled.
- All equipment and resources used in any class at SJ Performing Arts Plymouth are safe for students to use.

A First Aid box is located at: every venue.

An Accident Book is located at: every teachers device.

In the case of an emergency or serious injury, please contact the emergency services on 999.

This policy was last reviewed on 1/7/20

Name: JODIE NICHOLLS AND SARAH BAYLISS

Job Title: PRINCIPALS