



## Health and Safety Policy

### Policy Statement

Berkshire Dance Academy recognises and accepts its responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant legislation to provide a safe and healthy environment for all employees, students, contractors, visitors, and members of the public.

### Objectives

- To prevent accidents and cases of work-related ill health.
- To provide clear instructions, training, and supervision.
- To maintain safe and healthy premises, equipment, and activities.
- To regularly assess risks and implement appropriate measures.

### Responsibilities

#### Principal/Owner:

- Overall responsibility for health and safety arrangements.
- Ensuring risk assessments are carried out and regularly reviewed.
- Ensuring staff training and resources are in place.
- Reviewing policies annually.

#### Staff and Volunteers:

- Cooperate with this policy.
- Take reasonable care of their own and others' safety.
- Report any hazards, near misses, or concerns immediately.

#### Students and Visitors:

- Follow instructions and safety procedures.
- Report any accidents or concerns to staff



## **Risk Assessment**

Risk assessments will be conducted for all dance activities, including warm-up, rehearsal, and performance, reviewed annually or after any incident and recorded and communicated to staff.

## **Safe Environment**

- Floors must be clean, dry, and free from obstructions.
- Fire exits must be kept clear at all times.
- Electrical equipment will be PAT-tested annually.
- Heating, lighting, and ventilation must be maintained at safe levels.

## **Fire Safety**

A Fire Risk Assessment will be reviewed annually with fire drills being conducted at least once per year.

Fire extinguishers will be maintained and checked annually and clear fire evacuation procedures will be displayed prominently.

## **First Aid**

A first aid box will be accessible in all main teaching areas and at least one trained first aider will be present during all classes and events.

All accidents and incidents will be recorded in the accident book and, where necessary, reported under RIDDOR 2013.

## **Manual Handling**

Staff must avoid lifting heavy items alone and try to seek help if absolutely necessary to do so.

Students should not be asked to move any equipment.



## **Control of Substances Hazardous to Health (COSHH)**

Any hazardous cleaning products or substances will be stored securely away out of site and Safety Data Sheets will be kept on file (where relevant)

## **Training and Information**

All staff will be provided with health and safety induction training and additional training will be provided when significant changes occur.

Updates and reminders will be communicated regularly.

## **Review**

This policy will be reviewed annually or sooner if required due to statutory changes, safeguarding incidents or developments within Berkshire Dance Academy.

**Date of Issue:** January 2026