



## **Health and Safety Policy**

At Plymouth Ballet School we take serious responsibility to ensure the safety of our pupils. We aim to provide high health and safety procedures and work to any minimise hazards or risks to ensure the student's can participate in a safe environment.

Plymouth Ballet School must take reasonable responsibility to ensure the health and safety of students. This includes:

### **Staff (Teachers)**

- Teachers must ensure that equipment is in good working order before each class commences. Any equipment or facility that is damage or in poor condition must be reported
- Teachers must undertake regular first aid training in order to administer emergency first aid treatment safety. Teachers must have access to a first aid box, and seek further medical support where required
- Should accidents occur, teachers must take accurate records to communicate to relevant parties where necessary

### **Students/Customers (parents/guardians)**

- All parents/guardians must complete a trial/registration form in order to participate at Plymouth Ballet School. This must include emergency contacts and any relevant medical information
- Emergency contact numbers will be kept on class registers
- Parents/guardians must notify the school of any changes to their emergency contact details
- Parents/guardians understand that Plymouth Ballet School accepts no responsibility for injuries sustained via any means other than a teacher's negligence
- Pupils will be supervised during class time only and parents/guardians must ensure the safety of their children in the car park, waiting and toilet areas
- We hold no responsibility those using the grounds around the building
- Parents/guardians are responsible for ensuring a child's punctuality. If students are late, they may miss important information and place themselves at risk of injury should they miss the warm-up
- Students should bring water to each class, and ensure they keep their energy levels up by eating appropriate snacks before/after class

- Dress code must be observed at all times, especially footwear for safe dance practice. Students should wear shoes at all times when walking around the building and make sure that ribbons/laces are tied properly to avoid injury.
- Pupils should not wear any jewellery that may pose a risk to themselves or others
- No child will be allowed to leave the studio with anyone other than a parent/guardian unless confirmed with the teacher prior to class

### **Supporting students with medical conditions**

It is important that all students with medical conditions can access and enjoy the same opportunities as any other student. The following procedures are in place to support this:

- Parents/guardians and participants are required to give information regarding any medical conditions when they register. This must also be updated if their health changes in any way that may affect their participation
- Arrangements relating to medications will be agreed between the Principal and the parents/guardians or participants before lessons
- Parents/guardians or participants must ensure that any medication is in date and available to use during lessons if required
- The Principal will share appropriate information with other members of staff/teachers and ensure training is up to date

### **Fire Safety**

- All staff/teachers must be familiar with the fire action procedure and the location of fire alarms and exits
- In the event of a fire, fire alarms must be activated
- The fire marshal (teacher in charge) should evacuate all pupils via the closest fire exit and conduct the register at a fire assembly point. Any missing pupils/parents/guardians, participants or staff must be reported immediately
- All belongings should be left behind
- No one must re-enter the building until informed it is safe to do so by fire officers

### **Risk Assessments**

- Every dance school will contain hazards that carry the risk of injury. At Plymouth Ballet School risk assessments are conducted to look at each hazard in detail, identify who is at risk, and explain exactly how that risk will be reduced. These assessments are undertaken for each venue we teach in, and are reviewed regularly
- At the start of each session, teachers carry out their own risk assessment to identify any hazards or risks present. Appropriate action will be taken if required to minimise or control the risks

### **First Aid**

- Parents/guardians are required to give permission for immediate and necessary first aid treatment. This includes any emergency medical treatment recommended by competent authorities.
- It is the parent/guardians responsibility to ensure students bring any necessary medical equipment to activities run by Plymouth Ballet School and that medication is within date
- Students/parents/guardians should inform the teacher of any special health considerations or existing injuries before participating in class
- A fully equipped First Aid Box will be held within the building. In case of an incident an Accident report must be completed
- All teachers are required to have up to date First Aid training and certificate can be provided on request
- If required the school will contact the emergency services first, then the parent/guardian of the student(s) involved by the telephone number provided on registration

We are committed to reviewing our policy and good practice.  
This policy was reviewed in August 2022.