

# SOUTH LONDON DANCE SCHOOL - HEALTH AND SAFETY POLICY

*This statement outlines our intention to provide a safe and healthy environment for everyone working at South London Dance School as well as for all students and their parents/carers. Also, to safeguard all concerned, so far as is reasonably practicable, from potential hazards on the premises, as required under the Health and Safety at Work Act 1974. Staff members will act 'in loco parentis' in any emergency situation.*

We rely on every member of our community taking responsibility for their own actions and behaviour and complying with each of health and safety procedures in line with relevant legislation, which include:

- Taking reasonable care of the health and safety of themselves and other people
- Not interfering with or obstructing anything that is provided in the interests of health and safety
- Not carry out any act that would deliberately put themselves or others at risk.

**Miss Z Dawson (Principal)** has overall responsibility for implementation of the South London Dance School Health and Safety Policy and **Katarina Hill (Administrator and Health & Safety Officer)** has day-to-day responsibility for ensuring this policy is put into practice; it is their joint responsibility to:

- Ensure that a good general standard of safety and hygiene is provided for employees, self employed staff, students and their parents/carers.
- Ensure all self employed staff are capable of doing their tasks and hold any required qualifications
- consult with all employees and self employed staff on matters affecting their health and safety as well as any risks they have recognised. Be open to comments and suggestions from employees, students and their parents on matters relating to health and safety
- ensure that all teaching staff are qualified in basic emergency first aid, or at the least, one qualified first aider is on the premises at all times
- ensure that all teaching staff have received copies of '[Mental Health Awareness for Dance Teachers at SLDS](#)' and the '[SLDS Anti-Bullying Policy](#)'
- uphold the accident book, ensure the accident book is upheld by others and notify the HSE if any major incident occurs to an employee
- ensure that the information of self employed staff and students is used and stored in conjunction with the data protection act
- maintain a sufficient and in date stock of emergency first aid equipment, and ensure it is kept in the office (including PPE for infectious disease)
- ensure all teaching staff carry out a general safety and hygiene check before they commence each teaching session and take any necessary steps to ensure their own and their students' safety
- ensure that any portable electrical equipment is serviced when necessary and is PAT tested (*see PAT certificates and labels on equipment*) and check that new equipment meets health and safety standards before it is purchased
- ensure general fire safety including evacuation procedures, and ensure fire detection equipment and fire fighting equipment are provided and maintained as per SLDS Fire Documentation
- ensure students and their parents/carers are aware of emergency fire procedures and to organise regular practice Fire Drills
- provide information, instruction and training for all self employed staff (including training for use of portable electrical appliances, fire safety (*see '[Fire Safety for SLDS teachers](#)'*) and infection control (*refer to '[SLDS Infection Control Policy](#)'*)
- ensure that all employees and self employed staff are competent both mentally and physically to carry out their specified tasks in conjunction with good health and safety practise and they are aware of the 'South London Dance School Drug and Alcohol Policy' (*see '[SLDS Drug and Alcohol Policy](#)'*)
- ensure heating, air conditioning / ventilation and lighting systems have been checked and certified as safe by the relevant professionals
- undertake risk assessments and take action where necessary (including amending the relevant documents and policies and making employees and self employed staff aware of any changes)
- investigate any incident to ensure it does not happen again and respond accordingly to any report of a recognised risk or compromise of health and safety standard
- keep in the office copies of training records relating to health and safety and DBS's for all teaching staff
- ensure that they are competent both mentally and physically to carry out their specified tasks in conjunction with good health and safety practise
- review and update the policy regularly

- act responsibly to prevent injury to herself and others, as requested by the Health and Safety at Work Act 1974

**It is the responsibility of each self-employed staff member to ensure that they:**

- help to maintain health and safety standards within the school
- are qualified in basic emergency first aid (regular teaching staff only)
- are familiar with '[Mental Health Awareness for Dance Teachers at SLDS](#)' and the '[SLDS Anti-Bullying Policy](#)'
- uphold the accident book and report to the Principal any major incident
- carry out a safety and hygiene check before commencing work (including checking the first aid kit is in the correct location), complete the [Risk Assessment form](#) for each studio and take any necessary steps to ensure their own and their students' safety
- report any recognised risk or compromise of health and safety standard to the Principal or to the Health & Safety Officer
- have received adequate information, instruction and training where necessary (including training for use of portable electrical appliances, use of heating and air conditioning / ventilation systems, fire safety (see '[Fire Safety for SLDS teachers](#)') and infection control (refer to '[SLDS Infection Control Policy](#)'))
- make students aware of emergency fire procedures (teaching staff only)
- ensure all students' information is used in conjunction with the data protection act
- are competent both mentally and physically to carry out their specified tasks in conjunction with good health and safety practise
- act responsibly to prevent injury to themselves and others, as requested by the Health and Safety at Work Act 1974

**It is the responsibility of students and their parents/carers to:**

- help to maintain health and safety standards within the school
- report any incident, recognised risk or compromise of health and safety standard to the Principal or to the Health & Safety Officer (including occurrence of any virus or disease that may affect other students and those working at South London Dance School)
- act responsibly to prevent injury to themselves and others, as requested by the Health and Safety at Work Act 1974

**THE ENTIRE PREMISES OPERATES A NO SMOKING POLICY, INCLUDING THE COVERED DOORWAY**

**PLEASE NOTE THAT SOUTH LONDON DANCE STUDIOS / SCHOOL ACCEPTS NO LIABILITY FOR ANY INJURIES SUSTAINED BY ANYONE WHILST WORKING ON THE PREMISES, PARTICIPATING IN A DANCE CLASS, OR ON THE PREMISES**

- A First Aid box is located in the kitchen and in each dance studio
- An Accident Book is located in the first office
- A Health & Safety Law poster is displayed in the first office

**In the case of an emergency or serious injury, contact the emergency services by calling 999**

*This policy was reviewed on 19/08/2021 and will be reviewed and revised accordingly when changes in legislation necessitate, organisational practice necessitates, or following a risk assessment. A copy of this policy may be obtained by request from Katerina Hill.*

Name: Zoe Dawson

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Signature: *Zoe Dawson*

Job Title: School Principal

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