



**BACKSTAGE
STARS**

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HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

It is important that as a school we ensure that everyone feels safe and secure when in our lessons and our main aim is to give students and staff a healthy environment to excel in. We recognise the importance of health, safety and welfare for pupils and teachers alike and therefore we are committed to doing all that is possible to prevent any personal injury; physical damage to a property and to stop all foreseeable hazards. This policy applies to everyone under the school's name including instructors, pupils, volunteers and visitors.

HOW IS THIS ACHIEVED?

- The school ensures that we have up to date Public Liability insurance.
- Risk assessments are carried out regularly at our venues as well as at any future venues or projects. A risk assessment is carried out at the start of any class by the instructor to make sure the dance space as well as the surrounding area is safe for both students and their parents/guardians.

HOW IS THIS POLICY IMPLEMENTED?

1. **Backstage Stars** will be strictly compliant with legal requirements, strong supervision and training to ensure our workforce is competent in all areas of this policy.
2. All those with a relation to **Backstage Stars** have a responsibility to implement their involvement in this policy – this includes students, parents, instructors and any other staff members.
3. Director Katie Harcourt has the responsibility of reviewing and updating this policy every six months and ensuring its prompt implementation.
4. The instructors of **Backstage Stars** have the responsibility of ensuring good health and safety on a day to day basis.
5. All fire exits are always accessible and students are made aware of their location and are told not to block them with their belongings. In the event of a fire, everyone should make their way out of the building and assemble at the fire assembly point. The instructor will bring the registration documents with them and will ensure everyone is out of the building and ring the emergency services. In the event of a fire drill, everyone will be made aware of the timings for this.
6. Registers are taken for every class at the beginning of the session.
7. Health and Safety signage is easily visible throughout the building.
8. All cleaning products are put into locked cupboards out of sight and reach.
9. No smoking is allowed on the premises.
10. Director Katie Harcourt will carry out an annual risk assessment

ACCIDENTS AND EMERGENCIES

- Every instructor is to be first aid trained and to have a first aid kit with them in every session.
- All accidents are recorded in the venue's accident book as well as **Backstage Stars'**.

- Should treatment further than first aid be needed, the emergency services will be contacted and the parent.
- Should medication need to be administered, staff will ensure that:
 - A consent form from the parent/guardian is signed
 - Medication is kept in a safe and secure place
 - Dosage is checked and witnessed by another staff member as well as the administration
 - A medication form is completed, signed and witnessed by another staff member

RELATED DOCUMENTS

- First Aid Procedure

