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HEALTH AND SAFETY POLICY

1. Policy Statement

Central School of Dancing & Performing Arts (CSDPA) is committed to ensuring the health, safety, and welfare of all students, staff, visitors, and contractors involved in the school's activities. The school recognises its responsibility to provide a safe and healthy environment in which to learn, teach, and work. This policy outlines the procedures and standards that will be adhered to in order to minimise risks and ensure safety.

2. Scope

This Health and Safety Policy applies to all students, staff, visitors, contractors, and any other individuals who may be affected by the activities of CSDPA. This includes, but is not limited to, classes, rehearsals, performances, workshops, and any other events organised by the school.

3. Responsibilities

- Principal/Directors: The Principal and Directors are responsible for the overall implementation and management of the Health and Safety Policy. They will ensure that all staff are aware of their responsibilities and that health and safety considerations are integrated into all aspects of the school's activities.
- Teachers and Staff: All teachers and staff have a duty to ensure the safety of students and themselves by adhering to the school's health and safety guidelines, reporting any hazards, and taking appropriate action in the event of an emergency.
- Students: Students are expected to follow the health and safety guidelines provided by the school, including participating in safety briefings and following instructions given by staff during classes and performances.
- Visitors and Contractors: All visitors and contractors must comply with the school's health and safety procedures and are required to report any hazards or incidents to a member of staff.

4. Health and Safety Procedures

- Risk Assessments: Regular risk assessments will be conducted for all activities and areas within the school. These assessments will identify potential hazards, assess the risks, and implement appropriate control measures.
- First Aid: The school will ensure that a qualified first aider is available during all classes and events. First aid kits will be easily accessible, and staff will be trained on how to use them. An incident log will be maintained to record any accidents or injuries.
- Fire Safety: Fire safety procedures are in place. All staff and students will be informed of the fire evacuation procedures, and fire exits will be clearly marked and kept unobstructed at all times.

- Equipment Safety: All equipment, including dance floors, mirrors, sound systems, and props, will be regularly inspected and maintained to ensure they are in safe working condition. Any defective equipment will be taken out of service until it is repaired or replaced.
- Personal Protective Equipment (PPE): Where necessary, appropriate PPE will be provided to staff and students. This may include items such as knee pads, foot protection, or other protective clothing.
- Hygiene and Cleanliness: The school will maintain a high standard of cleanliness in all areas, particularly in dance studios and changing rooms. Regular cleaning schedules will be implemented, and hand sanitising stations will be available on the premises.

5. Training and Awareness

The school is committed to providing health and safety training to all staff and students. This includes:

- Induction Training: All new staff and students will receive health and safety induction training covering emergency procedures, risk assessments, and safe practices.
- Ongoing Training: Regular refresher training will be provided to ensure that all individuals remain aware of health and safety procedures and updates to the policy.
- Information and Communication: Health and safety information will be communicated through staff meetings, emails, and other appropriate channels. The school will ensure that all individuals are aware of their responsibilities and how to report any concerns.

6. Emergency Procedures

- Accident and Incident Reporting: All accidents, incidents, and near-misses must be reported immediately to the Principals. An investigation will be conducted to determine the cause and to prevent future occurrences.
- Emergency Contacts: A list of emergency contacts will be maintained and easily accessible to all staff. This list will include contact details for local emergency services, first aiders, and senior management.
- Evacuation Procedures: Clear evacuation procedures will be in place for all areas of the school. All staff and students are familiar with the procedures.

7. Monitoring and Review

The Health and Safety Policy will be reviewed annually or following any significant incidents or changes in legislation. Regular audits will be conducted to monitor compliance with the policy and to identify areas for improvement.

The school is committed to continuous improvement in health and safety performance and will take all necessary steps to ensure that this policy is effectively implemented.

8. Approval and Sign-Off

This Health and Safety Policy is approved by the Principal and Directors of the Central School of Dancing & Performing Arts and is effective from the date below.

Signed	Position	Date	Review
F. Carpenter	Co-owner and Joint Principal	01/09/2025	12 Months
A. Carpenter	Co-owner and Joint Principal	01/09/2025	12 Months

This policy reflects the commitment of the Central School of Dancing & Performing Arts to providing a safe environment for everyone involved. It serves as a guide to maintaining high health and safety standards in all school activities.