

# Centre Stage Performing Arts School

## Health and Safety Policy

Centre Stage Performing Arts School (hereinafter referred to as CSPAS) has a responsibility to ensure the Health and Safety of all its students, staff, volunteers and visitors whilst on premises connected to the running of CSPAS. CSPAS will provide, as far as reasonably practical, a working environment that is safe and with as minimum risks as possible to its students, staff, volunteers and visitors. Working in accordance with relevant Health and Safety legislation, Codes of Conduct Practices, CSPAS will fulfil its responsibilities by taking steps to actively maintain and promote good health and safety procedures by;

- Seek to maintain safe and healthy work conditions.
- Provide adequate control of the health and safety risks within its venues, annually audit and make safety improvements where necessary raising any concerns should they arise with the provider of the premises.
- Be open to comments and suggestions from our staff, students, parents/guardians and visitors on matters relating to health and safety.
- Provide information, instruction and supervision for staff, volunteers, students and make them aware of this policy.
- Ensure all staff are aware of this policy, competent in their roles, hold any required qualifications, and receive adequate training.
- Ensure staff are equipped with First Aid provisions or a fully equipped First Aid Box is at all premises and in case of an incident it will be recorded in the Accident Book and parent/guardians will be notified and asked to sign. Make changes where required to avoid similar incidents in the future.
- Any activities outside the realm of normal working conditions will be risk assessed as needed through CSPAS insurers.

**All staff/chaperones and volunteers have the day-to-day responsibility for ensuring this policy is put into practice. In the case of an emergency or serious injury, please contact the emergency services on: 999**

- It is the parent/guardian of the students or student themselves to responsibly inform the school of any changes to the personal/contact details.
- All venues have clearly marked out fire exits/protocols, parents/guardians and visitors should familiarise themselves with this information. In case of the need for an evacuation, all staff will have a clear understanding of their responsibilities, follow relevant procedures for each venue and are responsible for Parents/guardians should familiarise themselves with the nearest fire

exit. Teachers will direct students in class to the nearest exit/meeting point in the event of an evacuation.

- If required CSPAS/staff/person in a role of authority will contact the emergency services first, the the parent/guardian of the student(s) involved by the contact numbers provided by the parent/guardian
- Students or parent/guardians have the responsibility to notify the instructor of any existing injuries or any special health considerations before participating in class.
- Students should not wear any jewellery that may pose a risk to themselves or others (small stud earrings or jewellery worn for religious reasons is at the student/parent/guardians discretion).
- It is the parent/guardian's responsibility to ensure the safety of the child when not in the studio.
- Parent/guardian have a responsibility to ensure that students arrive punctually so they are warmed up appropriately and CSPAS requires students under 16 to be collected from the venue unless a prior arrangement has be cleared through the school.
- Engagement in Dance is like any sporting activity and whilst every effort is made to avoid injury sometimes they do happen. CSPAS accepts no responsibility for injuries sustained via means other than an instructors negligence. It is important that the dress code for Dance is adhered to and the correct footwear required is worn for each discipline studied. Only indoor shoes to be worn in the studio to protect the floor, adhere to letting guidelines and for overall health and safety.
- No food or chewing gum is allowed in the studio, water bottles with a cap is permitted.

### **Precautions for face to face classes during peaks of Covid 19;**

Attending is at an individuals own risk.

On arrival at class please use the hand sanitiser provide at venues before entering.

11+ to wear masks when entering and leaving venues.

Separate entrance/exit will be used at drop off/collection, this information communicated on implementing.

Arrive at your allocated time, not before. Early arrivals will be required to wait outside, any late arrivals may not be permitted, this will be at the teachers discretion. No waiting at venues.

When waiting please adhere to the government guidelines for distance or the venues policies.

Adapted timetable to allow for increased sanitising of touch points between classes. These include and are not limited to; handles, communal areas, floor, light switches in frequent use. Students and parents/guardians are encouraged not to touch things unnecessarily.

Students will be spaced in accordance with the latest government and awarding body guidelines for indoor classes and monitored regularly.

No partner/contact work during Covid 19 peaks.

Footwear must be worn in all classes no bare feet, ballet shoes, anti slip dance wear socks, jazz shoes or plimsoles are acceptable.

Ventilation of venues as much as possible.

One household in the toilet at any time.

Students are encouraged to bring as little as possible in to class with them.

Do not attend class if you are feeling unwell, if students or anyone in the household develops symptoms of coronavirus (COVID-19): a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, they should self-isolate following the government guidelines and contact the school immediately so that we can take the necessary precautions with test/track and trace; or if they are not experiencing symptoms but have tested positive for coronavirus (COVID-19) they should self-isolate following the government guidelines.

**Last reviewed September 2021**

**Signed *RJ Henman***

***CSPAS Health and Safety Policy is reviewed on a yearly basis.***