

Health and Safety Policy

Centre Stage Performing Arts School (CSPAS) will actively maintain and promote good health and safety procedures and will:

- Maintain safe and healthy work conditions
- Provide adequate control of the health and safety risks at our school
- Be open to comments and suggestions from our employees, students and their parents on matters relating to health and safety
- Provide information, instruction and supervision for employees and students and make them aware of this policy
- Ensure all employees are capable of doing their tasks, hold any required qualifications, and that they receive adequate training
- Record any harm or injuries that occur in an Accident Book and make changes where required to avoid similar incidents in the future
- Regularly review and update this policy

Rebecca Henman (The Principal) has overall responsibility for health and safety. All teachers/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

- Its is the parent/guardian of the students responsibility to inform the school of any changes to the personal/contact details
- In case of a fire all teachers have a clear understanding of their responsibilities and follow relevant procedures for each venue.
- CSPAS will undertake regular assessment of any risks regarding hired premises, raising any concerns should need be with the provider of the premises.
- We are committed to ensuring that all instructors are competent in their roles and will provide adequate training where needed.

- 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.
- If required CSPAS will contact the emergency services first, then the parent/guardian of the student(s) involved by the contact numbers provided by the parent/guardian
- 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 instructor's negligence.
- 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/guardian's 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 and CSPAS requires students under 16 to be collected from the venue unless a prior arrangement has been cleared through the school.
- 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 and for health and safety.
- No food or chewing gum is allowed in the studio, water bottles with a cap is permitted.

This policy was last updated on: February 2023 by Rebecca Henman