

Centre Stage Performing Arts School (CSPAS) – Health and Safety Policy

Welcome to Centre Stage Performing Arts School!

At CSPAS, the safety and well-being of our students, staff, and visitors is our top priority. This policy explains how we manage health and safety in all our activities and venues.

1. Responsibilities

- **Principal:** Rebecca Henman is responsible for overall health and safety at CSPAS.
- **Staff and Volunteers:** Teachers, chaperones, and volunteers are responsible for day-to-day safety and implementing this policy during classes and events.
- **Parents/Guardians:** You must provide up-to-date contact details and inform us of any existing injuries or medical conditions affecting your child.

2. Risk Assessment

- All activities, equipment, and venues are subject to regular risk assessments.
- Any hazards identified will be addressed immediately, and risk assessments are documented and reviewed at least annually.

3. Training and Competence

- All staff and instructors are trained and competent in their roles.
- Additional training is provided when necessary to maintain safety standards.

4. Accident and Incident Reporting

- All accidents are recorded in the Accident Book.
- Parents/guardians are notified and asked to sign the record for any incident involving their child.
- Serious incidents are reported to the emergency services (999) and, if required, to relevant authorities under UK law (RIDDOR).

5. First Aid

- A fully equipped First Aid box is available at all venues.
- Staff trained in First Aid are present at all classes and events.
- The First Aid box is checked and replenished regularly.

6. Fire Safety

- Staff are trained in fire procedures, including evacuation routes and assembly points.

- Fire drills are conducted regularly to ensure everyone knows their responsibilities in an emergency.

7. Student Health and Safety

- Students must inform instructors of existing injuries or medical conditions before participating.
- Students must wear the correct dance attire and footwear for their class; only indoor shoes are allowed to protect floors and ensure safety.
- Jewellery should not pose a risk; small stud earrings or religious items are allowed at the parent/guardian's discretion.
- No food or chewing gum is allowed in the studio. Water bottles with a secure cap are permitted.

8. Supervision and Collection

- Students under 16 must be collected from the venue unless prior arrangements have been made with CSPAS.
- Parents/guardians are responsible for their child's safety before arrival and after collection.
- **Punctuality** is required to ensure proper supervision and safety.

9. Liability

- Dance is a physical activity, and while every effort is made to minimise the risk of injury, accidents may occasionally occur.
- Parents/guardians should inform instructors of any health conditions or existing injuries that could affect participation.
- CSPAS takes all reasonable steps to ensure the safety and wellbeing of students. This policy does not affect any statutory rights under UK law.

10. Review

This policy will be reviewed annually to remain compliant with legislation and best practice.

Last reviewed: August 2025

Next review due: September 2026

Signed: RJ Henman

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