

ROMY LOUISA DANCE ACADEMY

Health & Safety

Date of last review: 5/9/2026

To be reviewed: 5/9/2028

1. Purpose of This Policy

This Health & Safety Policy sets out how RLDA ensures a safe, well-managed environment for all children, young people, staff, volunteers, and visitors.

It reflects the expectations within the DfE After-school clubs, community activities, and tuition safeguarding guidance for providers and the Health & Safety at Work Act 197.

2. Responsibilities

2.1 Dance School Management

Management is responsible for:

- Ensuring a safe teaching environment
- Ensuring staff understand safeguarding and health & safety expectations
- Completing risk assessments for all activities and venues
- Keeping policies updated annually

2.2 Staff & Volunteers

All staff must:

- Always Follow this Health & Safety Policy
- Supervise children appropriately and maintain safe ratios
- Report hazards, incidents, or concerns immediately
- Use equipment safely and check for damage before use
- Maintain professional conduct and safeguarding awareness
- Ensuring first aid provision is in place

3. Venue Safety

Before each session, staff must check:

- Floors are clean, dry, and free from obstacles
- Mats, and props are safe and fit for use
- Fire exits are clear and unlocked
- Lighting and ventilation are appropriate

A Venue Risk Assessment is completed annually and reviewed after any changes.

4. Equipment Safety

Staff must:

- Inspect dance equipment before use
- Remove and report damaged items immediately
- Ensure children use equipment safely and appropriately
- Store equipment safely after sessions

Equipment includes: mats, barres, props, portable speakers, costumes, and any specialist apparatus.

5. First Aid & Medical Needs

- At least one trained first aider is present at every session
- Teachers carry a first aid kit and check it monthly
- Staff record all accidents and injuries in their Accident Log and report to Principle
- Parents must inform the school of medical needs, allergies, or additional support requirements
- Emergency contact details are kept securely and updated annually

6. Fire Safety & Emergency Procedures

- Fire exits must remain unobstructed
- Evacuation procedures are displayed in the venue
- Staff lead children calmly to the assembly point and complete a roll call

RLDA Health & Safety

7. Risk Assessments

Risk assessments are completed for:

- Regular dance sessions
- Off-site performances
- Workshops and events
- Use of specialist equipment
- Children with additional needs

Risk assessments are reviewed annually or sooner if circumstances change.

8. Health, Hygiene & Infection Control

Following DfE guidance:

- Equipment is cleaned regularly
- Staff follow illness and exclusion guidance
- Any outbreak concerns are reported to management

9. Policy Review

This policy is reviewed annually or sooner if:

- Legislation changes
- New guidance is issued
- The dance school expands or changes venue