



HEALTH & SAFETY POLICY

Statement of Intent

Clays Dance Academy (CDA) are committed to providing a safe and healthy environment for all students, teachers, volunteers and the general public. We aim to prevent accidents and incidents through proactive risk management and compliance with relevant legislation.

Responsibilities

- Principal/Owner: Overall responsibility for health and safety compliance.
- Teachers and Volunteers: Duty to follow safety procedures and report hazards.
- Students and Parents: Expected to cooperate with safety measures and report concerns.

Risk Assessment

- Annually risk assessments conducted for venues, equipment, and activities.
- Specific assessments for performances, off-site events and use of props.
- Records maintained and reviewed annually or after incidents.

First Aid and Accident Reporting

- At least one trained First Aider present during classes.
- First aid kits available and regularly checked.
- All accidents recorded on an Accident Report Form and reviewed by Principal Samantha Clay for follow-up.
- Emergency contact details kept securely and updated regularly.

Fire Safety

- Fire exits to be clearly marked and unobstructed.
- Staff trained in evacuation procedures.
- Registers maintained for roll call during emergencies.

Dance Practice

- Warm-up and cool-down routines incorporated into all classes.
- Students advised on appropriate footwear and attire.
- No jewellery or loose clothing permitted during classes.
- Teachers monitor for signs of injury or fatigue.

Equipment Safety

- All equipment checked before use.
- Damaged or faulty items removed and reported.
- Storage areas kept tidy and secure.

Hygiene and Infection Control

- Studios cleaned regularly.
- Students with contagious illnesses asked to stay at home.
- Enhanced protocols in place during outbreaks or pandemics.
- Students are encouraged to use hand sanitiser.

Safeguarding and Supervision

- Children supervised at all times during classes.
- No child released without prior consent from parent/guardian.
- Staff DBS-checked and trained in safeguarding procedures.

Reporting and Review

- Concerns or hazards affecting Health and Safety report to the Principal Samantha Clay.

- Policy reviewed annually or following significant changes/incident.

Last reviewed and updated:	1 st September 2026
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Samantha Clay
Principle – Clays Dance Academy