

## **Health & Safety Policy**

### **The Performance Programme (TPP)**

The aim of the Performance Programme is always to provide and maintain safe and healthy working conditions, equipment and systems of work for staff, parents, students and visitors, and to provide such information, training and supervision as they need in order to achieve this aim.

As far as is reasonably practical, we will provide and encourage:

- A safe place to work and train with safe entrance and exit.
- Safe arrangements for the use, handling and storage of equipment.
- Sufficient information, instruction, training and supervision to ensure all employees can minimise hazards and contribute positively to effective Health and Safety at work.

The Performance Programme recognises it has a responsibility to its staff and customers under the following legislation:

- Health & Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation

This policy sets out the ways in which the organisation will work to ensure that a safe environment is maintained at all times. To ensure this, the policy and the way in which it is implemented will be reviewed annually, or more regularly if required due to a change in circumstances.

The Performance Programme will undertake regular risk assessments in all venues, and address any irregularities.

#### **1. Staff**

The overall Health & Safety of the organisation will be the responsibility of the Principals, Sara Clayton and Abbey Maginnis, who will ensure that all staff are trained in and adhere to Health & Safety policies and guidelines. It is the responsibility of all staff to help maintain the safety and security of the students and the working and dancing environment. This includes being aware of the risks, knowing the appropriate action to take and identifying any potential safety issues.

Each member of the teaching staff within the organisation has a duty to exercise care and attention, about their own safety and that of their students. Under this responsibility, each teacher shall:

- Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, students or any other personnel within the building.
- Observe all safety instructions and procedures incorporated in this document.
- Report all potential hazards affecting Health & Safety to the Principals.
- Report all accidents in the appropriate manner and record in the accident book.

All our staff hold appropriate qualifications from their respective OFQUAL accreditation bodies (such as ISTD, RAD, IDTA, Cecchetti, BTDA). It is also a requirement that they hold DBS (Disclosure and Barring Service) certificates that are less than 3 years old, and a current First Aid qualification. Each teacher has been confirmed to have Professional Indemnity insurance and the school has sufficient Public Liability insurance.

All of The Performance Programme's staff have been regularly consulted and informed about The Performance Programme's policies and procedures, including safety measures, safeguarding and reporting requirements. Refer to our GDPR, Child Protection and Privacy policies.

#### **2. Accidents and First Aid**

All of The Performance Programme staff will be First Aid trained and hold a valid First Aid Certificate.

All accidents are to be reported to the Principals and recorded appropriately in the accident book.

The appointed First Aider is the teacher in charge of the class. They will make themselves aware of the location of a First Aid box at the venue in addition to carrying their own first aid boxes as back-up.

If a serious injury occurs and needs to be taken further The Performance Programme will contact emergency services, followed by the parent/guardian of the student(s) involved.

Provided this does not in itself put the injured at risk, staff should always try to administer First Aid with another adult present who can also assist the First Aider in providing the appropriate care. They should

always tell the injured party exactly what they are doing and why. Where it is relevant they may ask if the patient has any allergies or is taking medication, or refer to medical information provided at registration. For minor injuries, they should not offer any medication, including antiseptics or pills of any kind. If they have any doubts about helping someone to use their own medication, they will phone the emergency services. The Performance Programme accepts no responsibility for injuries sustained.

### **3. Daily safety checks**

Before the commencement of classes each day, the following checks will be carried out by the Principals:

#### **3.1. Equipment**

Every piece of equipment to be used must be checked at the beginning of the dance lesson to ensure its safety.

In addition, care must be taken to:

- Store equipment in a safe manner
- Report any damaged equipment
- Set up equipment safely and correctly
- Use safety mats where appropriate
- Use equipment safely and properly
- Supervise students when using the equipment

#### **3.2. The Venue**

Checks must be made before students enter the venue.

Attention should be given to the following::

- All flooring to be clean , free of debris, trip or slip hazards and suitable for intended purpose
- Plug sockets are safe and unused sockets are covered
- Doors and exits are secure, and all fire exit routes are unobstructed
- Light fittings and switches are functional and in good condition
- Studio temperature and ventilation are suitable for safe dance practice

#### **3.3. Student Wellbeing**

In order to minimise accidents or risk of injury:

- Students are to wear appropriate dance wear this may include safety protection such as knee pads
- Students will not be allowed access to the kitchen at any time during The Performance Programme Intensives. If they require water refills, supervising staff will assist
- Class timetables are arranged according to the age and ability of the students
- Class structures are arranged so that students are warmed up at the beginning of the day and given time to cool down at the end

#### **3.4. Electrics**

The Performance Programme staff will:

- Carry out visual checks before use of all fittings and control
- Ensure power sockets are covered and switched off
- Deal as soon as practically possible with damaged or malfunctioning equipment and take such items out of use until the problem is resolved
- Ensure all staff using electrical equipment have been shown how to do so correctly
- Where using portable appliances, ensure all cables are secured to avoid trip hazards

#### **3.4. Sound and lighting**

The Performance Programme staff will:

- Ensure all workspace and public areas are appropriately lit and within SAD guidelines
- Ensure music for classes is kept at a suitable level and within Health & Safety guidelines

#### **3.5. Manual handling and working at height**

The Performance Programme staff will:

- Ensure more than one person is used to move heavy or awkward loads
- Undergo training in the correct way to lift heavy loads

### **4. Security**

The Performance Programme takes the safety and security of its staff and students extremely seriously.

Our policy reads:

- No members of the public will be permitted to enter the studios without a member of staff present
- Any unknown or suspicious persons must be reported to the Principals of The Performance Programme immediately
- Parents and guardians are not permitted into the venue unless co-ordinated by a member of staff or to view set performances. For more information regarding this please refer to The Performance Programme Child Protection policy.
- Aggressive or intimidating behaviour towards any member of staff or student will not be tolerated and anyone demonstrating such behaviour will be asked to leave the premises. If necessary, staff will contact the police for assistance.
- The Performance Programme reserve the right to refuse access to the venue if they believe it puts the staff or other users of the facility at risk.

## **5. Lone working**

There may be occasions when a member of staff will be working alone in the studio. In these circumstances: The member of staff is to keep the main entrance doors locked to keep the facilities and themselves secure from uninvited intrusion.

In the event of a fire, emergency exit will be sought through the secondary emergency exit.

The team member will always have access to a working telephone to enable them to call the emergency services if necessary.

If working alone for an extended period, other than opening and closing the building before and after classes, the times should be pre-arranged with the Principals. The Principals must always be aware of who is working on the premises and should be notified on the arrival and departure of the lone working staff member.

Staff members with pre-existing health concerns, that put them at higher risk or are pregnant, will not be permitted to work alone without the creation of a person specific risk assessment.

## **6. Fire safety**

All venues have clearly marked illuminated fire exits, and established meeting point. Should there be need to evacuate, anyone on the premises will be asked to leave their belongings and calmly leave the building, convening at the meeting point for registration.

All our staff are familiar with our fire safety procedures and there are appropriate fire extinguishers and fire blankets provided by the venue in accessible positions.

Students will be registered at the entrance within 5 minutes to ensure fire evacuation policies are adhered to and all persons inside the venue are accounted for.

There is strictly no smoking permitted in the building or on site.

All staff equipment has been PAT tested and we run our power cables to the nearest access points, out of reach of students.

## **7. Before and after arrival**

All parents/guardians would have completed a registration form before joining the programme, with clear information regarding emergency contacts and any relevant medical history. A copy of primary and emergency contact numbers will be kept on class registers. It is the parent/guardian's responsibility to notify The Performance Programme if there are any changes to any of this information.

The Performance Programme requires information about any specific health considerations or existing injuries before student participation to allow for possible modifications to be made to the programme for these individuals.

It is the parent/guardian's responsibility to ensure the safety of their children in the car park and waiting area outside of hours. Pupils will be supervised during the course of the Intensive by The Performance Programme staff.

Students will not be permitted to leave with any adult who has not been listed as parent/guardian unless prior confirmation has been made with The Performance Programme staff.

If a parent/guardian is running late, the student will be kept with their teacher. Please endeavour to phone ahead to let us know if you are running late.

## **8. Uniform and clothing**

- Correct footwear and uniform must be worn to classes to ensure safe dance practice.
- Footwear must be worn when students visit the toilet facilities.
- Students should not wear any jewellery or watches which may harm themselves or others whilst participating in dance activity. Stud earrings and jewellery worn for cultural or religious reasons is acceptable.

- Details of the appropriate uniform required for The Performance Programme Intensives can be found on the website.

#### **9. Food and drink**

- Food is only to be consumed in designated eating areas.
- Chewing gum is prohibited.
- No nuts are permitted on site under any circumstances (including Nutella and Peanut Butter)
- Isotonic drinks (such as Lucozade Sport) are acceptable. We do NOT recommend highly caffeinated drinks (such as Red Bull, Monster).
- Students will be given sufficient break time during class in order to rest and stay hydrated.

#### **10. Other areas relating to Health and Safety**

The Performance Programme does not allow smoking amongst Parents/Guardians and staff anywhere on the premises and should be aware of the detrimental effect of their actions not only on their own health, but also on the health of those around them.

The Performance Programme does not allow the use of non-prescribed recreational drugs anywhere on the premises

The Performance Programme does not allow the consumption of alcoholic drinks anywhere on the premises

Both staff and students must be reminded of personal hygiene, hands should be regularly washed especially after using the toilet.

This Policy was issued by The Performance Programme June 2025

Policy review date: June 2026