

HEALTH & SAFETY

This is statement of general policy and arrangements for Laura's Dance Academy (LDA) relating to Health and Safety.

- (!) First Aid box will be located in the studio or with the designated teacher
- (!) Accident book with the designated teacher
- (!) Risk assessment available upon request, and will be kept up to date and reviewed regularly

LDA will do the following to actively maintain and promote good health and safety procedures:

- Make and regularly update a risk assessment for any studios/hall/venues used for their classes or events and do their best to minimise risks
- Have each teacher complete a visual risk assessment before each class
- Provide adequate control of the health and safety risk at our classes and venues we may use
- Make any appropriate and necessary changes relating to health and safety in the interest of our staff, students and parents
- Ensure all staff are capable of doing their tasks safely and hold any required qualifications (if necessary)
- Record any harm or injuries that occur in our accident book and make changes to avoid similar incidents in the future
- Regularly review and update this policy

Laura Ratcliffe is responsible for the health and safety at LDA and day to day adherence of this policy.

Car Park and Entrance

- (!) Take care in the car park and around the entrance to the school when driving
- (!) Do not block main entrance
- (!) Please make sure your child walks with you from the car to the entrance
- (!) It is the responsibility of the parent to allow their child unsupervised to the entrance of the school
- (!) The toilet area is a shared area please be respectful of this
- (!) Parents are not to wait in the waiting area/corridor once the children have entered

This Policy will be regularly reviewed.