



HEALTH AND SAFETY POLICY

GENERAL

Students enrolled at 'Imperial Academy of Dance' must provide certain information, such as names, addresses, date of birth and contact numbers. This confidential information will be kept secure in a locked cupboard, which can only be accessed by the administrator and principal and as directed in our GDPR Policy.

Parents and carers are informed that teachers are only responsible for the safety of their children while they are in classes. If children are left unsupervised at other times, it is at the parent/carers own risk.

Teachers should always act in such a manner as to promote and safeguard the interests and wellbeing of students and should ensure that no action or omission on their part or within their responsibility is detrimental to the interests or safety of students.

Students should be informed and reminded of the correct attire and grooming required for them to participate safely in classes. If they are not suitably presented and may cause a risk to themselves or others, the teacher retains the right not to allow the said student to participate in the class.

Students should always inform the teacher before the class if they have in the past or are presently suffering from an injury, illness or medical condition that may cause their participation in the class to be detrimental to their own or others health and safety.

FIRE SAFETY

Fire alarms, smoke detectors and fire extinguishers are fitted throughout the building and tested regularly.

Fire routes must be kept clear of obstructions.

Students and carers are made aware of what to do in the event of an emergency evacuation of the building.

Fire drills should be practised regularly.

All electrical equipment is checked regularly for damage and hazardous substances are kept away from children.

A register of attendance is kept on the premises and students and carers are aware that they must sign in and sign out whenever they arrive or leave the building.

FIRST AID

A First Aid box is accessible and a qualified first aider is always on the premises, while classes are in session.

Appropriate toilet and washing facilities are available to all members of **'Imperial Academy of Dance'**.

Teachers and other staff at **'Imperial Academy of Dance'** will not give prescribed/ non prescribed medicine to students, unless there are specific written instructions from parents and where the treatment is to be used in an emergency. E.g. EpiPen, Asthma inhalers.

Any accidents will be recorded and the parent/carer will be informed in writing of the details as soon as possible.

EMERGENCYS

In the event of a serious accident or injury the parent/carer will be contacted immediately. In an emergency the parent carer will be contacted after an ambulance has been called.

Where hospital treatment is required, but an ambulance is not required (and the parent /carer is not able to quickly respond) the Principal or First Aider may decide to transport the student to hospital, at the parent /carers request. This person will then remain with the student until a parent /carer arrives.

2/9/15

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