



Health & Safety Policy

Marley Dance Academy

1. Introduction

Marley Dance Academy is committed to providing a safe and healthy environment for all students, staff, and visitors. This Health and Safety Policy outlines our procedures and responsibilities to ensure the well-being of everyone involved in our activities.

By implementing this Health and Safety Policy, we will ensure:

- The safety of pupils, staff, and parents/guardians.
- Optimal performance from each pupil.
- Avoiding unreasonable physical demands on pupils.
- Both staff and pupils take necessary precautions to prevent injuries during classes or performances.

2. Responsibilities

Principal:

- Ensure overall compliance with health and safety regulations.
- Conduct regular risk assessments and implement necessary measures.
- Provide adequate resources for health and safety.

Staff:

- Follow the health and safety procedures outlined in this policy.
- Report any health and safety concerns to the Principal.
- Participate in health and safety training sessions.
- Teaching will be conducted solely by fully qualified teachers who have been DBS checked. All instruction will be tailored to the pupils' previous experience and abilities, ensuring that no one is asked to perform movements beyond their natural capabilities.
- A qualified teacher will supervise a warm-up at the beginning of each class and a cool-down at the end.
- A register will be taken at the beginning of each class to document attendance. This record will be used in emergencies, such as a fire, to ensure everyone is accounted for. During an evacuation, students and staff will assemble at the fire assembly point, whilst parents/guardians will be contacted.
- It is the standard practice that no staff member will be alone with a young pupil for a prolonged period without the consent of a parent or another authorised person.



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2. Responsibilities (continued)

Students and Parents/Guardians:

- Adhere to the academy's health and safety guidelines.
- Report any health and safety concerns to a member of staff.
- A completed registration form for each pupil must include their full name, date of birth, address, contact telephone numbers, and any known medical conditions.
- Students clothes, bags and shoes must be clear of the dancing area as this can be hazard.
- Parents/guardians are not permitted to remain in the teaching room during lessons. (this does not apply to parent and toddler classes)
- Pupils should arrive no more than 10 minutes before the start of their class and wait in the designated waiting area. Parents or guardians must be available to pick up children under 11 years old on time at the end of the class. A staff member will remain on site until all pupils have been collected. These expectations also apply to external events, where pupils must arrive at the scheduled time and all children under 11 must be picked up by a parent or guardian.

3. Risk Assessment

- Regular risk assessments will be conducted for all classes, performances, and events.
- Identified risks will be documented and measures will be implemented to mitigate them.
- Risk assessments will be reviewed periodically and updated as necessary.

4. Fire Safety

- Fire exits will be clearly marked and unobstructed at all times.
- Fire drills will be conducted regularly to ensure everyone is familiar with evacuation procedures.
- Fire extinguishers and alarms will be maintained and inspected regularly.
- Marley Dance Academy follows the fire procedure of the designated premises.

6. First Aid

- First aid kits will be readily available at all locations.
- All qualified teachers will hold an accredited First Aid qualification, and a first aid kit will be kept on hand. All incidents and accidents will be logged on an Accident Report form as promptly as possible after the event.
- All injuries, no matter how minor, must be reported and documented in the accident book.



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Hygiene and Cleanliness

- Studios and changing areas will be cleaned regularly to maintain a hygienic environment.
- Hand sanitizers will be provided at key locations.
- Students are encouraged to maintain personal hygiene and wear clean dance attire.

7. Equipment Safety

- All equipment, including barres, mats, and sound systems, will be regularly inspected and maintained.
- Any faulty equipment will be repaired or replaced immediately.

8. Child Protection

- All staff members will undergo background checks and receive training in child protection.
- While teachers will minimise unnecessary physical contact with pupils, certain aspects of teaching may require some physical contact. In such cases, teachers will use their discretion and care. Parents must give consent for physical correction by signing the appropriate section on the registration form.
- A designated Child Protection Officer will be available to address any concerns.

9. Emergency Procedures

- Emergency contact numbers will be readily available.
- Procedures for medical emergencies, such as injuries or sudden illness, will be clearly outlined and followed.

10. COVID-19 Precautions (if applicable)

- Adhere to current public health guidelines regarding social distancing, mask-wearing, and sanitation.
- Implement additional cleaning protocols for high-touch surfaces.
- Ensure proper ventilation in all indoor spaces.

11. Communication

- Health and safety information will be communicated to all students, staff and parents/guardians.
- Updates to the health and safety policy will be shared promptly.

12. Review and Monitoring

- The health and safety policy will be reviewed annually.
- Feedback from staff, students, and parents/guardians will be considered for continuous improvement.

By adhering to this Health and Safety Policy, Marley Dance Academy aims to create a safe and supportive environment where everyone can enjoy the art of dance.