

# GRAYES

## **Health and Safety Policy.**

This is a statement of general policy and arrangements for Grayes Theatre Arts.

This policy will be valid during all 'Grayes' classes, rehearsals and productions.

We will actively maintain and promote good health and safety procedures and will:

- Maintain safe and healthy work conditions
- Provide adequate control of the health and safety risks at our school
- Be open to comments and suggestions from our students and their parents on matters relating to health and safety
- Provide information, instruction and supervision for students and make them aware of this policy
- Ensure all teaching staff are capable of doing their tasks, hold any required qualifications, and that they receive adequate training
- Record any harm or injuries that occur in an Accident Book and make changes where required to avoid similar incidents in the future
- Regularly review and update this policy

All Grayes teaching staff, assistants and volunteers will abide by the Health and Safety rules set in place and be aware of all the appropriate action to take in the event of a fire or other emergency in which the building would need to be evacuated.

Registers will be kept for each class each day by Grayes Teaching Staff, ensuring all students are accounted for in lesson and an accurate record maintained.

Children and students will be supervised at all times while in our care inside the studio hall, following a safe code of practise while learning and training in dance.

Grayes Teaching Staff will endeavour to carry out a Risk Assessment for the studio space before every session commences.

All younger children will be escorted to the toilets by an assistant.

All students will be reminded of sensible and safe behaviour to adopt in their class environment.

An accident book is kept on site and any accidents to children and students is duly noted in our Accident Book by Grayes Teaching Staff.

All Grayes Teaching Staff have day-to-day responsibility for ensuring this policy is put into practice.

A First Aid box is located in the Lower Park Hall Kitchen.

An Accident Book is located in Grayes Cupboard in the Lower Park Hall.

In the case of an emergency or serious injury, please contact the emergency services.

This policy was last reviewed on 22/01/18

Name: L-A Thomson

Job Title: Grayes Principal