

## Health and Safety Policy

### Intent and Aim

Locomotion Dance Studios believes the health and safety of those who attend is of paramount importance. By minimizing hazards and risks, we create a safe and healthy place for children, parents, staff, and volunteers.

### Personnel and Training

The member of staff responsible for health and safety is Alexandra Earnshaw, who has a Level 2 Health and Safety qualification which is reviewed annually and the certificate of which is displayed in the school's policy folder.

Our staff and volunteers receive induction training which covers matters of employee well-being, including safe lifting, the storage of potentially dangerous substances, and a walkthrough of the building discussing the risk assessment. This provides the opportunity for staff and volunteers to ask any questions but also for Locomotion to ensure the individual understands their shared responsibility for health and safety.

- Records are kept of the induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the school.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- Children are made aware of health and safety issues through discussions, and routines.

### Risk assessment

Our risk assessment process includes:

- checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children
- developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- We maintain lists of health and safety issues, which are checked daily before the session begins.

### Insurance cover

We hold public liability insurance with AXA Insurance. Policy number is available upon request.

### Security

- Registers are taken at the beginning of each class.
- Class assistants are placed on each door at the end of class to ensure no child leaves without their appropriate adult.
- Dancers age 13yrs upwards with parental consent may leave the premises to attend the local shops however, dancers must make a staff member of Locomotion each time they wish to do so.

#### Electrical/gas equipment

*To be maintained by each venue and is not the responsibility of Locomotion.*

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- The boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded, and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

#### Hygiene

- See Covid-19 Policy for full information.
- We work in line with information from the Environmental Health Department and the Health Authority to ensure we keep up to date and comply with the latest recommendations.
- Each venue has their own cleaning schedule however, Locomotion frequently cleans all 'touch points'

#### Food and drink

- Staff who prepare and handle food receive appropriate training, understand, and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- Snack and mealtimes are supervised, and children do not walk about with food and drinks.
- Children are prohibited from sharing food and drink.

**UPDATED SEPTEMBER 2021**