

HEALTH & SAFETY POLICY

1. Introduction

I. MINI PROFESSIONALS DANCE ACADEMY provides extra-curricular dance classes to children aged 0-18 years both in and out of school settings. The company provides performance opportunities at both internal and external events as well as workshops and dance camps. The company provides dance and fitness classes to adults of all ages.

II. The Company address is:

12 Banbury Road

Kidlington

Oxfordshire

OX5 2BT

Company Number: 09980761

III. Mini Professionals Dance Academy expects every working or helping adult to support and comply with this policy. This policy applies to all staff, managers, volunteers, students or anyone working on behalf of the Company

2. Statement:

I. Mini Professionals Dance Academy operates primarily from their studios¹ and at a number of different venues and has carried out a risk assessment for each venue.

¹ 12 Banbury Rd, Kidlington, OX52BT

// This policy outlines the more general measures taken that can be applied to all settings. Should you wish to see a specific risk assessment please email our General Manager EMILY THRESHER²

3. Procedures:

- All venues are checked to ensure the flooring is suitable for dance (i.e. sprung floor or sports hall, no damage, no debris, cleaned to an adequate standard)
- All venues have suitable changing and bathroom facilities for both male and female students
- All venues are secure and access is only permitted to MPDA teachers, students and parents for the duration of the class
- All venues have access points for wheelchair users including lifts or ramps
- All venues have suitable heating and ventilation
- A suitable waiting area will be made available for parents at all venues
- NO jewellery to be worn by staff or students
- Long hair MUST be tied back
- Students MUST wear suitable dance attire and shoes where appropriate
- Dancing in socks is NOT permitted
- All large items like school bags must be kept in the changing facilities or with parents to avoid accidents. Water bottles and valuables are permitted.
- Fire exits MUST be clearly marked and left clear at all times³
- Parents of students under the age of 4 MUST stay on site for the duration of the lesson

² emily@mpdance.co.uk

³ See Fire Procedure Policy for full details

- Parents MUST give written permission for their child to make their way home by themselves
- All staff are first aid trained and have a full first aid kit on site at all time⁴

4. Other Policies

This Policy should be read together with the following policies:

- First Aid Policy
- Head Injury Policy
- Administering Medication Policy
- Safeguarding Policy
- Equal Opportunities Policy
- Staff Behaviour Policy

This Policy s due for review every YEAR.

Signed:  _____

BETHANY GORTON (PRINCIPAL AND SAFE GUARDING LEAD)

Date: 01/06/2022

⁴ See First Aid Policy for full details