

Health and Safety Policy: BOLTON SCHOOL OF DANCE

Policy Effective Date: 14th March 2026

Review Date: March 2027

1. Statement of Intent

Bolton School of Dance is committed to providing a safe, healthy, and enjoyable environment for all staff, volunteers, students, and visitors. Our aim is to prevent accidents and cases of work-related ill health. We believe that dance training should be safe, positive, and foster good physical and mental well-being.

We are committed to:

- Providing a safe, clean, and appropriately equipped dance space.
- Undertaking risk assessments for all activities, including in-person classes and events.
- Ensuring safe, qualified, and DBS-checked staff.
- Following safe dance practice, ensuring proper warm-ups and cool-downs.

2. Responsibilities

- **Overall Responsibility:** The Principals Alison Johnson and Heidi Wilson hold ultimate responsibility for health and safety within Bolton School of Dance.
- **Day-to-Day Responsibility:** Teachers are responsible for ensuring that the studio environment is safe before starting class.
- **Staff/Teachers:** Responsible for following safe dance practices, reporting hazards, and ensuring safe evacuation in an emergency.
- **Students/Parents:** Responsible for acting safely, wearing proper uniform/footwear, reporting injuries, and notifying the school of medical conditions.

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3. Arrangements for Health & Safety

A. The Dance Environment (Studio Safety)

- **Floors:** Must be checked before every session: clean, dry, and free from obstructions.
- **Equipment:** All equipment (bars, mats, stereo) must be checked for safety before use.
- **Lighting/Ventilation:** Must be adequate for the activity.
- **Hazard Management:** Trailing cables must be secured, and any spillages treated immediately.
- **Security:** Doors should be secured to prevent unauthorized access.

B. Safe Dance Practice

- **Class Structure:** Every session must include a thorough warm-up and cool-down.
- **Intensity:** Teachers must ensure exercises are age-appropriate and not excessively repetitive to prevent overuse injuries.
- **Individual Capability:** Students are encouraged to work within their own physical limits.
- **Physical Contact:** Any necessary physical guidance must be done professionally, openly, and in line with ISTD/RAD guidelines.

C. Personal Hygiene and Appearance

- **Uniform:** Students must wear correct uniform and appropriate footwear, as this directly impacts safety.
- **Hair:** Long hair must be tied back.
- **Jewellery:** No jewellery is to be worn in class.
- **Infection Control:** Students/staff must not attend classes if contagious.

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- **Hygiene:** Hands must be washed regularly, particularly after using the toilet.

D. Emergency Procedures

- **Fire:** Fire exits must be kept clear and clearly marked.
- **Evacuation:** In the event of a fire, the teacher will supervise the orderly evacuation of students. A roll call will be conducted.
- **Smoking:** A strict no-smoking policy operates on the premises.

E. Accidents and Medical

- **First Aid:** At least one qualified First Aider will be present, and a first aid box is located in each Studio.
- **Reporting:** All accidents, injuries, or near-misses must be recorded in the Accident Report Book.
- **Medical Information:** A registration form with emergency contacts and medical conditions (e.g., asthma, allergies) must be completed for every student.
- **Illness:** If a student becomes unwell, the parents will be notified immediately.

4. Policy Review

This policy is reviewed annually or whenever a significant change in the school's activity occurs.

FIRE SAFETY We operate a no smoking policy. The building fire alarm is tested by Nortex Properties building management every Friday morning at 10am.

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FIRE EVACUATION POLICY

Key Evacuation Procedures

- Immediate Action: Upon hearing the alarm or discovering a fire, instructors should stop all activities immediately and ensure the alarm is raised.
- Evacuation Flow: Students should be led by staff (usually one at the front, one at the rear) toward the nearest, safest marked fire exit.
- Student Accountability: Teachers must take the class register upon leaving and scan rooms (including toilets/changing areas) to ensure everyone is out.
- Assembly Point: Immediately move to the designated fire assembly point (main car park) and stay clear of the building, allowing emergency services access.
- Roll Call: Teachers must conduct a roll call at the assembly point and immediately notify emergency services if any student is missing.
- No Re-entry: No one is permitted to re-enter the building until deemed safe by the fire brigade, even if the alarm stops.

Staff & Visitor Protocols

- Visitors/Parents: Parents should not collect children from the studio, but rather meet them at the designated assembly point.
- Accessibility: Anyone with special needs should follow their predetermined personal emergency evacuation plan (PEEP).
- Fire Safety Personnel: Only trained staff should attempt to use fire extinguishers, and only if the fire is small and in the early stages.
- Electrical/Doors: Last person out should close doors behind them to slow the spread of fire.

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Preparation and Prevention

- Drills: Regular, documented fire drills should be practiced. (Nortex Properties Building Management)
- Clear Exits: All fire exits, hallways, and stairwells must be kept clear of bags, shoes, and props.
- Information: Fire procedure notices are clearly displayed in the main communal areas.

SECURITY POLICY

Teachers are primarily responsible for the safety and security of the students in their classes, and ensuring that young students are met by an appropriate adult to be escorted home at the end of a class.

Anyone wishing to enter the premises who is not a registered student or that student's parent/carer must be escorted by a member of staff. Any unidentified person seen on the premises must be reported to the Principal or Associate Teachers immediately.

CHILD PROTECTION POLICY & CODES of PRACTICE

Document available on request.