

Health & Safety Policy – Saddleworth Ballet School

Policy Statement

Saddleworth Ballet School is a Dance School in the private dance sector.

The school currently operates from Greenfield Primary School, located at Shaw Street, Greenfield, Saddleworth, Oldham, OL3 7AA. The premises at Greenfield Primary School includes 1 dance studio, 1 sports hall, secure entrance/collection area for parents/guardians, small break out area for students, separate male and female toilets also used as changing facilities.

All staff and students have a right to operate in an environment where risks to their health and safety are properly controlled. As a dance school it is our policy to maintain safe and healthy working conditions, equipment, and systems of work for everyone involved, and to provide such information, training, and supervision as necessary for this purpose. This policy relates to Saddleworth Ballet School's teaching practice and our role as a dance school.

Where reasonably practicable, this policy will seek to provide and encourage:

- A safe place to work and safe dance environment, with safe access to and from it.
- Safe arrangements for the use, handling, and storage of equipment.
- Sufficient information, instructions, training, and supervision to ensure any/all employees are well equipped to avoid hazards and contribute positively to effective Health & Safety at work.

The policy will be kept up to date, particularly as the organisation changes in nature and size, to ensure that our responsibilities are met in relation to:

- - Health & Safety at Work Act (1974)
- - Management Regulations (1999)
- - Other relevant current legislation

Responsibility of Saddleworth Ballet School

As a dance school and employer, it is Saddleworth Ballet School's responsibility to:

- Decide what could harm staff/students and the precautions necessary to stop it.
- Complete all necessary risk assessments before each dance class.
- Explain how risks will be controlled and tell staff/students who is responsible for this.
- Consult and work with any staff we employ to protect everyone from harm in the workplace or dance environment.



- Provide necessary Health & Safety training for any staff employed.
- Provide a First Aid Kit on site and maintain an accident book.
- Ensure that several staff members are trained first aiders and place a list of these on the notice boards around the buildings.
- Report any major injuries to the Health & Safety Executive.
- Have the appropriate insurances in place. This includes displaying Public Liability insurance certificates where they can be easily read.
- Obtain DBS certificates from all guest teachers when required or appropriate.
- Ensure safe storage/use of substances or any Hazardous products is locked away and no one under the age of 18 allowed access.

Responsibility of All Staff Involved to:

- Help maintain the safety and security of students/visitors/guest teachers in the working/dancing environment.
- Be aware of risks, knowing the appropriate action to take and identifying any potential safety issues.
- Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, students, and other people in the vicinity.
- Report all potential hazards affecting Health & Safety to the Principal.
- Report all accidents and record in the accident book.
- Follow any training received when using equipment or materials in a class.
- Observe all safety instructions and procedures incorporated in the Health & Safety Policy.
- Co-operate with Saddleworth Ballet School.

Key Policy Guidelines and Instructions

1. Accidents and First Aid

- All accidents should be recorded in the accident book. The accident book is kept at the reception desk.
- Treatment should be given only by a trained First Aider.
- Any treatment should be as little as necessary without threatening the student's wellbeing.
- If a student comes to a member of staff for comfort because of minor accident or fright, it is not acceptable to hold their hand or put arms around them but just to ensure that the injury is known and do nothing to make it worse.
- Medication should not be offered to any student/staff, this includes antiseptics or pills of any kind.

- If in doubt with any minor injury or illness it should be suggested that they visit their registered GP, or if serious injury, phone the emergency services 999. It is always best to stay with the student and wait for the ambulance.
- We would only take the risk of taking a student to hospital ourselves if the emergency services asked us to do so because of exceptional circumstances.

2. Safety Checks

a) Equipment

Correct storage of equipment is vital to minimising risks. Any equipment not being used is a potential risk. Every piece of equipment that is being used must be checked at the beginning of the dance classes to ensure its safety. In addition, care must be taken to:

- Ensure all equipment/resources used are safely and securely stored after each session.
- Any damaged equipment is removed for use.
- Ensure that leads are in good working order.
- Ensure that the built in audio system is switched off after each class.
- Identify when/where safety mats should be used and ensure that they are used correctly.
- Ensure that students are shown how to use equipment correctly and safely.
- Ensure that no student can access equipment without supervision.
- Ballet barres to be moved by two people and stored safely.
- Any extra heating required such as fan heaters are not placed in a potentially hazardous area.

b) Dance Studio

Before students enter the studio room it is our responsibility to ensure:

- Floors are clean and clear of any item that could be considered a hazard.
- Check if any mirrors are broken.
- Check any blinds or sheeting are in a stable condition and are risk free.
- Ensure doors and exits are secure and there is nothing blocking emergency exits.
- Identify any light fittings/light switches/plug sockets that are not working or loose.

c) Students

- Ensure that all students are wearing appropriate dance wear and footwear to minimise accidents or risk.
- Safety/protection clothing must be worn when appropriate e.g., knee pads.

3. Fire Safety

- It is crucial that all staff, including teachers and guest teachers involved in classes, maintain a working knowledge of the fire procedure for the building. Further information can be found in the Fire Safety Policy.

4. Security

- Anyone wishing to enter the dance session that is not a student must be escorted by a member of staff.
- Any unidentified person seen on the premises must be reported to the Principal.
- Any suspicious items must be reported to the Principal.

Last reviewed- September 2025 for the 25-26 academic year.

The person responsible for reviewing: Emily Turner, Principal and Business Owner.