

Thornley Dance Academy

Health and Safety Policy

Policy Date: 1/1/2026

Review Date: 1/1/2027

Responsible Person: Linda Thornley - Principal



1. Statement of Intent

Thornley Dance Academy is committed to providing a safe, healthy, and supportive environment for all students, staff, volunteers, parents, and visitors.

We recognise our duty of care to ensure, so far as is reasonably practicable, the health, safety, and welfare of everyone involved in our activities. We are committed to complying with all relevant health and safety legislation and best practice guidance.

We aim to:

- Provide a safe place of learning and work.
- Prevent accidents and work-related ill health.
- Assess and control risks associated with our activities.
- Ensure safe use of equipment and facilities.
- Provide clear information, instruction, and supervision.
- Review and improve our health and safety practices regularly.

L. Thornley

Signed: _____

Name: __Mrs Linda Thornley_____

Position: ____Principal_____

Date: _____1/1/2026_____

2. Organisation and Responsibilities

2.1 Principal/Owner

The Principal/Owner of Thornley Dance Academy is responsible for:

- Overall implementation of this policy.
- Ensuring appropriate risk assessments are completed and reviewed.
- Ensuring adequate insurance cover is in place.
- Ensuring staff are appropriately trained and competent.
- Investigating accidents and incidents.
- Ensuring compliance with safeguarding and first aid requirements.

2.2 Teachers and Staff

All teachers and staff must:

- Take reasonable care of their own health and safety and that of students.
- Follow the academy's health and safety procedures.
- Carry out dynamic risk assessments during classes.
- Ensure equipment is safe before use.
- Report hazards, accidents, and near misses promptly.
- Supervise students appropriately at all times.

2.3 Students

Students are expected to:

- Follow instructions given by teachers.
- Wear appropriate dance clothing and footwear.
- Inform teachers of any injuries or medical conditions.
- Behave in a safe and respectful manner.

2.4 Parents/Guardians

Parents/guardians must:

- Provide accurate medical and emergency contact information.
- Inform the academy of any relevant health conditions or injuries.
- Ensure students arrive and are collected safely and on time (where applicable).

3. Risk Assessments

- Written risk assessments will be completed for all venues and activities.
 - Risk assessments will be reviewed annually or when circumstances change.
 - Specific risk assessments will be carried out for performances, workshops, and external events.
 - Dynamic risk assessments will be conducted during classes as needed.
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4. Premises and Equipment

- Studios will be checked regularly for hazards (e.g., slippery floors, obstructions).
 - Floors must be clean, dry, and suitable for dance activity.
 - All equipment (e.g., barres, mats, props) will be maintained in good condition.
 - Electrical equipment will be visually checked before use.
 - Fire exits will be clearly marked and kept unobstructed.
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5. Fire Safety

- Fire evacuation procedures will be displayed at each venue.
 - Teachers will inform students of emergency exits at the start of term.
 - Registers will be taken for all classes.
 - In the event of a fire alarm, students will exit calmly and assemble at the designated meeting point.
 - No one will re-enter the building until declared safe.
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6. First Aid and Accidents

- A suitably stocked first aid kit will be available at all classes and events.
- At least one qualified first aider will be present at sessions where possible.
- All accidents, injuries, and near misses will be recorded in an accident log.
- Parents/guardians will be informed of any injury sustained during class.

- Emergency services will be contacted if required.
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7. Medical Information

- Medical information will be collected at registration.
 - Medication (e.g., inhalers, EpiPens) should be clearly labelled and accessible.
 - Staff will be informed of students with specific medical needs where appropriate.
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8. Safeguarding and Supervision

- Thornley Dance Academy is committed to safeguarding children and vulnerable adults.
 - Appropriate supervision ratios will be maintained.
 - Staff working with children will hold appropriate safeguarding training and background checks (e.g., DBS where applicable).
 - A separate Safeguarding Policy is in place.
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9. Manual Handling

- Staff will use safe lifting techniques when moving equipment.
 - Students will not be permitted to lift heavy equipment unless supervised and appropriate.
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10. Hygiene and Infection Control

- Good personal hygiene will be encouraged.
- Studios and equipment will be cleaned regularly.
- Students should not attend classes if they are unwell or have a contagious illness.

- Additional hygiene measures may be implemented in line with public health guidance.
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11. Off-Site Events and Performances

- Additional risk assessments will be completed for off-site events.
 - Emergency contact details will be available.
 - Adequate supervision will be provided.
 - Travel arrangements will be clearly communicated to parents.
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12. Insurance

Thornley Dance Academy holds appropriate:

- Public Liability Insurance
- Employer's Liability Insurance (if applicable)
- Professional Indemnity Insurance

Certificates are available upon request.

13. Monitoring and Review

This policy will be reviewed annually or sooner if:

- There is a significant change in activities.
 - There is a change in legislation.
 - An incident indicates the need for revision.
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