**Young Dancers Academy**

**Health and Safety Policy**

**Policy Statement**

Young Dancers Academy recognises its health and safety duties under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

It is the policy of Young Dancers Academy that:

* Adequate arrangements are made for the health and safety of employees, pupils and members of the public, by providing a working environment, appropriate controls and suitable training for all employees and pupils.
* All legal requirements are satisfied.
* Appropriate resources are made available to implement the policy effectively.
* All employees and pupils are made aware of their school and personal responsibilities through training and consultation.

So far as is reasonably practicable, Young Dancers Academy will:

* Provide adequate control of the health and safety risks arising from our work activities;
* Consult with our employees on matters affecting their health and safety’
* Provide and maintain safe equipment;
* Ensure safe handling and use of substances;
* Provide information, instruction and supervision for employees;
* Ensure all employees are competent to do their tasks, and to give them adequate training;
* Prevent accidents and cases of work-related ill health;
* Maintain safe and healthy working conditions; and
* Review and revise this policy as necessary at regular intervals, at least once every year.
* Carry out an annual audit of health & safety management.

**The school will;**

.

* Bring health and safety policies to the notice of employees
* Monitor health and safety performance within their area of responsibility.
* Ensure risk assessments are in place for all activities / situations occurring locally.

All employees must:

* Ensure they have read and understood the Health and Safety Policy.
* Take reasonable care of the health and safety of themselves and of their colleagues.
* Inform the school of any accidents or incidents.
* Consider the safety of other persons who may be affected by their acts or omissions.
* Work in accordance with information and training provided.
* Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
* Report any defects in equipment, or shortcomings in the existing health and safety arrangements, to a responsible person without delay.

**Health and Safety Arrangements**

 **Accident, injury and dangerous occurrence reporting**

* It is the policy of the school to comply with RIDDOR 95.
* All accidents resulting in injury must be reported by completing the Accident book.
* Accident records are compiled and stored confidentially by the school

**Accident Procedure**

* First aid should be administered by a qualified first aider only.
* Where doubt exists as to the severity of an incident, the emergency services should be called.
* Emergency telephone numbers will be held by the school.
* Please see First aid information for details of first aid responsibilities and locations of first aid boxes.

 **Consultation and Communication**

* The management of the school see communication between staff at all levels as an essential part of effective health and safety management.

**Contractors / Workmen**

* All Contractors / workmen on site will receive a fire safety induction including emergency procedures on their first visit.
* All contractors / workmen should be supervised during their first visit.

**Control of Hazardous substances (COSHH)**

* It is the policy of the school to comply with COSHH regulations 1989.
* A risk assessment will be carried out of all work involving exposure to hazardous substances. The assessment will be based on manufacturers and suppliers health and safety guidance and our own

Reviewed: September 2019

By: K Williams