

Dance Focus Academy

Health & Safety Policy

School / Studio	Dance Focus Academy
Policy owner	Jade Fitchett
Date adopted	1/8/2026
Review frequency	Annually, or sooner if legislation/guidance changes
Next review due	1/8/2027
Health & Safety Lead	Jade Fitchett

1. Statement of Intent

Dance Focus Academy is committed to providing a safe environment for all pupils, staff, and visitors, so far as is reasonably practicable, in line with the Health and Safety at Work etc. Act 1974 and associated regulations.

2. Responsibilities

The Principal

Holds overall responsibility for health and safety, including ensuring risk assessments are carried out, reviewed, and acted upon.

Staff

Must follow safe working practices, report hazards immediately, and take reasonable care of their own health and safety and that of others.

Parents/Carers

Are asked to inform the school of any medical conditions, allergies, or injuries that may affect their child's participation, and to ensure pupils are collected promptly. Must ensure that students are wearing appropriate clothing/uniform and shoes for the genre of dance with hair tied back appropriately and no jewellery worn.

3. Risk Assessment

Risk assessments are carried out for the each premises used, each style of dance taught, use of equipment and props, and any performance or off-site activity (such as shows, workshops, or exams). Risk assessments are reviewed annually or when circumstances change.

4. First Aid

- At least one first-aid trained staff member is present within the premises.
- A well-stocked first aid kit is kept on the premises and checked regularly.
- All injuries and first aid treatment are recorded in an accident book, with parents informed on the same day.
- Serious injuries are reported in line with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) where applicable.

5. Fire Safety and Emergency Evacuation

Fire evacuation procedures are displayed in the various locations used. Fire extinguishers and alarms are serviced annually by the various halls. Fire exits are kept clear at all times.

6. Studio, Flooring and Equipment

The dance floor, barres, mirrors and any equipment are inspected regularly for damage or wear. Faulty equipment is removed from use immediately and repaired or replaced before further use.

7. Illness and Infection Control

Pupils who are unwell, have a temperature, or have a contagious illness (including sickness and diarrhoea) should not attend class until they have recovered, generally in line with current NHS guidance on exclusion periods.

8. Medication

Staff will only administer medication (such as an inhaler or EpiPen) with prior written parental consent and instructions. Details of any pupil's medical needs are held on file and shared with relevant staff on a need-to-know basis.

9. Insurance

The school holds public liability insurance. Certificate available on request.

10. Review

This policy is reviewed annually by Jade Fitchett, or sooner following an incident.