

Apollo Dance Health and Safety Policy

Part 1: Statement of Intent

Our policy is to provide and maintain safe and healthy working conditions for all our staff and pupils, provide safe and adequate training and prevent accidents.

This policy will be kept up to date, reviewed annually and made sure all our responsibilities are met in relation to:

- Health & Safety at Work Act 1974
- Other relevant current legislations

Part 2: Responsibilities

The overall and final responsibility is Zoë Darby, the Principal, who will ensure this policy is put into practice.

It is the responsibility of all Apollo Dance staff & licensed chaperones to help maintain a safe and secure environment for the pupils, to report all health and safety concerns to an appropriate person (Principal).

All parents must complete a Contact Detail Form for the rehearsal & show day, it is the parents' responsibility to notify the Principal of any change to the data this Form holds.

All staff/licensed chaperones will supervise pupils during the whole Rehearsal time & Show time.

Parents / Carers must ensure the safety of their children in the car park.

The Principal will make sure all staff know the fire action procedure, location of fire alarms, and fire exits.

Part 3: Arrangements

Risk assessments will be completed and reviewed when working habits or conditions change, ready for our next show.

A fully equipped First Aid Box and an accident book will be kept in each changing room. If in the case of an incident, an accident report must be completed.

All licensed chaperones have access to all student registration forms, which are kept in paper form and destroyed when the Apollo Dance Show is completed.

This Policy (V1.0) was written by the Principal, Zoë Darby and Owner of Apollo Dance on 09/05/2023 and will be revised on our next rehearsal and show.