

Croydon School of Performing Arts CIC

Health & Safety Policy

Version: 1.0

Effective Date: 29 July 2026

Reviewed: Annually

1. Policy Statement

Croydon School of Performing Arts CIC ("the School") is committed to providing a safe, healthy and supportive environment for all students, parents, staff, volunteers and visitors.

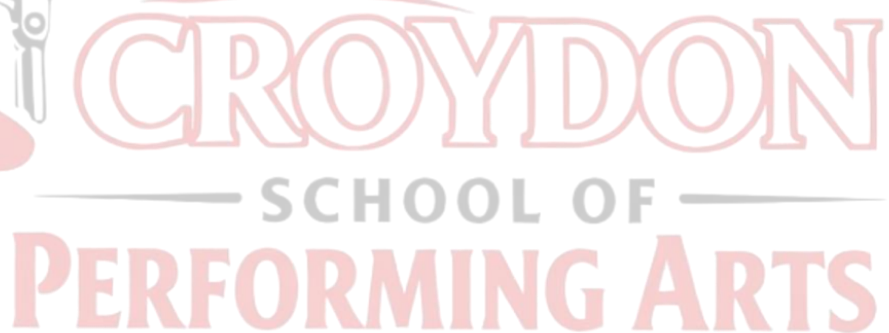
We recognise our responsibilities under the **Health and Safety at Work etc. Act 1974** and other relevant UK health and safety legislation and will take all reasonably practicable steps to prevent accidents, injuries and ill health.

Everyone attending the School has a responsibility to contribute to maintaining a safe environment.

2. Scope

This policy applies to:

- Students
- Parents and carers
- Employees
- Self-employed teachers
- Volunteers
- Contractors
- Visitors
- Guest teachers
- Performances
- Workshops
- Competitions
- Trips organised by the School



3. Responsibilities

Directors

The Directors are responsible for:

- ensuring suitable health and safety procedures are in place
- reviewing this policy annually
- ensuring suitable insurance is maintained
- undertaking risk assessments where appropriate
- ensuring incidents are investigated

Teachers and Staff

Teachers must:

- supervise students appropriately
- check equipment before use
- report hazards immediately
- maintain safe teaching practices
- know emergency procedures
- record accidents

Students

Students are expected to:

- follow instructions
- behave safely
- wear suitable clothing
- report injuries immediately
- respect equipment and facilities

Parents and Carers

Parents must:

- provide accurate medical information
- collect children promptly
- ensure students are medically fit to participate
- provide suitable footwear and uniform
- notify the School of any injury or illness

4. Risk Assessments

The School will carry out suitable risk assessments where reasonably required, including for:

- classes
- workshops
- performances
- external venues
- trips
- special events
- use of specialist equipment

Risk assessments will be reviewed regularly.

5. First Aid

The School will:

- maintain suitable first aid provision
- ensure first aid equipment is available
- record all accidents requiring treatment
- contact parents where appropriate
- contact emergency services when necessary

Parents will be informed of any significant injury.

6. Medical Conditions

Parents must notify the School of:

- allergies
- asthma
- epilepsy
- diabetes
- injuries
- disabilities
- additional medical needs

Medication remains the responsibility of the parent unless agreed otherwise.

Emergency medication (such as inhalers or EpiPens) should be readily available where required.

7. Illness

Students should not attend classes if they have:

- sickness or diarrhoea within the previous 48 hours
- a contagious illness
- a high temperature
- any condition making participation unsafe

Parents should notify the School of absences where possible.

8. Dance Studio Safety

To reduce the risk of injury:

Students must:

- wear appropriate footwear
- remove jewellery unless medically required
- tie long hair back
- warm up properly
- cool down properly
- use equipment correctly
- follow teacher instructions at all times

Running, rough play and unsafe behaviour are prohibited.

9. Acro, Tumbling and Lifts

Acrobatic skills and lifts present increased risk.

Therefore:

- skills will only be taught by suitably qualified instructors
- students will only attempt skills appropriate to their ability
- progressions will be followed
- spotting will be used where appropriate
- unsafe skills are prohibited

Students must never practise advanced skills without supervision.

10. Physical Contact

Teachers may use appropriate physical contact to:

- correct technique
- support balance
- prevent injury
- ensure safety

Any physical contact will:

- be appropriate
- be professional
- respect personal boundaries
- follow the School's Safeguarding Policy

11. Fire Safety

All persons must:

- follow venue evacuation procedures
- leave immediately when instructed
- not re-enter until authorised

Fire exits must remain unobstructed.

12. Equipment

Equipment will be checked regularly.

Any damaged equipment will be removed from use until repaired or replaced.

Students must not use equipment without permission.

13. Slips, Trips and Falls

To minimise risks:

- bags should be stored neatly
- spillages should be reported immediately
- walkways should remain clear
- cables should not create trip hazards

14. Safeguarding

Health and safety works alongside safeguarding.

Where any concern relates to the welfare of a child, staff will follow the School's Safeguarding Policy and appropriate reporting procedures.

15. Accidents and Incidents

All accidents should be reported to a member of staff as soon as possible.

The School will:

- administer first aid where appropriate
- complete an accident record
- inform parents where necessary
- review incidents to reduce future risks

Where legally required, incidents will be reported under **RIDDOR**.

16. Performances and External Events

Additional health and safety procedures may apply at:

- theatres
- competitions
- festivals
- workshops
- trips

Students must follow both the School's procedures and those of the venue.

17. Extreme Weather

The School may cancel classes where weather conditions make travel unsafe.

Where reasonably possible, parents will be informed via the Parent Portal and/or email.

18. Photography and Filming

Photography and filming are managed under the School's **Photography & Video Policy**.

19. Insurance

The School maintains appropriate public liability insurance.

Parents are responsible for ensuring students have any personal insurance they consider appropriate.

20. Policy Review

This policy will be reviewed annually or sooner if:

- legislation changes
- guidance changes
- significant incidents occur
- operational requirements change

Parent Acknowledgement

By enrolling a student with Croydon School of Performing Arts CIC, parents and guardians acknowledge that they have read and understood this Health & Safety Policy and agree to support the School in maintaining a safe environment for all students.

