



SCULPTURE

Dance Arts

Health & Safety Policy 2026

Health & Safety Policy

Sculpture Dance Arts is committed to provide and maintain a healthy and safe teaching and dance environment for all the College's staff and students. To provide the required information, instruction, and supervision to ensure that all measures where practicable are carried out and thus enable the staff and learners to flourish in the knowledge that they are safe, secure and cared for in their dance and surrounding areas.

Sculpture Dance Arts will ensure that:

- Information, Instruction, and supervision will be provided to all Staff to equip them with the necessary knowledge to avoid hazardous situations and take the necessary actions in the event of a situation.
- Regular staff meetings will cover health & safety issues.
- The dance spaces and access to and from them are safe.
- The Staff and students have the required knowledge, instruction, and supervision to use and handle the equipment
- Training is monitored by the Artistic Director, DSL and DSO

The policy will be kept up to date and reviewed annually to ensure responsibilities are met in relation to

- Health & Safety at Work Act (1974) – Health & Safety Law Poster is displayed in the Student Common Room, and passages to all Studios
- Management Regulations (1999)
- Other relevant current legislation

Staff Responsibilities

Overall and final responsibility for Health and Safety is that of the Artistic Director. Day to day responsibility and to ensure that this policy is put into practice is delegated to the Health and Safety Officer.

The following people have responsibility in the following areas to ensure health and safety standards are maintained / improved:

Miss Tracey Moss (Deputy Head of Junior Programme)

- First Aider and responsible for safety of Junior Programme in class

Ms Gillian Hurst (Deputy Head of Senior Programme)

- Responsible for Senior Programme in Class

Gary Newley (Health and Safety Officer & Fire Warden)

- Responsible for matters arising in the onsite Café.
- Health and Safety/Fire Safety /Premises -Risk Assessments with assistance from Gary Houghton Rogers (DSL)
- All building maintenance is to be reported to Gary Newley

Gary Houghton Rogers (DSL)

- Fire Assembly Co-ordinator – DSL/Welfare & Pastoral Care
- Premises Risk assessments with Health & Safety Officer

It is the responsibility of all staff to help maintain the safety and security of the students and the operating environment and this includes

- Being aware of risks
- Knowing the appropriate action to take
- Identifying potential hazards

All staff have a duty to exercise care and attention regarding their own safety and that of their students and so will:

- Ensure reasonable care is taken whilst on the premises to avoid accidents or injuries to themselves, students, and other people on the premises.
- Observe and abide by the safety instructions and procedures as laid down in this document.
- Report all potential hazards affecting Health and safety to the Health & Safety Officer, Artistic Director or DSL.
- Report all accidents in the appropriate manner and record as laid out in the Policy Document. Accident Book is Located in the Main Office /Miss Mariella's desk.
- Report all near misses to reduce the risk of any future accident.

All members of staff must:

- Receive an introduction and guided tour of the premises.
- Co-operate with supervisors and Artistic Director on all Health and Safety matters
- Not interfere with anything provided to safeguard their health and safety and that of the students
- Be present for a Fire Drill at least once per term

Accidents and First aid

See Appendix 1

Safety

Dance studios

- All teaching staff must make the following checks before students enter any studio:
- Floor – ensure that the floor is clean, and no foreign bodies are present
- Barres – check all barres are securely fitted and there are no sharp edges
- Mirrors – ensure all mirrors are safely secured to the walls and there are no broken ones
- Plug sockets – ensure there are no broken sockets or wires showing
- Doors and Exits – ensure doors and exits are secure and emergency exits are free from any blockages
- Lighting and Light Switches – identify and report any lights or fittings that do not work

Students

All students are given an induction on the first 2 days of term consisting of the following:

- General Health & Safety guide to the College making them aware of the layout of the buildings and surrounding areas.
- Fire Drills.
- Travel to and from the College safely - High visibility jackets distributed.
- Report any faulty or damaged equipment i.e., barres, mirrors etc.
- Report any faulty or damaged electrical appliances.
- Ensure all clothing is placed in lockers or taken home – not to be left in the studio.
- Ensure all footwear is put away and not left in the studio or on changing room floors.
- IPS lectures throughout the year on Nutrition and Hydration plus instruction on how to warm up and cool down. Students are tested on this.

Safe Dance Practice

Sculpture Dance Arts is fully committed to the elements that make up Safe Dance Practice through the following:

- Sculpture Dance Arts only employs fully qualified staff trained to deliver Dance Education.
- Safe and appropriate spaces to work in:
 - Sprung non-slip floors, high ceilings, and well-ventilated / heated spaces as required. This is monitored with weekly risk assessments of the studios and other areas.
- An environment that allows for adequate rest, nutrition, and hydration.
- All Students are shown, at their induction, the required warm up and cool down exercises as part of the college's injury prevention programme.
- Lectures and literature on "The Healthy Dancer" are made available to all students in induction week.
- Analysis of Technique classes ensure that all students understand 'correct technique and stance for dancers' and have the capabilities to implement it.
- Strength and Conditioning Classes are provided as part of the college's injury prevention programme.
- Essential information on Nutrition, Hydration, Injury prevention, Anatomy and Physiology is provided through Integrated Professional Studies (Trinity Contextual) Lectures and from the Strength and Conditioning Coach in class and on a one-to-one basis.

- Day to day implementation of the Health & Safety Policy is the responsibility of all staff and the Health & Safety Officer, the Artistic Director with the Health and Safety Officer will use reports of accidents, injuries and near misses to determine whether existing Health & Safety arrangements require modification or amendment.
- This is reviewed at staff meetings or at Senior Management meetings when appropriate.

Fire Safety and Emergency Procedures

All staff will be advised of the fire and emergency procedure, location of fire alarms and fire exits at their induction.

Fire and emergency evacuation are arranged by the Fire Warden and /or the Fire Assembly Co-Ordinator and practiced once per term. Records are made and maintained by the Fire Warden and or Fire Assembly Co-Ordinator.

Fire alarm testing is done every fortnight at all the points on the premises by the Fire Warden.

In the absence of the Fire Warden the Fire Assembly Co-ordinator or Deputy Fire Assembly co-ordinator will complete the roll call and liaise with the Fire Service personnel.

Action in the event of Fire

If you **discover** a fire:

- Immediately activate the alarm
- ALARMS are located at all Exit doors.
- Students should immediately inform a member of staff and leave the building by the nearest route
- Staff must help to supervise the safety and orderly evacuation of students and any other people in the immediate vicinity
- Keep yourself and others CALM
- Take the nearest evacuation route checking all corridors, toilets etc as you pass to ensure everyone has left the building
- Do not prolong your evacuation
- Move to the Assembly Point located **on the perimeter fence to the left of the main car park** and await the roll call
- DO NOT RE ENTER THE BUILDING UNTIL THE ALL CLEAR IS GIVEN BY THE FIRE SERVICE

If you **hear** a fire alarm

Staff are responsible for the students in their class

- Evacuate the students in your class from the building immediately by using the nearest exit making note of the head count if possible. DO NOT STOP to collect any personal belongings
- Assemble at the Assembly Point and wait for further instructions
- Fire Wardens and Co -Ordinator's will take the Roll Call
- Any absences or concerns should be reported immediately to the Fire warden
- DO NOT RE ENTER THE BUILDING UNTIL THE ALL CLEAR IS GIVEN BY THE FIRE SERVICE

Fire Precautions

Fire Exits are checked daily by the DSL / Welfare Lead

Fire extinguishers are tested by Jackson Fire and Safety Certificates are kept in the office.

Fire extinguishers are located in all buildings and should only be used if the fire is very small and contained and by doing so no one is placed in any danger

Fire blankets are situated in the Kitchen

Electrical Equipment

All electrical equipment is PAT tested every year by a certified registered company. Selectatest.

Safety Certificates are kept in the office.

Electrical Testing and Emergency Lighting testing by EIT Group

Revised January 2022.

Revised September 2023

Revised September 2024

Revised June 2025

Appendix 1: ACCIDENT POLICY

Sculpture Dance Arts is fully committed to minimising the risk of accidents on the College's premises and takes the necessary precautions to enable the safety and well-being of the staff, students, and visitors.

Minor

In the Classroom/Studio

All minor accidents and near misses are reported to the Class Teacher /Tutor

- The Class Teacher / Tutor deals with the matter immediately and / or requests the assistance of one of the qualified First Aiders

- The Class Teacher informs the Designated Safeguarding / Welfare Lead who will log the incident. The teacher/tutor will enter the details in the Accident Book. The teacher/tutor will also inform the Wellbeing Team.

Minor accidents or near misses outside of the classroom/Studio are reported to the Designated Safeguarding / Welfare Lead and treated as required by the qualified First Aiders and details are entered into the Accident book by the Designated Safeguarding / Welfare Lead

Major

All major accidents are reported to the Class Teacher and the Designated Safeguarding / Welfare Lead. Emergency Services are called – DIAL 999

- A First aider will initially attend the injured person and administer First Aid as appropriate and where necessary.
- Details are entered into the Accident Book by the teacher in charge or Designated Safeguarding / Welfare Lead

Major accidents outside of the classroom/studio are immediately reported to the DSL, Artistic Director and Wellbeing Team the emergency services are called – DIAL 999

Injuries

It is the policy of Sculpture Dance Arts Ltd to treat all injuries individually as each case may differ.

Current injuries communicated to staff via weekly email from the rehab & wellness team.

Overuse injuries may occur later in the term and are treated by one of our external physiotherapists or dance therapists.

These are reported to the Strength and Conditioning Coach /Dance Rehabilitator who informs all class teachers via email.

Traumatic injuries are dealt with immediately by a qualified First Aider

Heat / ice packs may be administered and are available. Students are encouraged to have their own.

Long term Injuries

Each case is treated individually.

Sculpture Dance Arts provides, through the Strength and Conditioning Coach/ Dance Rehabilitator, special remedial classes to strengthen the students whilst they are unable to dance.

Students are expected to attend college and observe classes whilst recovering from their injuries.

In the case of a serious injury or illness the college takes the advice of the student's doctor.

Date: June 2026

Review Date: June 2027

Responsible Lead: SLT / Designated Safeguarding Lead (DSL)