

## Georgia's Dance Academy - Health and Safety Policy

This is a statement of general policy and arrangements for Georgia's Dance Academy.

We will actively maintain and promote good health and safety procedures and will:

- Maintain safe and healthy work conditions
- Provide adequate control of the health and safety risks at our school
- Be open to comments and suggestions from our employees, students and their parents on matters relating to health and safety
- Provide information, instruction and supervision for employees and students and make them aware of this policy
- Ensure all employees are capable of doing their tasks, hold any required qualifications, and that they receive adequate training
- Record any harm or injuries that occur in an Accident Book and make changes where required to avoid similar incidents in the future
- Regularly review and update this policy

Georgia Monk has overall responsibility for health and safety.

Georgia Monk has day-to-day responsibility for ensuring this policy is put into practice.

A First Aid box is located in Georgia's car boot.

An Accident Book is located in Georgia's Dance bag.

In the case of an emergency or serious injury, please contact the emergency services on 999.

This policy was last reviewed on 05/02/2020

Name: Georgia Monk                      Job Title: Principal of Georgia's Dance Academy

Signature: *Georgia Monk*