Hamilton Dance
Health & Safety Policy

This is the statement of general policy and arrangements for:	HAMILTON DANCE
Anneliese Hamilton-Stevens (Principal)	has overall responsibility for Health and Safety
Anneliese Hamilton-Stevens (Principal)	has day to day responsibility for ensuring this policy is put into practice

Statement of general policy:	Responsibility of:	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the dance school and at external events and shows.	**Anneliese Hamilton-Stevens (Principal)**	Risk assessment is conducted prior to event to identify risks to personal safety and property. Appropriate measures are then put in place to prevent risks coming to fruition or to deal with the risk should it occur.
Provide clear instructions and information, and adequate training, to ensure teachers are competent to do their work	**Anneliese Hamilton-Stevens (Principal)**	Each member of staff is briefed before the event and given a copy of the risk assessment along with the relevant fire procedures for the relevant venue.
Engage and consult with staff on day-to-day health and safety conditions	**Anneliese Hamilton-Stevens (Principal)**	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
Ensure all teachers are aware of fire safety precautions and emergency exit routes.	**Anneliese Hamilton-Stevens (Principal)**	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	**Anneliese Hamilton-Stevens (Principal)**	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of electrical equipment and for ensuring that action is promptly taken to address any defects.
Signed:	**DATE:**	