

## **Health and Safety – KNOWLES STUDIOS.**

Knowles Studios aims to provide a safe and healthy environment for everyone involved at the studio. Any potential safety hazards must be reported to the owner of the Studio - Joanna Knowles.

Any risks that are found which can be related directly to the school's personal equipment or property should be reported to the owner and will be dealt with appropriately. Any risk found within the building, but not related directly to the studio, should be reported to the landlord Oliver Gurney.

Oliver Gurney (landlord) is responsible for the following:

- Maintenance of toilets.
- Maintenance of all electrical plugs and internal wiring, lighting, fire alarms, fire extinguishers.
- Outside areas within the courtyard.

Knowles Studios is responsible for the following:

- Cleaning of the dance floor, using products that will not cause slipping on the floor
- The safety of the fixed mirrors in the studio
- Equipment used in the studio – acrobatic mats
- Portable speaker – PAT testing
- Maintenance of leads from sound system

### **Fire Risk**

There is a fire extinguisher directly outside the Studio (in the toilet area). A fire alarm is installed within the building.

The owner of the studio will ensure that the Fire Exit in the studio is kept free for easy exit should a fire occur.

### **Accidents and First Aid**

Knowles Studios has a private accident Logbook for anyone that injures himself or herself whilst attending classes.

Injuries must be reported to the owner – Joanna Knowles

ALL head injuries, however minor must immediately be reported to the parent/ guardian by phone-call. It is then the parent's responsibility to decide whether their child needs medical attention. If a parent is not going to be contactable during a lesson then they must provide an alternative number and contact for that day.

A First Aid Box must be kept in the studio at all times. All teachers hold a First-Aid qualification.

It is the Parents responsibility to complete the medical questionnaire for their child and to keep this updated.

All participants must take part in a full warm up before any session. Parents must inform the teacher prior to a class their child is feeling unwell.

Class size numbers are restricted to ensure there is sufficient room for activity. Teachers will inform participants of suitable clothing in advance and will check on the day.

All spills must be dealt with immediately.

Obstacles must be cleared out of the dance studio or moved towards the edge of the dance space and young people are to be made aware of any hazards.

### **Safety of Young Person**

All teachers and helpers are DBS checked.

The parents of each child will have completed customer information forms, which includes photo & video consent after joining the studio.

All sessions to be supervised by suitably trained staff.

All pupils attending a dance class are the responsibility of the parent/guardian outside of class time.

Young people will need to ask permission to go to the toilet.

### **Smoking**

Knowles Studios has a non-smoking policy and smoking is prohibited anywhere in the building.

### **Drugs and Alcohol**

Knowles Studios has a strict no drugs and alcohol policy. Any pupil or teacher found using drugs or alcohol whilst attending classes or working at the studio, will be presented with a verbal warning. Parents will be advised if the pupil is less than 18 years of age.

### **Noise**

Although music is played within the Studio the volume is kept at a level where the teacher's voice can be heard.

**All teachers and helpers involved with Knowles Studios will be made aware of this Health and Safety Policy.**