



Health & Safety Policy

Our statement of general policy is:

- To provide adequate control of health and safety risks arising from our work activities
- To consult with our employees/volunteers on matters affecting their health and safety
- To provide information and instruction for employees/volunteers
- To ensure all employees/volunteers are competent to do their tasks
- To prevent accidents
- To maintain safe and healthy working conditions
- To provide and maintain safe working equipment
- To regularly review and revise this policy as necessary on a regular basis

Top Hat Theatre School ensures that classes are of a size appropriate to the levels and techniques being taught and the space being used. Students in each class should be of compatible age and/or standard.

We are aware of developments in Child Protection legislation and undertake Disclosure & Barring Services enhanced check as required.

Top Hat will ensure that teaching facilities are adequately maintained and provide:

- Suitable flooring appropriate to the technique taught, with a clean, safe surface; to minimise the risk of injury
- Adequate heating levels and ventilation
- Suitable, secure and safe area for changing

Any potential safety hazards must be reported the Principal of the School, **Julie McKenna**

Risk Assessment

Top Hat Theatre School will carry out Risk Assessments of the facilities. Any risks that are found should be reported to the Principal and will be dealt with appropriately. See attached for specific risk assessments.

Fire Risk

See separate document

Accidents & First Aid

Top Hat Theatre School has a private accident Logbook for any pupils that injury themselves whilst attending classes.

- All accidents must be reported and recorded in the accident book.
- Injuries must be reported to the Principal **Julie McKenna**.
- The First Aid Box is kept in the office.
- There is always a qualified First Aider on site
- Parents must inform principal/teacher if child has medical condition such as asthma.

Qualified First Aiders at Top Hat

- **Julie McKenna**
- **Kelly Hartnett**
- **Emily Read**
- **Jayne Wing**
- **Maddie Kiernan**

Public Insurance Liability

The Principal of the school, Julie McKenna has public liability insurance. Any locum teacher who teaches classes will be either covered via this insurance, or will have their own personal insurance. Top Hat Theatre School will not employ anyone to teach for the school that does not have the correct insurances required.

Noise

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

Smoking Policy

Smoking is not permitted anywhere within the building.

Drugs & Alcohol Policy

Top Hat Theatre School has a strict no drugs & alcohol policy. Any pupil or teacher found using drugs or alcohol whilst attending classes or working at the school, will be presented with a verbal warning, and information on where to obtain help regarding this problem. Parents will be advised if the pupil is under the age of 18 years.

Top Hat Theatre School will make sure that any teacher involved within the school, is made aware of all Health & Safety Policies, and who they should report to should the issue arise for any of the above matters.