



Ledger Dance Studios

Staff Health and Safety Policy

Purpose of Policy

Ledger Dance Studios is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises. This policy clarifies staff responsibilities regarding health and safety matters. This policy may be amended at any time by Ledger Dance Studios at its absolute discretion and will be reviewed at least annually.

Who is Responsible for Workplace Health and Safety?

Achieving a healthy and safe workplace is a collective task shared between Ledger Dance Studios and its staff. This policy and the rules contained in it apply to all staff, including employees, fixed-term staff, and volunteers. Specific responsibilities of staff are set out in the "Responsibilities of All Staff" section below.

Employer/Business Responsibilities

Ledger Dance Studios is responsible for:

- Taking reasonable steps to safeguard the health and safety of staff, customers, and people affected by the business activities.
- Identifying health and safety risks and managing or overcoming them.
- Providing a safe and healthy place of work and safe entry and exit arrangements, including during emergencies.
- Providing and maintaining safe working areas, equipment, and systems and, where necessary, appropriate clothing (uniform).
- Providing adequate information, instruction, training, and supervision for staff to do their work safely.
- Ensuring any health and safety representatives receive appropriate training.
- Promoting effective communication and consultation concerning health and safety matters.
- Providing instructions, arrangements, and advice during epidemic or pandemic alerts.
- Regularly monitoring and reviewing health and safety management and making necessary changes.
- Supporting staff mental health by implementing workplace modifications and providing emotional support.

Overall Responsibility

The Health and Safety Officer, Evie Ledger, has day-to-day responsibility for health and safety matters. Any concerns should be communicated to her.

Responsibilities of All Staff

General Staff Responsibilities

All staff must:

- Take reasonable care for their own health and safety and that of others.
- Cooperate with the Health and Safety Officer and Ledger Dance Studios to ensure compliance with health and safety duties and requirements.
- Maintain up-to-date first aid training and be DBS checked (within 3 years).
- Comply with health and safety instructions and rules, including the safe use of equipment.
- Keep health and safety issues in mind and take personal responsibility for their actions.
- Keep the workplace tidy and hazard-free.
- Promptly report health and safety concerns, potential risks, or equipment malfunctions to the Health and Safety Officer.
- Cooperate in investigations of any incident or accident which could lead to or has led to injury.

Staff Responsibilities Relating to Equipment

All staff must:

- Use equipment as directed, following instructions given by management or contained in written manuals.
- Report any faults, damage, or concerns about equipment to the Health and Safety Officer.
- Ensure health and safety equipment is not tampered with.
- Not attempt to repair equipment unless trained and authorised to do so.

Staff Responsibilities Relating to Accidents and First Aid

All staff must:

- Report any workplace accident involving injury to the Health and Safety Officer immediately.
- Familiarise themselves with the details of first aid facilities and trained first aiders.

- Call 999 and provide necessary information in case of an emergency requiring intervention.
- Cooperate with the Health and Safety Officer in investigating injuries or illnesses and maintaining accident records.

Staff Responsibilities Relating to Emergency Evacuation and Fire

All staff must:

- Familiarise themselves with fire safety instructions available from the Health and Safety Officer.
- Know the locations of fire extinguishers, fire exits, and alternative escape routes.
- Comply with instructions from fire wardens during emergencies or drills.
- Participate seriously in fire drills (every 12 months), ensuring visitors do the same.
- Ensure fire exits and emergency signs are not obstructed or hidden.
- Notify the Health and Safety Officer of any conditions that may hinder evacuation in an emergency.

In Case of Fire:

- Immediately trigger the nearest fire alarm and notify Evie Ledger of the fire's location if possible.
- Evacuate students via emergency exits, without stopping to pick up personal belongings or close windows.
- Do not attempt to tackle a fire.
- Ensure all students evacuate and conduct a roll-call at the fire assembly point.
- Remain calm and evacuate quickly without running, leaving personal belongings behind.
- Stay out of the building until fire wardens confirm it is safe to re-enter.

Risk Assessments

Ledger Dance Studios will conduct risk assessments to identify and mitigate workplace hazards. These assessments will be reviewed at least annually and whenever there are significant changes to the work environment or processes.

Communication of Changes

Changes to the health and safety policy will be communicated to all staff through email, staff meetings, and posted notices. Staff are responsible for staying updated and complying with the revised policy.

Non-compliance with Health and Safety Rules

Non-compliance with health and safety rules or failure to adhere to this policy will result in serious consequences and may lead to disciplinary action.