

URBAN EDGE

HEALTH AND SAFETY POLICY

The aim of this policy is to:

- Ensure the safety of pupils, staff and parents/guardians whilst attending classes and representing the Theatre school. This policy links very closely to the Child Protection Policy. Through the enforcement of this Health and Safety Policy we will ensure:

- The safety of pupils, staff and parents/guardians
- The best performance from each pupil
- We are not placing unreasonable demands upon the body of a pupil
- That both staff and pupils are following the precautions necessary to prevent physical injury during a class or performance.

For Health and Safety a registration and consent form should be completed for all pupils with details of full name, date of birth, address, contact telephone numbers and known medical conditions. Written permission must be given by parents, for those pupils under 18 years old, for Urban Edge to take photos of their child (still and video) and, if necessary, for Urban Edge Theatre School to provide transport for the pupil. Written permission must be given by the pupil if the pupil is over 18 years old.

For the safety of pupils a set routine for drop off and collection has now been implemented. We would ask that pupils arrive no more than 5 minutes before the start of their class. For all pupils under 10 years old a parent/guardian should be available to collect them at the end of the class. A member of staff will remain on the premises until all of the pupils have left. The same expectations would apply to external events with the pupils asked to arrive at a set time and all pupils under 10 years old being collected by a parent/guardian.

For the safety of pupils a register is taken at the start of each class to show who is present. This will be used in the case of a fire or for any other reason why we may have to evacuate the building.

For the Health and Safety of pupils and staff from time to time we will have a fire evacuation practice drill.

For Health and Safety parents/guardians are not permitted to remain in the teaching room during lessons.

For the safety of pupils all qualified teachers, when taking up an appointment at the theatre school, will be CRB checked and will have appropriate insurance. Urban Edge Theatre School has public liability insurance and Employers Liability insurance.

For Health and Safety all qualified teachers will hold a recognised First Aid qualification and a first aid box will be available.

For the safety of each pupil a warm up will be performed at the start of each class and a cool down at the end supervised by a qualified teacher.

For Health and Safety hot drinks will not be allowed in the teaching room. It is advised

that pupils bring bottled, not canned drinks.

For Health and Safety all electrical equipment will be safety tested on a regular basis and will display the date on which it was tested.

For Health and Safety in the event of activities outside the Theatre school premises, and the absence of a parent or guardian, the teachers will regard themselves as being in "loco parentis" and, so far as applicable and within their control, apply the preceding and subsequent guidelines as if the event was in their own studio.