



Zest Dance – Health & Safety Policy 2025

Purpose and Statement:

Zest Dance aims to provide and maintain safe and healthy working conditions, equipment, and systems of work for staff, pupils, parents/carers, and visitors. We will provide the necessary information, training, and supervision to ensure that everyone can minimise hazards and contribute positively to a safe environment.

As far as is reasonably practicable, we will provide:

- A safe place to work and train, with safe access and exit routes.
- Safe arrangements for the use, handling, and storage of equipment and materials.

Adequate information, instruction, training, and supervision to ensure staff and volunteers can meet their responsibilities for health and safety.

Legislation:

Zest Dance recognises its duties under the following legislation:

- Health & Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (First-Aid) Regulations 1981
- Manual Handling Operations Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Electricity at Work Regulations 1989
- Regulatory Reform (Fire Safety) Order 2005
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Equality Act 2010

Distribution:

- Distributed to all freelance staff and volunteers at induction.
- Circulated whenever updated.
- Available to parents/carers and staff on request.



Responsibilities:

- The Principal holds overall responsibility for health and safety at Zest Dance.
- All staff and volunteers must:
 - Take reasonable care for their own safety and that of students and others.
 - Follow all safety instructions and procedures.
 - Report hazards promptly to the Principal.
 - Report and record all accidents in the accident book.

Risk Assessment:

- All Zest Dance teaching spaces are subject to written risk assessments, reviewed annually or sooner if circumstances change.
- Risk assessments are also required for:
 - Performances and external events.
 - Staff or pupils with additional needs (e.g. medical conditions, pregnancy).
- Risk assessments must be documented and stored securely.

Supporting Pupils with Medical Conditions:

- Parents/guardians must provide up-to-date information on medical conditions at enrolment and notify Zest Dance of any changes.
- Arrangements for administering medication must be agreed in writing.
- Necessary medication must be available during lessons.
- Relevant staff will be informed and trained as required.

Accidents and First Aid:

- All accidents must be reported to the Principal and recorded in the accident book.
- A qualified First Aider will always be present during classes.
- First aid should be administered with another adult present where possible.
- Emergency services will be called if needed, and parents/guardians contacted immediately.
- Accident reporting complies with RIDDOR (2013) where applicable.

Daily Safety Checks:

Before the commencement of classes each day the following checks will be carried out by all teachers.

Equipment

- Every piece of equipment that is being used must be checked at the beginning of the dance lesson to ensure its safety.



- Storage of equipment – staff should make sure that all equipment/resources used are safely and securely stored after each lesson, including appropriate use of safety mats.
- Setting up - setting up of equipment must be comprehensive, correct and safe.

Dance Space

- Checks to be made before students enter the space
- Floor – ensure floors are clean and free of debris, trip and slip hazards. Any spillages to be dealt with immediately.
- Plug sockets – ensure they are safe and secure with no wire showing.
- Doors and exits – ensure doors and exits are secure and that all exit routes are unobstructed.

Students

- Ensure all students are wearing, appropriate dance wear/uniform and footwear to minimize accidents or risk
- Ensure that hair is tied back off the face and jewellery is removed

Electrics

Zest Dance will:

- Ensure that all portable appliances older than one year are professionally tested by a competent person.
- Ensure that unused power sockets are covered and switched off.
- Not allow children under the age of 16 use of the electrical systems and ensure that any customers using said equipment have been shown how to do so correctly by a member of staff.
- Where portable appliances are in use any cables will be secured and not a trip hazard.

Sound and Lighting

Zest Dance will:

- Ensure that all studios and public areas are appropriately lit for safe use.
- Ensure that the music used for classes is kept to a suitable level which is well within the safe exposure limits. Where customers are concerned about sound levels, they can speak to their teacher in the first instance or the Principal where necessary and the sound levels will either be adjusted appropriately or students can wear earplugs.

Manual Handling and Working at Height:

- Trolleys and equipment will be used where possible to reduce risk.
- Heavy or awkward loads must be moved by two or more staff members.
- Climbing or working at height will only be undertaken using appropriate equipment and with risk assessment.

Lone Working:

- Staff working alone must keep doors secure and have access to a working phone.
- Lone working at night should be avoided unless risk-assessed.
- Staff with health concerns or pregnancy will not work alone without an individual risk assessment.
- Staff should inform the Principal when working alone.



Fire Safety:

- It is the responsibility of the Principal to ensure that all premises used by the school meet the requirements of fire safety law and documentation which supports their compliance is available.
- All pupils and staff must be familiar with the evacuation procedure, location of fire alarms and fire exits.

Evacuation procedure:

1. In the event of discovery of a fire, activate the fire alarm
2. The teacher in charge should evacuate all pupils via the closest fire exit to the designated assembly point and conduct the register. Any missing pupils, staff or parents/guardians must be reported immediately.
3. The teacher in charge should contact the fire brigade.
4. All belongings should be left behind.
5. No one should re-enter the building until informed to do so by fire officers.

Wellbeing and Safe Practice:

- Zest Dance promotes good practice to prevent injuries:
 - Safe warm-ups and cool-downs.
 - Appropriate hydration and rest.
 - Monitoring for overuse injuries and fatigue.
- We are committed to supporting staff and pupil wellbeing, including awareness of mental health and stress management in line with HSE guidance.

Policy Review and Approval:

This policy will be reviewed annually, or sooner if required due to legislation, guidance, or operational changes. The review will be led by the Principal.

