

Health and Safety Policy



The Joanna Mardon School of dance take seriously their responsibility to ensure the safety of their pupils and carers. All pupils must complete a Registration Form when joining the school with clear information regarding next of kin, emergency contacts and any relevant medical history.

- A copy of emergency contact numbers will be kept at both hired premises.
- Employment of freelance staff will only be made with evidence of appropriate qualifications.
- All staff must have completed an Emergency Aid course and have regular updates.
- All staff will have an Enhanced Criminal Record check.
- Pupils will be supervised during class time only and parents / carers must ensure the safety of their children in the waiting, changing and toilet areas.
- Regular assessment of risks regarding premises hired must be made and any concerns raised with the providers.
- Outside play equipment at hired premises is used strictly under supervision and at own risk.
- In case of a Fire emergency a clear understanding of responsibilities must be understood by all:-

Clyst Heath

Fire Assembly Point – Bottom of playing field

St. Lawrence Church Hall

Fire Assembly Point – Grassed area behind Hall

At both hired premises Fire Extinguishers and clear guidelines for use must be visually available.

- A fully equipped First Aid Box must be kept up to date at both hired premises. In case of an incident – an Accident / Incident report must be made and a copy given to the parent / guardian. Cold packs are available for use together with other first aid equipment. Head Injury Advice Information Sheets are available if appropriate.
- All children are advised to stay inside the premises until collected by a responsible adult.
- Teachers will always ensure children have been collected before leaving at the end of each session.