

# Health and Safety Policy

<b>This is the statement of general policy and arrangements for: REFRESH DANCE</b>		
<i>STEPHANIE ASHWORTH</i> - has overall and final responsibility for health and safety.		
<i>STEPHANIE ASHWORTH</i> - has day-to-day responsibility for ensuring this policy is put into practice.		
<i>RUTH CASE</i> - has the annual responsibility to ensure that this policy is kept updated.		
<b>Statement of general policy</b>	<b>Responsibility of:</b>	<b>Action/Arrangements</b>
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	SA / All Staff	Undertake regular risk assessments. Removal of hazards in teaching rooms.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	SA / RC	Regular meetings with all staff (paid and voluntary) to update them on changes to policies and procedures. Give a full staff induction covering all areas of fire and health and safety too.
Engage and consult with employees on day-to-day health and safety conditions	SA	Open door policy. Encourage vigilance of staff and regular awareness training.
Implement emergency procedures – evacuation in case of fire or other significant incident.	SA / All Staff	Follow emergency evacuation procedures in accordance with the building.
Maintain safe and healthy working conditions, provide and maintain any equipment and ensure safe use and storage of equipment.	SA	Portable equipment reviewed for obvious deficiencies. Regular review of working environment.
Signed: ( <i>Employer</i> ) <b>S. Ashworth</b>		Date: <b>23rd March 2023</b>

<b>First-aid box is located:</b> There will always be a First Aid Kit on site. These are located around Kings Church and also in the possession of staff members (Stephanie Ashworth and Louise Jacobs).	
<b>Accident book is located:</b> With the first aid kit	<b>Date:</b> 23rd March 2023