

# Health and Safety Policy

This is the statement of general policy and arrangements for: <i>REFRESH DANCE</i>		
<i>STEPHANIE ASHWORTH</i>		has overall and final responsibility for health and safety
<i>DENISE ASHWORTH / NICOLA ISLIP</i>		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of:	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	SA / DA / NI	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 / DA / NI	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 / DA / NI	Open door policy. Encourage vigilance of staff and regular awareness training.
Implement emergency procedures – evacuation in case of fire or other significant incident.	SA / DA / NI	Follow emergency evacuation procedures in accordance with the building.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	SA / DA / NI	Portable equipment reviewed for obvious deficiencies. Regular review of working environment.
Signed: ( <i>Employer</i> )	<b>S. Ashworth</b>	Date: <b>8th April 2021</b>

<b>First-aid box is located:</b> There will always be a First Aid Kit on site. Please contact reception as the first port of call.	
<b>Accident book is located:</b> With the first aid kit	<b>Date:</b> 8th April 2021