

Watford Ballet School

Health and Safety Policy and Risk Assessment

Effective Date: October 2025

Review Date: October 2026

Venue: Fuller Life, Watford School For Girls, Vicarage Road, Watford, Herts

Principal: Kathryn O'Sullivan

1. Health and Safety Policy Statement

Watford Ballet School is committed to ensuring the health, safety, and welfare of all its students, staff, volunteers, and visitors. We recognise our responsibilities under the Health and Safety at Work etc. Act 1974 and aim to maintain a safe and supportive environment for all dance-related activities.

We work in partnership with the management of the host leisure centre to comply with site-wide health and safety requirements.

2. Responsibilities

2.1 Principal / School Director

- Ensures implementation of this policy.
- Conducts and updates risk assessments regularly.
- Ensures staff are aware of safety procedures and emergency protocols.

2.2 Teaching Staff and Assistants

- Ensure a safe environment during classes.
- Report hazards or incidents immediately to the Principal or leisure centre staff.
- Lead students in emergency evacuations.

2.3 Students and Parents

- Follow school safety rules and instructions.
 - Inform the school of any medical conditions or access needs.
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3. General Safety Procedures

- Registers are taken at the start of every class.

- All students must be signed in and out by a responsible adult (unless prior consent allows otherwise).
- First aid is available on-site via leisure centre staff or the Principal
- Emergency contact details are kept securely for all students.

4. Emergency Evacuation Procedures

4.1 Fire Evacuation Plan

- On hearing the fire alarm:
 - **All classes must stop immediately.**
 - Teachers escort students **calmly and quickly to the car park**, the designated **assembly point**.
 - Do not stop to collect belongings.
 - Teaching staff carry class registers to account for all students.
 - Wait for clearance from leisure centre/fire services before re-entering.

4.2 Bomb Threat Evacuation Plan

- If a bomb threat is received or suspected:
 - Follow instructions from leisure centre management.
 - Immediate, **silent evacuation** to the **car park**.
 - Avoid use of mobile phones or radios near suspicious packages.
 - Teachers account for all students at the assembly point.
 - Await further instruction from emergency services.

5. First Aid

- First aid is provided by leisure centre staff.
- Any incidents or injuries are recorded in the accident book.
- Staff will contact parents/guardians immediately in the case of illness or injury.

6. Risk Assessment

Activity: Ballet Classes

Hazard	Risk	Who is at Risk	Control Measures
Slips, trips, and falls	Minor/major injury	Students, staff	Ensure clean, dry floors. No running. Footwear policy enforced.

Hazard	Risk	Who is at Risk	Control Measures
Physical injury during movement	Strains, bruises, sprains	Students	Warm-ups and cool-downs included. Qualified instructors lead all sessions.
Fire	Burns, smoke inhalation, panic	All present	Evacuation plan in place. Regular drills held by leisure centre.
Bomb threat	Physical injury, panic	All present	Evacuation to car park. Follow leisure centre security protocols.
Inadequate supervision	Risk of injury or distress	Students	Staff ratios maintained. Children not left unattended. Registers used.
Lost child	Distress, safeguarding risk	Students	Sign-in/out system in place. Students only released to approved adults.
Allergic reactions	Medical emergency	Students	Parents to inform of allergies. Emergency contact and medical info on file.
COVID-19/flu transmission	Illness	All present	Encourage hygiene. Do not attend when unwell. Ventilation where possible.

7. Monitoring and Review

- This policy will be reviewed annually or following any significant incident.
- Feedback is welcome from staff, parents, and leisure centre management to improve safety procedures.

8. Contact Information

- **Watford Ballet School Principal:** Kathryn O'Sullivan
- **Email:** watfordballetschool@gmail.com
- **Phone:** 07867915519
- **Leisure Centre Duty Manager:** Isobel - 01923 223403

Signed: Kathryn O'Sullivan _____
Position: Principal / Director
Date: 1st October 2025 _____