

Health and Safety Policy

Statement of Intent

This is the health and safety policy statement of The Association of Russian Ballet and Theatre Arts

Our health and safety policy is to:

Our priority is to provide a safe, supportive, and enjoyable environment for all students, staff, and visitors. This policy outlines our commitment to preventing accidents, promoting wellbeing, and ensuring compliance with health and safety regulations.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for ourself and all our staff and pupils and to provide such information, training and supervision as they need for this purpose. We also accept responsibility for the health and safety of other people who may be affected by our activities. Where reasonably practicable, this policy will seek to provide and encourage:

- A safe place to work and safe access to and from it
- Safe arrangements for the use, handling and storage of equipment
- Sufficient information, instructions, training and supervision to ensure all employees are well equipped to avoid hazards and contribute positively to effective Health and Safety at work

The policy will be kept up to date, particularly as our organisation changes in nature and size to ensure our responsibilities are met in relation to:

- Health & Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation

To ensure this, the policy and the way in which it has operated will be reviewed annually.

Responsibilities

- **Management** will ensure the premises, equipment, and teaching practices meet safety standards (when in the field and for home office as well as for HQ).
- **Management** will identify hazards, and take prompt action to address them.
- **Students & visitors** are expected to follow safety instructions, wear appropriate attire, and report any concerns immediately.
- It is the responsibility of **all staff** to help maintain the safety and security of students and the working and dancing environment. This includes being aware of the risks, knowing the appropriate action to take and identifying any potential safety issues. Each member of staff within the organisation has a duty to exercise care and attention with regard to their own safety and that of students or visitors. Under this responsibility, each member of staff shall:
 - Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, students and any other personnel
 - Observe all safety instructions and procedures incorporated in this document
 - Report all potential hazards affecting Health and Safety to the designated Health and Safety Officer
 - Report all accidents in the appropriate manner and record in the accident book

Transmissible disease and/or pandemic

The policy in this section should be used in conjunction with the UK laws and statutory guidelines that relate to the provision of examinations and the use of dance studio and community facilities. ARBTA has continued to apply enhanced sanitation routines established during the pandemic, as these do not restrict participation, and they protect against

transmission of routine seasonal and childhood illnesses – thus improving everyone's well-being. We will work to do this through the following measures:

- Hand sanitation: Anyone entering the building should use hand sanitiser and/or wash their hands with soapy water for a minimum of 20 seconds.
- Staff clothing: Staff should arrive showered and wearing clean clothing
- If someone falls ill whilst on the premises. That person may be taken to the office and if needed isolated from the current cohort. All examiners are trained First Aiders, and will treat the sick person appropriately as the situation applies.
- No payment in person or cash can be received: All payments must be paid via transfer.
- Disinfection: Working environments will be thoroughly cleaned and disinfected regularly. Wherever possible, we will use disinfectants that are labelled as bactericidal, virucidal and fungicidal.

The success of this policy will only be achieved if every individual supports it. Anyone not abiding by the policy may be asked to leave the building immediately.

Premises & Equipment

- Floors will be kept clean, dry, and free from obstructions.
- Mirrors, barres, and props will be regularly inspected for damage.
- Electrical equipment will be tested annually. Plug sockets – ensure they are safe with no wire showing
- Home offices will be checked to ensure they are suitable for purpose.

Equipment Correct storage of equipment is vital in the role of minimising risks. Any equipment not being used is a potential risk. Every piece of equipment that is being used must be checked at the beginning of the day to ensure its safety. In addition, care must be taken in:

- Storage of equipment– make sure that all equipment/resources used are safely and securely stored
- Reporting - any damaged equipment should be reported to the Health & Safety officer immediately, for repair or replacement
- Setting up - setting up of equipment must be comprehensive, correct and safe
- Equipment use - when using equipment, ensure that all are shown how to use the equipment correctly and safely
- Doors and exits –ensure doors are exits are secure and that there is nothing blocking emergency exits
- Lighting and light switches – identify any that are not working or loose

Class Safety (for events and seminars)

- Warm-up and cool-down exercises are mandatory to reduce injury risk.
- Correct technique will be taught and reinforced to prevent strain or injury.
- Class sizes will be managed to ensure adequate space for movement.

First Aid & Emergencies

- A qualified first aider will be present during all examinations or events.
- First aid kits are available and checked regularly.
- Emergency exits will be clearly marked and kept unobstructed

All accidents are to be reported to the designated Health and Safety Officer and recorded in the accident book. In the case of children, unless there is good reason, First Aid should not be administered without the permission of a parent or accompanying adult. A child cannot give consent. If the parent is not at the premises, obtain their phone number (from the Register) and try and make contact. However, if a child is alone and seriously injured or unconscious, or in serious pain, the situation will need to be dealt with immediately. If at all possible, treatment should only be given by a trained First Aider. Provided this does not in itself put the child at risk, always try to administer First Aid with another adult present. Always tell the child exactly what you are doing and why. As a general caution, check with the child if they use medication (e.g. for asthma, diabetes, and epilepsy) or have any allergies. Some children have allergic reactions to stings.

For minor injuries, you may not offer any medication, including antiseptics or pills of any kind. If you have any doubts about helping someone to use their own medication, phone 101 or the emergency services. Any treatment should be as little as necessary without threatening wellbeing.

FIRE SAFETY

We operate a no smoking policy. All staff will be advised of the fire action procedure, location of fire alarms and fire exits at their induction. Fire evacuation drills are arranged by the Health & Safety Officer for events, practiced at HQ or the relevant premises.

FIRE EVACUATION PROCEDURE

If you discover a fire

- In the event of discovery of a fire, activate the fire alarm.
- Your main responsibility is to help supervise the safety and orderly evacuation of any other people in your vicinity. Keep calm. Try to keep others calm.
- Do not prolong your evacuation but on passing check all the corridors, toilets etc. to make sure no one is left behind. In the event of hearing the fire alarm.
- Assemble at the fire point and supervise an orderly and quiet line
- The designated Health and Safety officer will take the register and wait for further instructions – any absences or concerns should be reported immediately to the Health and safety Officer
- Do not re-enter the building until you are informed to do so by the Health and Safety Officer

Safeguarding & Security

- Children will only be released to authorised parents/carers in relation to ARBTA events.
 - No student will be left unsupervised before, during, or after an event
- ARBTA takes the safety and security of all its staff, students and parents/carers when on the event premises or in exams very seriously. Teachers are primarily responsible for the safety and security of the students in their classes, and ensuring that young students are met by an appropriate adult to be escorted home at the end of a class. Anyone wishing to enter event premises who is not a registered student, teacher, ARBTA management or a student's parent/carer, must be escorted by a member of staff. Any unidentified person seen on the premises must be reported to the management or office staff immediately.

7. Reporting & Review

- All accidents, near misses, or hazards must be reported to management.
- This policy will be reviewed annually or after any significant incident.

Signed:

Tamara Vile, Claire Sharpe

28th January 2026

Review Date: 28th January 2027