



# MAIDSTONE DANCE STUDIOS LTD

## Health and Safety Policy

General enquiries to:

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This is a statement of general policy and arrangements for Maidstone Dance Studios Ltd.

We will actively maintain and promote good health and safety procedures and will:

- Maintain safe and healthy work conditions
- Provide adequate control of the health and safety risks at our school
- Be open to comments and suggestions from our employees, students and their parents on matters relating to health and safety
- Provide information, instruction and supervision for employees and students and make them aware of this policy
- Ensure all employees are capable of doing their tasks, hold any required qualifications, and that they receive adequate training
- Record any harm of injuries that occur in an Accident Book and make changes where required to avoid similar incidents in the future
- Regularly review and update this policy

The School Principal has overall responsibility for health and safety and has day-to-day responsibility for ensuring this policy is put into practice.

A Health & Safety Law poster is displayed in the kitchen.

A First Aid Box and Accident Book is located in the kitchen in the cupboards.

In case of an emergency or serious injury, please contact the emergency services on 999.

### COVID-19 Information

In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to stay appropriately distanced if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

Steps that will usually be needed:

1. Considering the security implications of any changes you intend to make to your operations and practices in response to COVID-19, as any revisions may present new or altered security risks which may need mitigations.
2. Considering whether you have enough appropriately trained staff to keep people safe. For example, having dedicated staff to encourage social distancing or to manage security.

This policy was last reviewed on ...04/08/2020.....

Name: .....Zoe Harrisis.....

Job Title: .....Principal.....

Signature: .....*Zoe Harrisis*.....