# Health & Safety Policy

This is a statement of general policy and arrangements for Première School of Dance. 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 or 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

Kimberly Creak has overall responsibility for health and safety, and has day-to-day responsibility for ensuring this policy is put in to practice.

A First Aid box is located at the Reception desk at Stevenage Arts and Leisure Centre.

This policy was last reviewed on: 29/01/2018

Name: Kimberly Creak

Job Title: School Principal