**HEALTH AND SAFETY POLICY**

This is the statement of general policy and arrangements for: **PHOENIX STARR ACADEMY OF DANCE**

Overall and Final Reponsibility for health and safety is that of: The Principal, Jazmin – Jade Buckley

Day – to day responsinbility for ensuring this policy is put into practice is delegated to: The Principal, Jazmin – Jade Buckley

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| STATEMENT OF GENERAL POLICY | RESPOSIBILITY | ACTION ARRANGEMENTS |
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities | The Principal, Jazmin – Jade Buckley | All areas in which accidents could occur, including kitchen, and all electrical equipment shall be checked regulary to ensyre that they are safe for use by staff. All staff to report any adverse effects arising from use of audio visual equipment such as chairs etc to ensure that they remain safe fir use. |
| To provide adequate training to ensure employess are competent to do their work | The Principal, Jazmin – Jade Buckley | To provide regular health and safety training workshops |
| To engage and consult with employees on day – to day health and safety conditions and provide advice and supervision on occupational health. | The Principal, Jazmin – Jade Buckley | Employess are encouraged to report any unsafe situations and not carry out any work using equipment perceived to cause safety risks. Employees can use all means of communication available including the use of suggestion book |
| To implement emergency procedures – evacuation in case of fire or other significant incident. | The Principal, Jazmin – Jade Buckley | An evacuation procedure is available for review by all staff and students. Regular tests will be conducted to keep all aware of the procedures, the assemble point, and to identify any issues related to emergency procedures. |
| To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances | The Principal, Jazmin – Jade Buckley | The College and school Is not expected to store or use any dangerous substances, nor any machinery that might pose risks to staff and students. All cleaning materials should be stored away in a safe place. |

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| HEALTH AND SAFETY LAW POSTER DISPLAYED : | Yes |
| First aid box and accident book are located : | Reception |

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| Signed: (Employer) |  | Date: | September 1st 2016 |
| Subject to review, monitoring and revision by: | The Principal, Jazmin – Jade Buckley | Every: | 3 Months or sooner if work activity changes |