



HEALTH & SAFETY POLICY

Date Adopted: July 2026

Next Review: July 2027

Organisation: Grove Studios

Responsible Person

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Legislative Basis

Health & Safety at Work Act 1974 · Management of H&S at Work Regs 1999 · RIDDOR 2013 · Fire Safety Order 2005

Statement of Intent

Grove Studios, Robyn Academy and Taboo Dance Company are committed to providing a safe and healthy environment for all students, staff, volunteers and visitors. We will take all reasonable and practicable steps to prevent accidents, injuries and ill health. This policy is reviewed annually or following any significant incident.

Responsibilities

Overall responsibility for health and safety rests with the Principal, Jacqueline Hadlow-Moore. All staff are responsible for:

- Following safe working practices and all health and safety procedures
- Reporting any hazards, incidents, near misses or concerns to the Principal immediately
- Ensuring they do not endanger themselves, students or others through any act or omission
- Attending health and safety training as required

Risk Assessments

Risk assessments are conducted and reviewed annually for all studio spaces, equipment, activities and events, including:

- Acrobatic dance, lifts, partnering work and tumbling

- Use of props, staging and technical equipment
- Performances, shows and external events
- Online classes and remote teaching
- New activities, venues or changes in class composition

All risk assessments are documented and available to staff on request. Identified risks are controlled to as low as reasonably practicable (ALARP).

First Aid

- At least one qualified first aider is present in the building during all class times
- A fully stocked first aid kit is maintained and checked regularly — location is displayed in each studio
- The nearest hospital with A&E is Darent Valley Hospital, Dartford DA2 8DA
- All accidents and injuries are recorded in the Accident Book — parents/guardians of children are informed on the same day
- If a participant arrives with a visible injury, this is recorded and the parent/carer asked to countersign
- Serious incidents are reported to the HSE under RIDDOR 2013 where required

Fire Safety

In accordance with the Regulatory Reform (Fire Safety) Order 2005:

- Fire risk assessments are conducted and reviewed annually
- Fire exits are clearly signed and kept unobstructed at all times
- Fire evacuation procedures and assembly point are displayed in all rooms
- Fire alarm testing and equipment maintenance are carried out at regular intervals
- Fire evacuation drills are conducted at least once per academic year
- Staff are briefed on fire procedures at induction

Assembly point: outside the front of the building at 37 The Grove, away from the entrance.

Lone Working & Child Protection

- No member of staff will be alone in a closed room with a single child — a parent/guardian must remain on the premises during one-to-one private lessons
- Studio doors have vision panels or are left ajar where possible during individual lessons
- Staff are not permitted to transport students in their personal vehicles without written parental consent and a second adult present
- Any lone working outside core hours is risk-assessed and the Principal informed

Physical Contact

As performing arts practitioners, physical contact between students and staff may occasionally be appropriate and necessary — for example to correct technique or assist with a movement safely. Such contact will:

- Only occur when it is necessary in relation to the activity
- Be explained to the student before it occurs
- Be in a visible location — never in private
- Never be used as punishment or in a way that causes pain or discomfort
- Be recorded if any concern arises

Premises & Equipment

- Studio floors are checked before each class for hazards (wet surfaces, loose fittings, obstructions)
- Sprung or cushioned flooring is maintained to reduce impact injury
- Equipment (barres, mats, props) is inspected regularly and defective items taken out of use immediately
- Adequate ventilation, lighting and heating are maintained in all studios
- Pets are not permitted on the premises

Medical Conditions & Medications

- Parents/guardians must disclose relevant medical conditions, allergies or disabilities on the enrolment form and update us of any changes
- Students training with an existing injury do so at their own risk and must provide written parental consent
- The Grove Studios does not administer medication. In an emergency, emergency services will be called
- Students with known severe allergies (e.g. anaphylaxis) must provide an auto-injector which is kept accessible during class

Incident Reporting

All accidents, incidents and near misses must be reported to the Principal and recorded in the Accident Book on the day they occur. The record must include: date, time, location, names of those involved, description of the incident, action taken and signed by the member of staff present. Copies are available to parents on request.

Review

This policy is reviewed annually by the Principal or immediately following any significant incident, change in legislation or change in the nature of activities offered.