

HEALTH & SAFETY POLICY

SIMON SAYS DANCE HEADQUARTERS

32 INGLIS GREEN ROAD, LONGSTONE, EDINBURGH EH14 2ER

This is a statement of general policy and arrangements for Simon Says Dance Ltd/Simon Says Dance Headquarters (SSDHQ) relating to Health & Safety.

(!) A First Aid box is located at **Reception (Ground Floor) and Studio 1 (First Floor)**

(!) An Accident Book is located at **Reception**

(!) In the case of an emergency or serious injury, **call 999** immediately.

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

- Maintain safe and healthy conditions for staff and students
- Provide adequate control of the health and safety risks at our classes/premises
- Make any appropriate and necessary changes relating to health and safety, in the interest of our employees, students and their parents
- Ensure all employees are capable of doing their tasks safely and hold any required qualifications (if applicable)
- 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

Staff, Visitors, Contractors, Hirers and any other member of the public including students must:

- Follow any provisions made by Simon Says Dance Ltd in relation to Health & Safety
- Follow the Car Park Safety Policy below
- Take responsibility of following any fire exit routes, signs or warnings at SSDHQ
- Be adequately insured for their own purpose (if applicable)
- Act responsibly and use reasonable caution when entering/exiting the SSDHQ premises, including car park by foot or car
- Not endanger themselves, other people or the SSDHQ premises by bringing any faulty, damaged or dangerous equipment/materials on to the property
- Not smoke (including e-cigs and vapes) on SSDHQ premises
- Not take risks of any sort
- Not take any action that would contravene any of this policy content

PLEASE NOTE: 24hr CCTV recording is in operation for the grounds/car park of SSDHQ and for internal public areas. This is for the purposes of security but also for the purposes of student safety.

Simon Hunter and/or **Craig Johnson** is responsible for Health & Safety at SSDHQ.

Simon Hunter and/or **the relevant teacher/hirer** is responsible for the day-to-day adherence to this policy.

Health & Safety Law information for **staff** is located in the **Staff Room**.

CAR PARK SAFETY POLICY

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This is a statement of general policy and arrangements for Simon Says Dance Ltd/Simon Says Dance Headquarters (SSDHQ) relating to Car Park Safety.

To avoid unnecessary car park congestion at SSDHQ, it is recommended that parents drop-off/park on Inglis Green Road (unrestricted) then walk via the pedestrian route to SSDHQ. This minimises travel disruption and congestion in the SSDHQ car park. Spaces are limited and we must have clear entry/exit routes, therefore PLEASE DO NOT attempt to park if the car park is full.

The safety of SSDHQ users, mainly students/children, is of utmost importance. These guidelines are mandatory and must be followed by all users of the car park including but not limited to: Staff, Visitors, Contractors, Hirers and any other member of the public.

The SSDHQ Car Park **is not manned** and therefore all users are responsible for their own health & safety and must take reasonable care at all times. Simon Says Dance Ltd will not take any responsibility for any failure to adhere to the below mandatory guidelines and are therefore not responsible for any accidents, incidents or loss to property/individuals. It is the parent's responsibility to ensure their child is familiar with the guidelines that apply.

PEDESTRIANS MUST:

- Use the provided pedestrian route (tarmac path) that leads from the SSDHQ entrance sign on Inglis Green Road, to the front entrance door of SSDHQ
- Use the route highlighted in green in the site plan below, if walking to the SSDHQ rear car park
- Take care when travelling elsewhere than the tarmac path due to uneven surface
- Not climb fences or gates
- Not use the vehicle entrance gate under any circumstances if on foot
- Not deviate from the provided tarmac pedestrian path/route if leaving premises on foot

DRIVERS MUST:

- Follow the route/direction as highlighted in the site plan below
- Take extreme care and expect pedestrians, including children, to cross the grounds
- **Travel at no more than 5mph – walking pace recommended**
- Allow children crossing the tarmac path right of way in both directions
- Only park at the **REAR** of the SSDHQ car park, as per the area marked below
- Not park in the front entrance area or directly outside the main entrance door
- Not block the main entrance gates, fire exits or any pedestrian route/path
- Not park in an unsafe/inappropriate manner – you may be asked to move your car

(!) Please be strict and ensure your child walks with you inside the grounds/car park

(!) Do not allow your child run across moving traffic or behind manoeuvring vehicles

(!) It is the parent's responsibility to allow their child to walk unsupervised within SSDHQ grounds when entering/leaving

(!) Refer to the site plan below for further car park detail:

KEY

- PEDESTRIAN ACCESS AND WALKWAYS ONLY
- VEHICULAR ACCESS AND DIRECTION OF TRAVEL
- KNEE-RAIL FENCING TO DEFINE WALKWAYS
- CURRENT FENCING AND/OR BOUNDARY LINES
- STEEL/METAL RAILING
- X KEEP CLEAR
- ⋯ VEHICULAR PARKING SPACES

