

HEALTH & SAFETY POLICY.

Simon Says Dance Ltd, 32 Inglis Green Road, Longstone 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
- 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.

**SSDHQ
(32 Inglis Green
Road, EH14 2ER)**



-  **Pedestrian Exit route**
-  **Pedestrian Entry route**

**RED AREA IS A NO STOPPING
AND NO PARKING AREA**

**THE GROUNDS OF SSDHQ LONGSTONE ARE NOW PEDESTRIAN AND STAFF PARKING ONLY.
CUSTOMER PARKING CAN BE FOUND ON INGLIS GREEN ROAD OR NEARBY.**

We kindly ask that all visitors/users of SSDHQ adhere to the guidelines above. Failure to follow our implemented guidelines is a breach of the Terms & Conditions you agreed to when you registered with us.

Last updated: 24th April 2022

info@simonsaysdance.com

www.simonsaysdance.com

**SIMON SAYS
DANCE**
simonsaysdance.com

Simon Says Dance Ltd is a VAT registered, limited company in Scotland. Company Reg No. SC559342.