

Health & Safety Policy

SOTO Inspires CIC takes seriously their responsibility to ensure the safety of their learners.

Statement of intent;

SOTO Inspires CIC (hereafter referred to as SOTO) aim, to always provide and maintain safe and healthy working conditions, equipment and systems of work for staff, volunteers, learners and its community, and to provide such information, training and supervision as they need for this purpose.

As far as is reasonably practicable, we will provide and encourage:

- A safe place to work and train with safe entrance and exit.
- Safe arrangements for the use, handling and storage of equipment.
- Sufficient information, instruction, training and supervision to ensure all employees can minimise hazards and contribute positively to effective Health and Safety in our place of work.

SOTO recognises it has a responsibility to its staff and community under the following legislation:

- Health & Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation

This policy sets out the ways in which the organisation will work to ensure that a safe environment is always maintained. To ensure this, the policy and the way in which it is implemented will be reviewed annually or more regularly if required due to any change in circumstance or legislation.

1. All parents/carers/guardians must complete a Registration Form when joining the SOTO community with clear information regarding emergency contacts and any relevant medical history.
2. A copy of primary and emergency contact numbers will be kept on class registers on encrypted servers.
3. It is the parent's/carers/guardians responsibility to notify the school of any changes to their emergency contact details
4. In case of a fire emergency all tutors, support staff, volunteers and learners, have a clear understanding of procedures to follow.
5. SOTO will undertake regular assessment of risks regarding letted premises' and any concerns will be raised with the owners.
6. It is SOTOs responsibility to keep a fully equipped First Aid Box within the building. In case of an incident and an accident report must be completed and a copy given to parent/carer/guardian on collection or via e-mail/text message.

7. All tutors, support workers and volunteers are required to have up to date First Aid training and certificate can be provided on request.
8. If required SOTO will contact the emergency services first, then the parent / carer/guardian of the learner(s) involved by the telephone number on the organisation database.
9. Parents/carers/guardians understand that dance is an active sport and injuries can happen. SOTO accepts no responsibility for injuries sustained via any means other than a tutor's negligence.
10. Learners will be supervised during class time only and parents / carers/ guardians must ensure the safety of their children in the car park, waiting, changing and toilet areas.
11. We hold no responsibility for learners using the grounds around the building. Learners must only enter prohibited areas accompanied by SOTO staff.
12. Learners/parents/carers or guardians should inform the tutor of any special health considerations or existing injuries before participating in sessions and any activities they should not participate in.
13. Parents/Carers/Guardians must be responsible for ensuring your young person's punctuality.
14. Dress code must be observed at all times, especially footwear for safe practice.
15. Only indoor dance shoes should be worn inside the studio to protect the floor and for health and safety reasons.
16. Shoes must be worn when using the bathroom facilities.
17. Learners should not wear any jewellery that may pose a risk to themselves or others (stud earrings, and jewellery worn for religious or cultural reasons are acceptable).
18. No food (or chewing gum) is allowed in the space. Water is permitted in cap bottles.
19. No learner will be allowed to leave the studio with anyone other than a parent/trusted adult (unless signed consent is provided or unless confirmed with tutor prior to class either verbally or via email).

All Policies are reviewed annually