

## Health and Safety Policy

### Health and Safety

Bodywork Company recognises and accepts its responsibility to provide a safe and healthy working environment for its staff and students. There is a Health and Safety notice board in the reception area of the main building which displays the relevant information. Please make sure you read this information and check it regularly for any updates. The college Health and Safety Policy Statement is below.

Keeping the building safe requires everyone's input and we really need staff and students to share the responsibility by:

1. Ensuring that rooms and studios are tidy after class including stacking chairs and mats.
2. Returning any chairs or equipment to the studio they came from if they are borrowed for class.
3. Ensuring that landing and corridor areas are kept clear of chairs and equipment.
4. Keeping fire doors shut, which includes all studio doors.
5. Notifying reception of any breakages or safety issues, problems with equipment, lack of soap or toilet rolls, or any other concerns.
6. Picking up litter around the building and asking students to clear up their own rubbish.
7. Reinforcing the student rules, in particular, no chewing gum and bottled water only in studios.

### Health and Safety Policy Statement

Bodywork Company's statement of general policy is to:

1. Ensure the welfare and health and safety of all persons at work and in training at Bodywork Company.
2. Protect all staff, students, visitors, contractors and the general public who attend college premises/sites or who are affected by our undertakings, from risks to their health and safety.
3. Ensure that the necessary resources are in place in order to comply with the Health and Safety at Work Act and all associated legislations.
4. Identify hazards and provide adequate control of the risks arising from our work activities.
5. Provide and maintain safe equipment.
6. Provide information, instruction and supervision for employees.
7. Ensure that all employees are competent to do their tasks.
8. Maintain safe and healthy working conditions and ensure that the means of access to and from workplaces are safe.

Bodywork Company Dance Studios, 25-29 Glisson Road, Cambridge CB1 2HA

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9. Consult with our employees on matters affecting their health and safety.
10. Endeavour to prevent accidents and cases of work-related ill health.
11. Monitor health and safety on a regular basis.
12. Provide appropriate personal protective equipment where necessary, for example when working in a hired theatre.

### *Organisation*

Bodywork Company's partners have overall responsibility for all matters relating to the health, safety and welfare of every person involved in the running of the college, along with the students who study at Bodywork Company. In addition, they are also responsible for any visiting persons.

In addition, all Senior Management and Welfare Staff are responsible for ensuring that the general intent of the health and safety policy is followed in practical terms, within their spheres of activity.

All employees and self-employed staff have a duty to exercise personal care and responsibility towards themselves and others, and to co-operate with Bodywork Company in the execution of this policy.

### *Arrangements*

Bodywork Company will take all reasonable steps to meet its responsibility through appropriate and effective arrangements.

Risk assessments and safe working procedures in conjunction with AP Partnership will specify health and safety arrangements in sufficient detail to enable individual employees to promote safe and healthy working practises. It is a legal duty for ALL staff, students and visitors in the college to co-operate with the arrangements for safety set out in this document.

**Reviewed by Mike Udin, Chair of Governors – September 2020**

**To be next reviewed September 2022**

