

# LYME SCHOOL OF BALLET

## Health and Safety Policy

**It is the responsibility of all Lyme School of Ballet (LSB) staff to maintain the security and safety of our pupils and their working environment.**

School classes are held at The Woodmead Halls in Lyme Regis. Whilst this Health and Safety document focusses on our classes at Woodmead, on the odd occasion, classes may be held in St. Michael's Parish Church Hall in Lyme Regis. A copy of their individual health and safety policies are available upon request. Please see contact details below:

### **The Woodmead Halls**

- Address: Hill Road  
Lyme Regis  
Dorset  
DT7 3PG
- Phone: 01297 443942  
07856 630975
- Contact: Michaela Ellis
- Email: [info@woodmeadhalls.co.uk](mailto:info@woodmeadhalls.co.uk)

### **St. Michael's Parish Church Hall**

- Address: Church Street  
Lyme Regis  
DT7 3DB
- Contact: Kate Gunn
- Email: [hall@lymeregis-parishchurch.org](mailto:hall@lymeregis-parishchurch.org)

**All staff should be aware of possible risks to pupils' security and safety and be able to take appropriate actions to remove them.**

### **1. Equipment**

- Check all equipment that is in use regularly for damage and repair (i.e. the Ballet Barre).
- All equipment / resources should be locked away in the LSB cupboard at the end of class.
- Equipment no longer being used during a lesson should be put away appropriately so as not to obstruct the hall floor.
- Pupils must be taught how to use equipment safely and always be supervised.

## **2. Hall Safety**

- Any concerns regarding the hall environment, i.e. lighting, flooring, electrics, entrances and exits, windows, cleanliness etc. should be reported to LSB staff who will promptly alert the venue's management team.

## **3. Pupils' Safety**

- Correct uniform and footwear must be worn in class at all times.
- Girls' long hair must be secured tightly in a ballet bun or a headband for shorter hair.
- Boys must have hair brushed neatly away from the face or in a ponytail if long.
- Any student injuries / ailments must be reported to the teacher before class begins.
- Any accidents during class must be noted in the LSB Accident Book and reported to the student's parent / guardian.
- Minor injuries will be dealt with by the teacher (i.e. a grazed knee).
- Major injuries (i.e. suspected broken bones) will be dealt with by a professional first aider. The pupil should not be moved but kept safe and warm until help arrives; their emergency contact should be telephoned.
- There is a first aid box on site at all class venues. The school's first aid box will also be transported with staff and pupils when on trips or at shows.
- There is a defibrillator situated at the front entrance of The Woodmead Halls.
- Parents / guardians, if not staying to watch their child's class, should wait with the student until class begins and arrive five minutes before the end of class to collect their child.
- Any student suffering from a contagious ailment should NOT attend class.

## **4. Fire**

- Make sure all students are aware of the Fire Exits at all venues.
- If you discover a fire, sound the alarm system.
- If the fire alarm sounds, students must make their way immediately to the nearest available Fire Exit. If exiting The Woodmead Halls students should gather at the far side of the car park.
- No Fire Exits should be blocked in any way.
- The teacher must supervise the safe and orderly evacuation of all pupils, checking corridors and toilets etc. as they leave.

## **5. Security**

- LSB has a key to the building. Staff and students are let in to the hall by their teacher, prior to lessons commencing. The teacher will secure all exits as we leave.
- The Woodmead Halls caretaker is responsible for setting and shutting off the alarm system.

## **6. Violence**

- Teachers, students, parents and guardians are expected to behave in a courteous and well-mannered way, showing respect to all. Any form of unacceptable behaviour could result in the student being excluded from LSB. This decision would be at the discretion of the Principal, Miss Freya Lovett.