



Health & Safety Policy

Health and Safety Policy

Innovations Theatre School

For Children Aged 5–18

1. Policy Statement

At Innovations Theatre School, the health, safety, and well-being of our students, staff, and visitors are of paramount importance. We are committed to providing a safe and healthy environment for all activities and ensuring compliance with relevant Irish health and safety legislation, including the *Safety, Health and Welfare at Work Act 2005*.

This policy outlines our commitment to identifying, managing, and mitigating risks while fostering a supportive and secure environment for creative learning.

2. Roles and Responsibilities

- **School Management:**
 - Ensure compliance with health and safety regulations.
 - Conduct regular risk assessments and inspections of all premises and equipment.
 - Provide appropriate training for staff to ensure safety awareness.
- **Staff and Instructors:**
 - Follow all health and safety guidelines.
 - Supervise students and report any hazards or incidents to management immediately.
 - Ensure proper use of equipment and facilities.
- **Students:**
 - Adhere to school rules and safety instructions provided by staff.
 - Report any hazards or accidents to a staff member.
- **Parents/Guardians:**
 - Provide accurate medical and emergency information for their children.
 - Ensure timely drop-off and collection of students.

3. Risk Assessments

- Risk assessments will be carried out for all activities, classes, and events to identify and address potential hazards.
- Special attention will be given to:
 - Physical activities such as dance, movement, and performance.
 - Use of equipment (e.g., props, sound systems, lighting).
 - Venue safety, including stages, rehearsal rooms, and performance spaces.

- Fire safety and evacuation procedures.

4. Emergency Procedures

- **Fire Safety:**
 - Fire drills will be conducted at least once per term.
 - Fire exits will be clearly marked and unobstructed.
 - A fire safety officer will be designated at each venue.
- **First Aid:**
 - First aid kits will be available at all venues and regularly inspected.
 - At least one staff member trained in first aid will be present during activities.
 - Serious injuries or illnesses will be reported to parents/guardians immediately, and emergency services will be contacted if necessary.
- **Accident Reporting:**
 - All incidents, no matter how minor, will be recorded in the accident logbook.
 - Significant incidents will be reported to the Health and Safety Authority (HSA) where required.

5. Supervision

- Students will be supervised at all times during classes, rehearsals, and performances.
- Staff-to-student ratios will be maintained to ensure adequate supervision:
 - Ages 5–10: 1 adult per 10 students.
 - Ages 11–18: 1 adult per 15 students.
- Students will only be released to authorized individuals as per the sign-in/sign-out procedures.

6. Health and Hygiene

- Parents/guardians must inform the school of any medical conditions, allergies, or special requirements.
- Students displaying symptoms of illness will not be permitted to attend classes until they are well.
- Hygiene practices will be enforced, including:
 - Regular cleaning of venues, particularly high-touch areas.
 - Provision of hand sanitizers and access to handwashing facilities.

7. Equipment and Facilities

- All equipment (e.g., stage props, costumes, sound systems) will be regularly inspected and maintained.
- Hazardous materials, such as stage paint or cleaning supplies, will be stored safely and out of reach of students.
- Venues will comply with safety standards, including adequate lighting, ventilation, and temperature control.

8. Transportation and Off-Site Activities

- For off-site activities such as performances or field trips:
 - A risk assessment will be conducted prior to the event.
 - Parents/guardians will be informed and consent obtained.

- Adequate supervision and first aid provision will be arranged.
- Staff will ensure safe drop-off and pick-up procedures at all locations.

9. Mental Health and Well-Being

- We are committed to supporting the emotional well-being of our students.
- Staff will receive training to recognize signs of stress, anxiety, or bullying, and appropriate action will be taken to provide support.
- An anti-bullying policy will be enforced to ensure a safe and inclusive environment.

10. Review and Communication

- This policy will be reviewed annually or in response to legislative changes.
- All staff, students, and parents/guardians will be made aware of this policy and any updates.
- Feedback from staff, parents, and students regarding health and safety concerns will be encouraged and addressed promptly.

Contact Information

For any health and safety concerns, please contact:

Innovations Theatre School Health and Safety Officer

Susan Bell Flavin, 0861570330, info@innovations.ie

Date of Policy Implementation: September 2024

Next Review Date: September 2025

Signed,

Susan Bell Flavin

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