



HEALTH & SAFETY POLICY

Policy & Procedure Document

DOCUMENT REF
YA-POL-02

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ISSUED
17 Apr 2026

NEXT REVIEW
17 Apr 2027

Yates Academy is committed to protecting the health, safety and welfare of everyone who trains, teaches or visits our studios. This policy sets out how we meet our duties under the Health and Safety at Work etc. Act 1974 and related regulations, and the particular risks we manage as a dance training provider.

1. Statement of Intent

Yates Academy will, so far as is reasonably practicable, provide and maintain a safe and healthy working and training environment, with safe equipment, safe systems of work, adequate information, instruction, training and supervision, and appropriate welfare arrangements. We expect all staff, learners and visitors to share responsibility for their own safety and that of others.

2. Scope

This policy applies to all Yates Academy activities – classes, rehearsals, performances, open days, auditions, Associates Programme sessions and Private Lessons – whether at our Greenwich base or at off-site venues.

3. Responsibilities

The Principal (Taylor Yates)

- Has overall responsibility for health and safety at Yates Academy.
- Ensures risk assessments are completed, reviewed and acted upon.
- Ensures suitable insurance cover (employer's and public liability) is in place at all times.
- Reviews this policy at least annually.

Teaching staff and guest teachers

- Deliver sessions in line with risk assessments and Academy protocols.
- Lead appropriate warm-ups, cool-downs and technique progression.
- Report hazards, near-misses and incidents promptly.
- Hold up-to-date first aid training where required.

Learners

- Arrive prepared, warmed-up and wearing appropriate clothing and footwear.
- Declare relevant injuries, medical conditions or medication at enrolment.
- Follow staff instructions and studio etiquette.
- Report injuries and hazards immediately.

4. Risk Assessment

Suitable and sufficient risk assessments are completed for each studio, activity type and off-site venue. Assessments are reviewed annually and after any significant change, incident or near-miss.

Dance-specific hazards considered include:

- Slips, trips and falls – floor condition, spillages, obstructions.
- Musculoskeletal injury – inadequate warm-up, overtraining, unsafe lifts or partner work.
- Impact injury – collisions, uncontrolled movement, inappropriate footwear.
- Environmental – temperature, ventilation, lighting, noise.
- Equipment – speakers, cables, mirrors, barres, props.
- Eating disorders and body-image pressure – see Section 10.

5. Studio Safety and Etiquette

- Studios open 15 minutes before class; no unsupervised access outside these times.
- Food is not permitted in studios; water in sealed bottles only.
- Bags and coats are kept in designated areas, clear of the dance space.
- The dance floor is checked and swept before each session.
- Mirrors, barres and equipment are visually inspected weekly.
- Sprung or appropriate performance-grade flooring is used for technique work; barefoot classes confirm floor condition first.

6. Warm-Up, Cool-Down and Physical Load

Every session begins with a purposeful warm-up and ends with a cool-down appropriate to the movement content. Teachers manage intensity, rest and hydration to reduce injury risk. Learners are never pressured through pain and are encouraged to modify or rest where needed.

7. First Aid and Injury Management

- A qualified first aider is present at every scheduled session.
- First-aid kits and an accident book are held in the studio and checked monthly.
- All injuries, no matter how minor, are recorded in the accident book.
- Serious injuries are reported to the emergency services (999) and to the Principal.
- RIDDOR-reportable incidents are reported to the HSE within the required timeframe.

8. Fire Safety and Emergency Evacuation

- Fire risk assessments and extinguisher servicing are kept current at all venues.
- Fire exits are kept clear and signage remains visible.
- A fire-safety briefing is delivered at induction and repeated at each new venue.
- Evacuation drills are conducted at least once per academic year.
- The assembly point for each teaching venue is briefed at induction and signposted on-site.

9. Safeguarding, Wellbeing and Mental Health

Physical and mental health are inseparable in dance training. This policy should be read alongside the Safeguarding Policy and the Code of Conduct. Staff are trained to recognise signs of disordered eating, overtraining, burnout and poor mental health, and to signpost learners to professional support.

10. Dance-Specific Risks

Disordered eating and body image

Yates Academy is committed to body-positive training. We do not comment on learners' weight, prescribe diets or publish weight-based feedback. Concerns are raised sensitively and referred to the DSL or external services (for example, Beat: 0808 801 0677).

Overuse and injury

Learners are taught to monitor load, rest appropriately and seek physiotherapy early. Contact details for recommended practitioners are available from the Principal.

Lifts, partnering and contact work

Partnering is introduced progressively, with clear consent and opt-out protocols. Staff supervise all lifts directly.

11. Equipment, Electrical and PAT Testing

- Sound systems, projectors and portable appliances are PAT tested in line with supplier guidance.
- Cables are routed away from dance space and taped down where unavoidable.
- Props are inspected before each use.

12. Lone Working and Private Lessons

For Private Lessons or small-group sessions, the teacher ensures:

- A colleague is aware of start and finish times.
- Where the learner is under 18, a parent or guardian is on-site or has given written consent for the venue arrangement.
- The studio door has a window or is left open appropriately.
- Any concerns are logged and reported as set out in the Safeguarding Policy.

13. Off-Site Activities, Performances and Trips

A dedicated risk assessment is completed for every off-site activity. Emergency contacts, transport arrangements, consent and insurance cover are confirmed before departure.

14. Reporting Hazards and Near Misses


Any hazard, defect or near-miss must be reported to the Principal without delay. Yates Academy maintains a hazard log and reviews trends quarterly to prevent recurrence.

15. Insurance

Yates Academy holds appropriate employer's liability and public liability insurance in line with industry standards. Certificates and policy references are held on file and available on request from the Principal.

16. Review

This policy is reviewed annually or sooner if there is a significant change in activity, premises, legislation or following any serious incident.

Approved by:	Taylor Yates
Position:	Director & Principal, Yates Academy
Signature:	 -----
Date:	17 April 2026

For any questions regarding this policy, please contact us at info@yatesacademy.co.uk. Yates Academy Ltd is a private limited company registered in England & Wales (company no. 15733776), registered office 2a Central Avenue, Welling, London, DA16 3AY.