

HAZZA THEATRE ACADEMY

Health & Safety Policy

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1. Policy Statement

Hazza Theatre Academy is committed to providing a safe, healthy and positive environment for every child, young person, employee, volunteer, visitor and contractor involved in Academy activities.

Health and safety is everyone's responsibility. We aim to minimise risks, prevent accidents and ensure that all activities are delivered safely while maintaining an enjoyable learning environment.

The Academy will comply with all relevant UK health and safety legislation and adopt good practice across all classes, rehearsals, performances, workshops, trips and events.

2. Scope of the Policy

This policy applies to **all Academy activities**, including:

- **Weekly classes**
- **Singing classes**
- **Dance classes**
- **Acting classes**
- **Musical Theatre classes**
- **Rehearsals**
- **Technical rehearsals**
- **Dress rehearsals**
- **Theatre performances**
- **Workshops**
- **Holiday programmes**
- **Competitions**
- **Trips and educational visits**
- **Community events**
- **External venues**
- **Any activity delivered on behalf of Hazza Theatre Academy**

This policy applies to:

- **The Academy Owner**
- **Employees**
- **Freelance teachers**
- **Volunteers**
- **Student helpers**
- **Visiting practitioners**
- **Contractors**
- **Parents and carers while attending Academy events**
- **Children and young people attending Academy activities**

3. Health & Safety Commitment

Hazza Theatre Academy is committed to:

- **Providing safe venues and learning environments.**
- **Identifying and reducing risks.**
- **Completing suitable risk assessments.**
- **Maintaining safe equipment.**
- **Providing appropriate supervision.**
- **Ensuring emergency procedures are understood.**
- **Promoting good hygiene.**
- **Recording accidents and incidents.**
- **Encouraging everyone to report hazards.**

- **Reviewing procedures regularly to improve safety.**

The safety of every participant is our highest priority.

4. Responsibilities

Academy Owner

The Academy Owner has overall responsibility for health and safety and will:

- **Ensure this policy is implemented.**
- **Complete and review risk assessments.**
- **Maintain suitable insurance.**
- **Ensure venues are suitable.**
- **Arrange emergency procedures.**
- **Investigate accidents where appropriate.**
- **Maintain accident records.**
- **Ensure first aid provision.**
- **Monitor compliance with this policy.**

Staff and Volunteers

All staff and volunteers must:

- **Take reasonable care of themselves and others.**
- **Follow Academy procedures.**
- **Report hazards immediately.**
- **Report accidents and near misses.**
- **Supervise children appropriately.**
- **Use equipment safely.**
- **Follow emergency procedures.**

Parents and Carers

Parents and carers are expected to:

- **Provide accurate emergency contact details.**
- **Inform the Academy of medical conditions or allergies.**
- **Collect children promptly.**
- **Follow venue safety instructions.**
- **Report any concerns regarding safety.**

Children and Young People

Children are expected to:

- **Follow staff instructions.**

- **Behave responsibly.**
- **Respect equipment and facilities.**
- **Report anything unsafe to a member of staff.**
- **Respect other participants.**

5. Risk Assessments

Suitable risk assessments will be completed where appropriate before Academy activities.

Risk assessments may include:

- **Venue safety**
- **Fire exits**
- **Dance activities**
- **Manual handling**
- **Stage equipment**
- **Props**
- **Lighting**
- **Trips and educational visits**
- **External performance venues**
- **Weather conditions for outdoor events**

Risk assessments will be reviewed when activities change or after any significant incident.

6. Safe Environment

Before every session staff should ensure:

- **Floors are clean and free from hazards.**
- **Fire exits remain accessible.**
- **Equipment is safe.**
- **Lighting is adequate.**
- **Heating and ventilation are suitable.**
- **Walkways remain clear.**
- **Children understand any venue rules.**

Unsafe areas should not be used until risks have been removed.

7. Fire Safety & Emergency Procedures

All staff should know:

- **Fire exit locations.**
- **Assembly points.**
- **Emergency evacuation routes.**
- **Location of fire alarms.**

- **Location of first aid equipment.**

During an evacuation:

- **Remain calm.**
- **Supervise children.**
- **Leave belongings behind.**
- **Exit safely.**
- **Take registers where possible.**
- **Report anyone missing immediately.**
- **Do not re-enter until authorised.**

Emergency services should be contacted by calling **999** where necessary.

8. First Aid & Accidents

The Academy will:

- **Maintain an appropriate first aid kit.**
- **Record all accidents.**
- **Inform parents where appropriate.**
- **Seek emergency medical assistance where required.**

Accident records should include:

- **Date**
- **Time**
- **Location**
- **Person involved**
- **Nature of injury**
- **Treatment given**
- **Person completing the report**

Serious incidents should be investigated to prevent recurrence.

9. Theatre-Specific Safety

The performing arts environment presents unique risks.

Staff will ensure:

- **Stages remain free from unnecessary hazards.**
- **Backstage areas remain supervised.**
- **Cables are secured.**
- **Props are stored safely.**
- **Set pieces are stable.**
- **Children understand backstage rules.**

- **Lighting rigs and technical equipment are operated only by authorised persons.**
- **Dressing rooms remain safe and respectful.**
- **Performance venues complete any required venue inductions.**

Children should never enter technical areas without permission.

10. Equipment & Manual Handling

Equipment must be:

- **Suitable for its intended use.**
- **Regularly inspected.**
- **Stored safely after use.**
- **Removed from use if damaged.**

Only competent adults should move:

- **Large scenery**
- **Lighting equipment**
- **Sound equipment**
- **Staging**
- **Heavy furniture**

Children must not lift heavy equipment.

11. Slips, Trips & Falls

Staff should ensure:

- **Bags are stored safely.**
- **Floors remain dry.**
- **Cables are secured.**
- **Spillages are cleaned immediately.**
- **Suitable footwear is worn where appropriate.**

Any hazards should be dealt with immediately.

12. Dance & Physical Activity

Warm-ups and cool-downs should be included where appropriate.

Teachers should:

- **Deliver age-appropriate activities.**
- **Monitor fatigue.**
- **Encourage hydration.**
- **Adapt activities for individual needs.**

- **Stop activities if they become unsafe.**

Children should not be encouraged to work beyond their physical capability.

13. Infection Prevention & Hygiene

To reduce illness:

- **Encourage regular hand washing.**
- **Clean shared equipment.**
- **Promote respiratory hygiene.**
- **Dispose of waste appropriately.**
- **Encourage participants who are unwell to remain at home where appropriate.**

Additional hygiene measures may be introduced during periods of increased illness.

14. Medical Conditions & Medication

Parents must inform the Academy of:

- **Allergies**
- **Medical conditions**
- **Emergency medication requirements**

Where emergency medication is provided:

- **It should remain easily accessible.**
- **Staff should know its location.**
- **Parents remain responsible for ensuring medication is in date unless otherwise agreed.**

Where appropriate, emergency services should be contacted immediately.

15. Visitors & Contractors

Visitors and contractors are expected to:

- **Follow Academy procedures.**
- **Comply with venue rules.**
- **Report hazards immediately.**
- **Work safely around children.**
- **Respect safeguarding procedures.**

They may be supervised where appropriate.

16. Reporting Hazards

Everyone is encouraged to report:

- **Unsafe equipment**
- **Damaged flooring**
- **Blocked fire exits**
- **Electrical hazards**
- **Unsafe behaviour**
- **Near misses**
- **Accidents**

Hazards should be addressed as soon as reasonably practicable.

17. Monitoring & Policy Review

This policy will be reviewed annually or sooner if:

- **Legislation changes.**
- **Academy activities change.**
- **New venues are introduced.**
- **Following a significant accident or incident.**
- **Improvements are identified through risk assessments.**

All staff and volunteers are expected to familiarise themselves with the latest version of this policy.

Key Contact

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Policy Approval

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Organisation: Hazza Theatre Academy

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