

# Policy statement

## Part 1: Statement of intent

This is the health and safety policy statement of:

Funky Monkey Keyboard Classes

Our health and safety policy is to:

- Prevent accidents in the classroom
- Manage health and safety risks in each location
- Provide clear instructions and guidelines as to how our teachers carry out their work
- Safe set up and down of equipment before, during and after class
- Ensure each teacher is aware of fire evacuation routes at their centre
- Revise and review this policy regularly

**Signed**

Ali Edwards

**Print name**

10/17/2022

**Date**

10/17/2023

**Review date**

## Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

Ali Edwards

2 Day-to-day responsibility for ensuring this policy is put into practice:

Teacher at any centre

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Ali Edwards for all areas

4 All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

## Part 3: Arrangements for health and safety

### *Risk assessment*

We will review RA as and when required (ie change of location)

### *Training*

We will ensure teachers know the fire drills for each centre  
We will train teachers in how to manage a class effectively and safely  
We will train teachers in safe setting up (ie cables safely laid on floors, children seated during lesson time and how a parent receives a child at the end of class)

### *Consultation*

We will consult teachers on health and safety matters as they arise

### *Evacuation*

We will make sure teachers know their exit routes in case of fire and that the centre has clear signs and evacuation procedures