



H O U S E O F M O T I O N

HEALTH & SAFETY POLICY

House Of Motion Studio Ltd

1 Cranmore House, Lisburn Road, Belfast

1. Policy Statement

House Of Motion Studio Ltd is committed to providing a safe, secure, and healthy environment for all participants, staff, and visitors.

We recognise our responsibility to:

- minimise risks
- prevent accidents and injury
- ensure all activities are conducted safely

This policy applies to all classes, programmes, events, and activities delivered by House Of Motion Studio Ltd.

2. Responsibilities

Directors (Kylee & Stephen Vincent)

The Directors are responsible for:

- ensuring compliance with health and safety legislation
- maintaining safe premises and equipment
- carrying out regular risk assessments
- ensuring appropriate insurance is in place

Staff & Instructors (current and future)

All staff are required to:

- take reasonable care of their own safety and that of others
- follow all health and safety procedures
- report hazards, accidents, or concerns immediately
- ensure classes are delivered in a safe and controlled manner

Participants & Parents

Participants and parents/guardians must:

- follow all safety instructions
- inform staff of any injuries, medical conditions, or concerns
- ensure children are supervised appropriately outside of class times

3. Risk Management

House Of Motion Studio Ltd will:

- carry out regular risk assessments of the studio and all activities
- identify and minimise potential hazards
- review safety procedures on an ongoing basis

Specific attention is given to:

- dance flooring and surfaces
- slips, trips, and obstacles
- class sizes and supervision ratios
- use of equipment and props

Stairs / Access

The studio is located upstairs. Clear signage and handrails are in place to reduce risk.

Participants and parents are advised of this prior to attendance.

Staff will supervise and assist where necessary to reduce the risk of slips, trips, or falls.

Risk assessments are reviewed regularly to ensure safe access.

4. First Aid & Accidents

A fully stocked first aid kit will be available on site at all times.

At least one responsible person will be designated to manage first aid where required.

All accidents and injuries will be recorded in an accident log and reported to parents/guardians where applicable.

In the event of a serious incident, emergency services will be contacted immediately.

5. Fire Safety

House Of Motion Studio Ltd will ensure:

- Clear and accessible fire exits at all times
- Fire evacuation procedures are in place and communicated
- Fire safety equipment is installed and maintained

In the event of a fire:

- all participants must evacuate immediately
- staff will guide individuals to the designated exit point
- re-entry will not be permitted until deemed safe

6. Premises & Equipment

House Of Motion Studio Ltd will ensure that:

- All equipment is maintained in safe working condition
- Studio spaces are kept clean and free from hazards
- Any defects or issues are addressed promptly

Participants must:

- use equipment appropriately
- follow instructor guidance at all times

7. Health & Wellbeing

Participants are responsible for ensuring they are physically fit to take part in classes.

House Of Motion Studio Ltd must be informed of injuries, medical conditions, and additional needs that may affect participation.

House Of Motion Studio Ltd reserves the right to refuse participation where it is deemed unsafe.

8. Hygiene & Cleanliness

The studio will be maintained to a high standard of cleanliness, including:

- regular cleaning of floors and surfaces
- maintaining hygienic facilities

- encouraging good personal hygiene among participants

9. Incident Reporting

All incidents, hazards, or near misses must be reported immediately to a member of staff and recorded where necessary.

This allows House Of Motion Studio Ltd to improve safety procedures and prevent recurrence.

10. Review

This policy will be reviewed annually or as required to ensure ongoing compliance and effectiveness.