



BB Broadway

Health and Safety Policy

08/04/2021

First Aid Officer: Bethany Alice Black

The following document outlines the health and safety procedure of 'BB Broadway Limited' in effect at any teaching or event locations and is applicable to all customers and staff.

BB Broadway takes the health and safety of its staff and customers very seriously and has created this document in order to outline the ways in which it maintains a suitable environment for classes to take place, as well as protect those attending. Although all patrons attend class at their own risk, BB Broadway has taken several steps to ensure the safety of all those

First Aid

- The first aider on site at all times is: Bethany Alice Black, in the event of her absence, a secondary first aider will be assigned and this will be agreed prior to any services taking place by BB Broadway
- First aid is only to be issued by a qualified and assigned first aider with the express permission of the parent/guardian and/or child
- BB Broadway has its own or has access to a first aid kit for basic medical needs
- Any patrons not wishing to receive first aid or medical attention should make this clear to BB Broadway staff
- A list of emergency contact details should be available for all children attending class without a parent or guardian
- Emergency contact numbers should be readily available for local emergency services and nearby hospital care
- Any allergies to latex, plasters and other common first aid products should be made known to BB Broadway Limited

Allergies and Special Assistance

- All allergies for parent or child attending must be presented upon booking
- Any medication required during class or as a preventative measure should be given clearly named and marked to the on site first aider at the arrival to your first class
- Any special assistance required by customers or children is to be made clearly communicated to BB Broadway so they can accommodate accordingly
- Food or drinks should only be brought to class with the consent and knowledge of BB Broadway staff so any potential hazards or allergies can be acknowledged
- Food or drink brought to class is the sole responsibility of the parent or guardian

Fire Safety

- Each location should present its own fire safety procedure
- This should then be communicated to patrons and staff so a full fire safety drill can be carried out
- BB Broadway is responsible for running a fire drill once a term to ensure all staff and customers understand the steps taken during a fire risk
- BB Broadway acknowledges that each venue comes with its own fire safety equipment that can be used if necessary, in the event of a fire with no other venue staff present
- All BB Broadway electrical equipment has been PAT tested to ensure it is safe to use

Personal Liability

- All patrons of BB Broadway do so at their own risk and are responsible for their own personal safety
- All patrons who attend class do so with the acknowledgement to the potential risks to their health and safety and although steps have been taken to minimise these risks, their personal safety cannot be guaranteed
- We ask patrons to not attend class should they feel they pose a threat to other customers in terms of physical health (virus transmission) or emotional wellbeing.

Personal Property

- Customers are responsible for their own personal property when on site and BB Broadway nor the venue they are attending take on any responsibility for their personal belongings
- We ask patrons do not attend with any property that can cause harm or damage to other patrons or the venue
- We ask patrons to respect the venue and the content therein, any theft or damage would result in no longer being able to attend class

COVID and Virus Transmission

- BB Broadway is fully COVID compliant and runs following all government guidelines at time of class
- BB Broadway recognises the risk of transmission by holding group classes and takes every necessary step to mitigate these risks; face shields, group bubbles, social distancing among staff, hand sanitiser stations, track and trace systems and limiting class numbers
- In line with BB Broadway's COVID policy, we ask patrons not attend class with COVID 19 symptoms
- We ask patrons not to attend class should they display symptoms of any known virus and to be mindful of other patrons and staff welfare when making this decision
- All patrons of BB Broadway do so at their own risk and are responsible for their own personal safety
- Further information on our COVID response can be found in our COVID 19 Guidelines document

Supporting Documents

- This document is supported by our risk assessment carried out for each teaching venue as well as specific events
- Our safeguarding policy outlines specific steps we take to protect the welfare of young people attending our classes
- Code of conduct: Staff

- Code of conduct: Students
- COVID guidelines