

## Health and Safety Policy

FSM has a responsibility to ensure the safety of our students.

- Parents/guardians, and students if over the age of 18, must give FSM full and accurate details of any relevant medical history when registering.
- Student emergency contact numbers will be available to access during class times, complying with GDPR regulations. If required, these will be accessed on a password-protected device, and a password-secured register application.
- It is the responsibility of the parents/guardian, or students if over the age of 18, to notify us of any changes to their emergency contact details.
- In case of a fire emergency, all teachers will follow a specific evacuation procedure. FSM students must follow the instructions given by FSM teachers or the emergency services.
- We will undertake regular risk assessments of our studio premises.
- FSM will ensure a fully-equipped first aid box is available in the studio where classes are run. In the case of any incident, an accident report will be completed and a copy given to the parent/guardian or student, if over the age of 18.
- There will always be a trained first aider available.
- Any student or teacher feeling unwell will be encouraged to temporarily switch to online lessons, or will be offered the chance to catch up at another mutually convenient time.