



Health & Safety Policy

TCPA will -

- Maintain safe and healthy work conditions
- Be open to comments and suggestions from our employees, students and their parents on matters relating to health and safety
- Provide information, instruction and supervision for employees and students and make them aware of this policy
- Ensure all employees are capable of doing their tasks, hold any required qualifications, and that they receive adequate training
- Record any harm or injuries that occur in an Accident Book and make changes where required to avoid similar incidents in the future
- Ensure that classes are of a size appropriate to the levels and techniques being taught and the space being used. Students in each class should be of compatible age and/or standard.
- Be aware of developments in Child Protection legislation and undertake Criminal Records Bureau enhanced disclosure as required.
- Ensure that teaching facilities are adequately maintained and provide:
 1. suitable flooring appropriate to the technique taught, with a clean, safe surface; to minimise the risk of injury;
 2. adequate heating levels and ventilation;
 3. suitable, secure and safe area for changing.
- Provide a in-date first aid kit and ice packs to be kept at Hanslope Village Hall
- Regularly review and update this policy
- *Peter & Katie Corrigan* have overall responsibility for health and safety.

ACCIDENT BOOK IS LOCATED IN THE TCPA BOX ALONG WITH THE FIRST AID KIT WHICH IS KEPT IN THE LARGE HALL DURING CLASSES.

FIRE MEETING POINT IS AT THE FAR END OF THE SIDE CAR PARK ADJACENT TO THE HALL.

EMERGENCY NUMBERS ARE IN THE YELLOW FOLDER KEPT IN THE LARGE HALL DURING CLASSES AND CAN BE ACCESSED BY TEACHERS VIA CLASS 4 KIDS REGISTERS