

# MUSICAL THEATRE FITNESS

## MODULE 4 – HEALTH & SAFETY POLICY

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### 1. Purpose and Policy Statement

Musical Theatre Fitness is committed to providing a safe and healthy environment for all instructors, participants, children, parents, venue providers and third parties.

Health and safety is of prime importance in every setting in which a Musical Theatre Fitness session is delivered, including:

- Hired venues
- Schools and community centres
- Fitness studios
- Outdoor spaces
- Online environments

All Instructors delivering a Musical Theatre Fitness or Kids Musical Theatre Fitness session must understand and comply with:

- The **Health and Safety at Work etc. Act 1974**
- All relevant UK health and safety regulations
- Venue-specific policies
- Musical Theatre Fitness policies and procedures

This policy sets out the minimum standards expected of all licensed instructors.

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### 2. Legal Framework

The primary legislation governing workplace health and safety in the UK is the Health and Safety at Work etc. Act 1974.

Under this legislation:

- Employers (or self-employed instructors operating as licensees) have a duty to ensure, so far as reasonably practicable, the health, safety and welfare of participants and others affected by their activities.

- Employees and instructors have a duty to take reasonable care for their own health and safety and that of others.

Instructors operating as self-employed licence holders are legally responsible for ensuring compliance within their sessions.

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### **3. Instructor Responsibilities**

All Musical Theatre Fitness Instructors must ensure sessions are delivered safely and effectively. Instructors must:

#### **3.1 Risk Management**

- Carry out appropriate risk assessments prior to sessions
- Implement suitable control measures
- Review risks where circumstances change

#### **3.2 Emergency Preparedness**

- Devise clear emergency procedures
- Communicate emergency exits and procedures at the start of sessions where appropriate
- Know the venue's fire and evacuation protocol
- Have access to emergency contact information

#### **3.3 Facilities and Equipment**

- Maintain clean, safe teaching environments
- Inspect equipment before use
- Ensure audio, headset and electrical equipment is safe and correctly set up

#### **3.4 Professional Requirements**

Instructors must:

- Hold valid and appropriate qualifications
- Hold valid Public Liability Insurance
- Maintain active Continued Professional Development (CPD)
- Hold a valid First Aid or Emergency First Aid/CPR qualification
- Operate within the scope of their training

Failure to meet these requirements may result in suspension or termination of licence.

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## 4. Duty of Care

All instructors owe a duty of care to participants, colleagues and themselves.

This includes the following areas:

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### 4.1 Personal Safety

Instructors must:

- Maintain valid qualifications and insurance
  - Follow industry codes of conduct
  - Follow all Musical Theatre Fitness policies
  - Report hazards, accidents and near misses appropriately
  - Know the designated first aider (where applicable)
  - Ensure they are physically fit to deliver sessions
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### 4.2 Participant (Customer) Safety

Instructors must:

- Screen participants appropriately prior to exercise (e.g., PAR-Q where applicable)
  - Refer participants to medical professionals when necessary
  - Ensure appropriate clothing and footwear are worn
  - Provide clear instructions and demonstrations
  - Monitor technique and provide corrections
  - Offer appropriate modifications
  - Ensure safeguarding procedures are followed in children's sessions
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### 4.3 Environmental Safety

Instructors must ensure:

- Adequate space for movement
  - Suitable lighting and ventilation
  - Floors are dry and free from hazards
  - Emergency exits are accessible
  - The environment is left clean and tidy
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## 4.4 Equipment Safety

Instructors must:

- Regularly check mats and equipment for damage
  - Clean equipment in line with hygiene standards
  - Ensure sound systems and headsets are correctly set up
  - Avoid overloading electrical sockets
  - Remove defective equipment from use immediately
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## 5. Risk Assessment Procedure

A five-step risk assessment must be carried out for all sessions:

### Step 1 – Identify Hazards

Consider hazards such as:

- Slips, trips and falls
- Poor lighting
- Obstructions
- Faulty equipment
- Overcrowding
- Electrical hazards

### Step 2 – Decide Who Might Be Harmed and How

Identify participants, instructors, children, venue staff or members of the public who may be at risk.

### Step 3 – Evaluate Risks and Implement Control Measures

Assess:

- Likelihood of harm
- Severity of potential injury

Apply reasonable control measures to minimise risk.

### Step 4 – Record Findings and Take Action

Document significant findings where required.  
Implement corrective actions before the session begins.

### Step 5 – Review and Update

Risk assessments must be reviewed:

- Regularly
  - When venue changes
  - After an accident or near miss
  - When introducing new equipment or choreography
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## 6. Accident Reporting

All accidents, injuries and significant near misses must be:

- Recorded appropriately
- Reported to the venue (where required)
- Reported to Musical Theatre Fitness where serious
- Escalated in accordance with safeguarding procedures (if children involved)

Where applicable, instructors must comply with RIDDOR reporting requirements.

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## 7. Online Session Safety

For online sessions, instructors must:

- Ensure a clear, hazard-free visible space
  - Provide safety disclaimers where appropriate
  - Encourage participants to exercise within their capability
  - Maintain professional online conduct
  - Follow safeguarding and data protection policies
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## 8. Monitoring and Review

Musical Theatre Fitness will:

- Periodically review this policy
- Update procedures in line with legislative changes
- Require instructors to confirm compliance
- Take action where standards are not met

Failure to comply with this policy may result in disciplinary action, suspension or termination of Instructor licence.

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## 9. Policy Review

This policy will be reviewed annually or sooner where required by legislative or operational changes.



Felicity Thomas

**Founder**

**T:** 0777 543 5684

**E:** [musicaltheatrefitness@gmail.com](mailto:musicaltheatrefitness@gmail.com)

**W:** [musicaltheatrefitness.com](http://musicaltheatrefitness.com)

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