



[www.elmazproductions.com](http://www.elmazproductions.com)  
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## **HEALTH AND SAFETY POLICY**

- We have an appointed qualified First Aider (Mrs Marianne Lee)
- Risk Assessments are undertaken by team members who are competent
- Risk assessment findings are recorded, communicated and acted upon
- The provision of first aid assistance available is determined by risk assessment and ensures that sufficient cover is provided during activities
- Accident and incident reporting to the relevant services is undertaken by Mrs Marianne Lee
- Safeguarding DSL is Miss Eleanor Lee who is certified at Safeguarding and Child Protection Training Level 3. Mrs Marianne Lee is certified at Safeguarding and Child Protection Training Level 2
- Teaching Assistants are subject to DBS checks and verification of identity. Appropriate Safeguarding Training is given
- Consent forms are required for every young person attending activities and for young people over the age of 12 (two emergency contact numbers & medical concerns)
- Appropriate insurance cover is in place for every session

## **FIRE SAFETY**

- Elmaz Productions hires venues and therefore complies with their fire regulations (separate Fire Safety Guidelines for team members, children and young people)

## **ELMAZ PRODUCTIONS LTD**

Registered Company: 13346673  
124 City Road, London EC1V 2NX