

Triple
Threat

PRODUCTIONS

SYLLABUS

2025



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WHAT WE DO

Triple Threat Productions Dance and Musical Theatre Competition is a series of events that provides a platform for young dancers and performers to showcase their talent and skills. It typically features performers from 5+ years through to late teens competing in a variety of styles which include jazz, ballet, tap, street and commercial, lyrical, contemporary, and musical theatre.

Participants who compete in Triple Threat Productions competitions will perform in front of experienced and expert judges who provide feedback and constructive commentary to help performers improve their craft. Winners of the competition may receive awards, scholarships, or invitations to take part and perform in dedicated events.

As with any competition participants need to prepare thoroughly, focusing on technique, choreography, stage presence and overall performance quality. It is also a valuable time to network, learn from other participants and gain further performance experience.

Overall, this competition serves as a platform for dancers to celebrate their passion for dance and strive for excellence in their craft. The company is run by a team of directors who have years of experience in the dance and musical theatre industry and in being involved in some of the largest performing arts competitions in the country.



WHO WE ARE

Jo Wagstaff BA (Hons)

Having gained a joint Honours degree in French and German from Durham University, Jo pursued a career within the IT and pharmaceutical sector project managing large scale international conferences and events. Whilst remaining in the IT event profession, since 2020 Jo has fulfilled the role of Director of Operations for All England Dance.



Ami Henderson BA (Hons)



Ami graduated from London Studio Centre, with a BA (Hons) in Theatre Dance with a jazz dance specialism. Following graduation Ami worked as a professional performer for several years, performing in pantomimes, commercial trade shows and tours before turning her attention to dance education.

Ami has vast experience within dance education with over ten years of experience working in some of the UK's top vocational training institutions. In her most recent role at The Dang Academy, Ami was Course Leader leading vocational training for their students age 16+. Alongside her previous roles as Head of Jazz & Tap at Performers College Birmingham and Resident Dance Faculty at Emil Dale, Ami has a wealth of experience in implementing high level training and mentoring students onto further training and into the profession. Ami now has ex - students performing in many West End Musicals including Cabaret, Mamma Mia, Hamilton, & Juliet and Six.

Ami has also recently been appointed as an Examiner for The Dang Syllabus Level 4 Musical Theatre Syllabus, examining students aged 5-21 years. Alongside her work commitments Ami is also studying for her MA in Dance Education at London Studio Centre. Ami's commitment to progressive pedagogy and improving the well-being and future outcomes of dance and musical theatre students is at the forefront of her academic study and focus.

As a co-director of Triple Threat Productions Ami is thrilled to bring her expertise to the competition world and create high quality, inclusive opportunities for the next generation of dance and musical theatre performers.



Dr Nathan James PhD MA (Dist)

Fellow and Examiner ISTD, FIDTA, ANATD, Cert FE (QTLS)



Nathan has been involved in dance and musical theatre for over 35 years, making his first appearance in a youth production of Bugsy Malone. Training at MADD College in Nottingham he made his professional debut in pantomime at the Birmingham Hippodrome in Cinderella. Subsequent appearances in pantomime include Snow White and the Seven Dwarfs, Aladdin, and another production of Cinderella, all for Qdos. He has sailed around the Atlantic and Pacific Oceans, Panama Canal and the Gulf of Alaska and Mexico onboard cruise ships for Celebrity and Princess Cruise Lines. UK productions include Hello, Dolly! and the UK tour of Copacabana. His final performance was in 42nd Street in Stuttgart, Germany.

As a lecturer Nathan has worked in many vocational schools and colleges including Sylvia Young Theatre School, Bodywork Dance Studios, Mountview, Arts Ed and 12 years at the Urdang Academy where he ran the degree programme. He is currently on the faculty as an Associate Lecturer at Performers College, Birmingham. In addition to his teaching work, Nathan is a Fellow and Examiner of the ISTD for the Modern and Tap Faculties. He is also currently working as a Syllabus Development Consultant with the RAD.

As an adjudicator Nathan has a long-established relationship with the British and International Federation of Festivals, is the Artistic Director for All England Dance, TDCI Championships, Global Performing Arts Alliance and now as a UK judge for Dance World Cup. He has a great passion for the development of competitive dance and has been known to whip out his tap shoes for an impromptu workshop! As a co-director of Triple Threat Productions Nathan is proud to combine his love of education and competition to provide further opportunities for our young performers to showcase their talents.



BIRMINGHAM



18TH-22ND AUGUST

MIDLAND ARTS CENTRE

Cannon Hill Park, Birmingham, B12 9QH



ADJUDICATOR



JODIE CLARK

MA BA (HONS) QTS FISTD ARAD FRSA

Passionate about potential, creativity and motivation Jodie thrives in a performing arts education setting. She graduated from Bird College with Distinction winning the Dancing Times Choreography Award. Following her training she enjoyed a diverse performing career appearing in commissioned work for Dance Umbrella to open the British Library and travelling worldwide on luxury cruise liners as well as commercials and many pantomime and summer seasons both in the UK and Europe.

The BRIT School is her regular creative home where she has successfully initiated and produced some exciting multi arts projects. Jodie holds several roles teaching a range of techniques as well as writing, choreographing and directing performance work. She has expertise in technical advancement, artistic development and producing. Jodie works closely with industry partners including Matthew Bournes New Adventures, Dollie Henry OBE, The BRIT Awards & many elite sporting organisations.

Jodie's freelance engagements include examining, teaching and mentoring as well as delivering workshops and choreographing for various corporate events, flash mobs and pantomimes. Jodie holds an MA in Creative Practice in Education from the University of Chester, QTS and Fellowship status with the ISTD. She is an Adjudicator member of The British and International Federation of Festivals and has served on the Adjudicator Council leading the team on the development of the new BIFF marking scheme. Jodie is an Adjudicator and Trustee for All England Dance and is a Certified Adjudicator for Acrobatic Arts. Jodie has contributed to several publications and has been a guest speaker for the FA Talent ID Conference, Loughborough University young leaders programme and Razzamatazz Theatre Schools Project Intense.





HERTFORDSHIRE



27TH – 31ST OCTOBER

CENTENARY THEATRE

BERKHAMSTED SCHOOL

Kings Campus, Kings Road, Berkhamsted, Herts, HP4 3BG



ADJUDICATOR

ADAM SCOTT



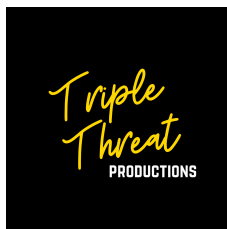
Adam has grown up participating in AED competitions and has been involved in the festival world for as long as he can remember. Adam is a choreographer & teacher working at vocational and HE colleges such as, Urdang Academy, Wilkes Academy, Arts Educational, Laine Theatre Arts, London Studio Centre, Italia Conti, Stella Mann College and many others over his 10 year's experience in education. Adam is also a regular tutor and faculty member for "Can You Dance"; the biggest touring dance convention in the UK and has been working with the company for 7 years now teaching at large arenas and to a variety of ages, so as lots of experience working with dancers from ages 6-25!

Adam has had a well-established class at London's prestigious 'Base Studios' for over 3 years and loves sharing his passion and creativity in the arts. Adam's teaching and adjudication experience ranges from competitions and events both in the UK and internationally including France, Belgium, Spain & Dubai. Training: Laine Theatre Arts, Acrobatic Arts Level 2, ISTD, Trinity Diploma. Adam is also a freelance Choreographer & Director and some of his credits include: Choreographer & Director of "Le Cabaret" for Marella Cruises (Ted Experience), Aylesbury Waterside Pantomime Choreographer for UK Productions, Audition choreographer for Celebrity Cruises Entertainment. 'West End Bares' in 2018 & 2019 at the Shaftesbury Theatre & Troxy London. As well choreographing for Summer Shows, Move It, Can You Dance & in house productions for well-established colleges. Some of Adams' performing credits include: 'Pepper' Mamma Mia! (RCCL), Ensemble "That's Entertainment" (UK Tour), Beauty & the Beast, (West End), Chitty Chitty Bang Bang, (West end), numerous pantomime productions as well as Commercial work, Adverts for brands such as Jaguar, Hasbro Toys, McDonalds, M&S. Adam is extremely grateful to be working with the AED as an adjudicator and looks forward to working with festival organisers to bring joy to dancers and spread the love of dance.

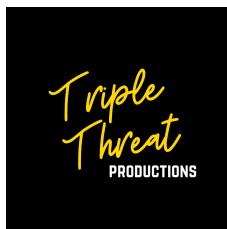


SYLLABUS

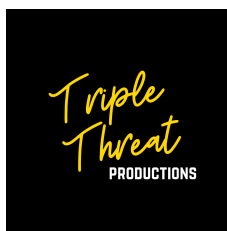
		Class	Genre	Category	Age
1	Solo	PJ	Classical Ballet	Pre-Junior	6 years and under
2	Solo	A	Classical Ballet	Junior	7 and 8 years
3	Solo	B	Classical Ballet	Junior	9 and 10 years
4	Solo	C	Classical Ballet	Inter	11 and 12 years
5	Solo	D	Classical Ballet	Inter	13 and 14 years
6	Solo	E	Classical Ballet	Senior	15 to 21 years
7	Solo	D	Modern Ballet	Inter	13 and 14 years
8	Solo	E	Modern Ballet	Senior	15 to 21 years
9	Solo	D	Contemporary	Inter	13 and 14 years
10	Solo	E	Contemporary	Senior	15 to 21 years
11	Solo	PJ	Narrative	Pre-Junior	6 years and under
12	Solo	A	Narrative	Junior	7 and 8 years
13	Solo	B	Narrative	Junior	9 and 10 years
14	Solo	C	Narrative	Inter	11 and 12 years
15	Solo	D	Narrative	Inter	13 and 14 years
16	Solo	E	Narrative	Senior	15 to 21 years
17	Solo	PJ	Jazz	Pre-Junior	6 years and under
18	Solo	A	Jazz	Junior	7 and 8 years
19	Solo	B	Jazz	Junior	9 and 10 years
20	Solo	C	Jazz	Inter	11 and 12 years
21	Solo	D	Jazz	Inter	13 and 14 years
22	Solo	E	Jazz	Senior	15 to 21 years
23	Solo	PJ	Tap	Pre-Junior	6 years and under
24	Solo	A	Tap	Junior	7 and 8 years
25	Solo	B	Tap	Junior	9 and 10 years
26	Solo	C	Tap	Inter	11 and 12 years
27	Solo	D	Tap	Inter	13 and 14 years
28	Solo	E	Tap	Senior	15 to 21 years



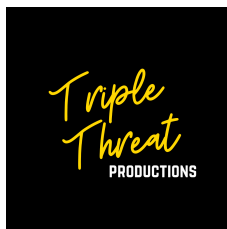
29	Solo	PJ	Musical Theatre	Pre-Junior	6 years and under
30	Solo	A	Musical Theatre	Junior	7 and 8 years
31	Solo	B	Musical Theatre	Junior	9 and 10 years
32	Solo	C	Musical Theatre	Inter	11 and 12 years
33	Solo	D	Musical Theatre	Inter	13 and 14 years
34	Solo	E	Musical Theatre	Senior	15 to 21 years
35	Solo	PJ	Lyrical	Pre-Junior	6 years and under
36	Solo	A	Lyrical	Junior	7 and 8 years
37	Solo	B	Lyrical	Junior	9 and 10 years
38	Solo	C	Lyrical	Inter	11 and 12 years
39	Solo	D	Lyrical	Inter	13 and 14 years
40	Solo	E	Lyrical	Senior	15 to 21 years
41	Solo	PJ	Acro	Pre-Junior	6 years and under
42	Solo	A	Acro	Junior	7 and 8 years
43	Solo	B	Acro	Junior	9 and 10 years
44	Solo	C	Acro	Inter	11 and 12 years
45	Solo	D	Acro	Inter	13 and 14 years
46	Solo	E	Acro	Senior	15 to 21 years
47	Duet	DUET	Classical Ballet	Junior	10 years and under
48	Duet	DUET	Classical Ballet	Inter	14 years and under
49	Duet	DUET	Classical Ballet	Senior	21 years and under
50	Duet	DUET	Modern Ballet	Inter	14 years and under
51	Duet	DUET	Modern Ballet	Senior	21 years and under
52	Duet	DUET	Contemporary	Inter	14 years and under
53	Duet	DUET	Contemporary	Senior	21 years and under
54	Duet	DUET	Narrative	Junior	10 years and under
55	Duet	DUET	Narrative	Inter	14 years and under
56	Duet	DUET	Narrative	Senior	21 years and under
57	Duet	DUET	Jazz	Junior	10 years and under
58	Duet	DUET	Jazz	Inter	14 years and under
59	Duet	DUET	Jazz	Senior	21 years and under
60	Duet	DUET	Tap	Junior	10 years and under
61	Duet	DUET	Tap	Inter	14 years and under



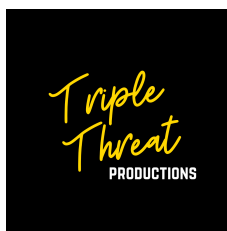
62	Duet	DUET	Tap	Senior	21 years and under
63	Duet	DUET	Musical Theatre	Junior	10 years and under
64	Duet	DUET	Musical Theatre	Inter	14 years and under
65	Duet	DUET	Musical Theatre	Senior	21 years and under
66	Duet	DUET	Acro	Junior	10 years and under
67	Duet	DUET	Acro	Inter	14 years and under
68	Duet	DUET	Acro	Senior	21 years and under
69	Duet	DUET	Lyrical	Junior	10 years and under
70	Duet	DUET	Lyrical	Inter	14 years and under
71	Duet	DUET	Lyrical	Senior	21 years and under
72	Trio/Quartet	TRIOQT	Classical Ballet	Junior	10 years and under
73	Trio/Quartet	TRIOQT	Classical Ballet	Inter	14 years and under
74	Trio/Quartet	TRIOQT	Classical Ballet	Senior	21 years and under
75	Trio/Quartet	TRIOQT	Modern Ballet	Inter	14 years and under
76	Trio/Quartet	TRIOQT	Modern Ballet	Senior	21 years and under
77	Trio/Quartet	TRIOQT	Contemporary	Inter	14 years and under
78	Trio/Quartet	TRIOQT	Contemporary	Senior	21 years and under
79	Trio/Quartet	TRIOQT	Narrative	Junior	10 years and under
80	Trio/Quartet	TRIOQT	Narrative	Inter	14 years and under
81	Trio/Quartet	TRIOQT	Narrative	Senior	21 years and under
82	Trio/Quartet	TRIOQT	Jazz	Junior	10 years and under
83	Trio/Quartet	TRIOQT	Jazz	Inter	14 years and under
84	Trio/Quartet	TRIOQT	Jazz	Senior	21 years and under
85	Trio/Quartet	TRIOQT	Tap	Junior	10 years and under
86	Trio/Quartet	TRIOQT	Tap	Inter	14 years and under
87	Trio/Quartet	TRIOQT	Tap	Senior	21 years and under
88	Trio/Quartet	TRIOQT	Musical Theatre	Junior	10 years and under
89	Trio/Quartet	TRIOQT	Musical Theatre	Inter	14 years and under
90	Trio/Quartet	TRIOQT	Musical Theatre	Senior	21 years and under
91	Trio/Quartet	TRIOQT	Acro	Junior	10 years and under
92	Trio/Quartet	TRIOQT	Acro	Inter	14 years and under
93	Trio/Quartet	TRIOQT	Acro	Senior	21 years and under
94	Trio/Quartet	TRIOQT	Lyrical	Junior	10 years and under



95	Trio/Quartet	TRIOQT	Lyrical	Inter	14 years and under
96	Trio/Quartet	TRIOQT	Lyrical	Senior	21 years and under
97	Small Group	SGP	Classical Ballet	Junior	10 years and under
98	Small Group	SGP	Classical Ballet	Inter	14 years and under
99	Small Group	SGP	Classical Ballet	Senior	21 years and under
100	Small Group	SGP	Modern Ballet	Inter	14 years and under
101	Small Group	SGP	Modern Ballet	Senior	21 years and under
102	Small Group	SGP	Contemporary	Inter	14 years and under
103	Small Group	SGP	Contemporary	Senior	21 years and under
104	Small Group	SGP	Narrative	Junior	10 years and under
105	Small Group	SGP	Narrative	Inter	14 years and under
106	Small Group	SGP	Narrative	Senior	21 years and under
107	Small Group	SGP	Jazz	Junior	10 years and under
108	Small Group	SGP	Jazz	Inter	14 years and under
109	Small Group	SGP	Jazz	Senior	21 years and under
110	Small Group	SGP	Tap	Junior	10 years and under
111	Small Group	SGP	Tap	Inter	14 years and under
112	Small Group	SGP	Tap	Senior	21 years and under
113	Small Group	SGP	Musical Theatre	Junior	10 years and under
114	Small Group	SGP	Musical Theatre	Inter	14 years and under
115	Small Group	SGP	Musical Theatre	Senior	21 years and under
116	Small Group	SGP	Acro	Junior	10 years and under
117	Small Group	SGP	Acro	Inter	14 years and under
118	Small Group	SGP	Acro	Senior	21 years and under
119	Small Group	SGP	Lyrical	Junior	10 years and under
120	Small Group	SGP	Lyrical	Inter	14 years and under
121	Small Group	SGP	Lyrical	Senior	21 years and under
122	Large Group	LGP	Classical Ballet	Junior	10 years and under
123	Large Group	LGP	Classical Ballet	Inter	14 years and under
124	Large Group	LGP	Classical Ballet	Senior	21 years and under
125	Large Group	LGP	Modern Ballet	Inter	14 years and under
126	Large Group	LGP	Modern Ballet	Senior	21 years and under
127	Large Group	LGP	Contemporary	Inter	14 years and under



128	Large Group	LGP	Contemporary	Senior	21 years and under
129	Large Group	LGP	Narrative	Junior	10 years and under
130	Large Group	LGP	Narrative	Inter	14 years and under
131	Large Group	LGP	Narrative	Senior	21 years and under
132	Large Group	LGP	Jazz	Junior	10 years and under
133	Large Group	LGP	Jazz	Inter	14 years and under
134	Large Group	LGP	Jazz	Senior	21 years and under
135	Large Group	LGP	Tap	Junior	10 years and under
136	Large Group	LGP	Tap	Inter	14 years and under
137	Large Group	LGP	Tap	Senior	21 years and under
138	Large Group	LGP	Musical Theatre	Junior	10 years and under
139	Large Group	LGP	Musical Theatre	Inter	14 years and under
140	Large Group	LGP	Musical Theatre	Senior	21 years and under
141	Large Group	LGP	Acro	Junior	10 years and under
142	Large Group	LGP	Acro	Inter	14 years and under
143	Large Group	LGP	Acro	Senior	21 years and under
144	Large Group	LGP	Lyrical	Junior	10 years and under
145	Large Group	LGP	Lyrical	Inter	14 years and under
146	Large Group	LGP	Lyrical	Senior	21 years and under
155	IDTA	IDTA	Miss Dance		
156	IDTA	IDTA	Master Dance		
157	Solo	PJ	Classical Greek	Pre-Junior	6 years and under
158	Solo	A	Classical Greek	Junior	7 and 8 years
159	Solo	B	Classical Greek	Junior	9 and 10 years
160	Solo	C	Classical Greek	Inter	11 and 12 years
161	Solo	D	Classical Greek	Inter	13 and 14 years
162	Solo	E	Classical Greek	Senior	15 to 21 years
163	Solo	PJ	Global	Pre-Junior	6 years and under
164	Solo	A	Global	Junior	7 and 8 years
165	Solo	B	Global	Junior	9 and 10 years
166	Solo	C	Global	Inter	11 and 12 years
167	Solo	D	Global	Inter	13 and 14 years
168	Solo	E	Global	Senior	15 to 21 years



169	Duet	DUET	Classical Greek	Junior	10 years and under
170	Duet	DUET	Classical Greek	Inter	14 years and under
171	Duet	DUET	Classical Greek	Senior	21 years and under
172	Duet	DUET	Global	Junior	10 years and under
173	Duet	DUET	Global	Inter	14 years and under
174	Duet	DUET	Global	Senior	21 years and under
175	Trio/Quartet	TRIOQT	Classical Greek	Junior	10 years and under
176	Trio/Quartet	TRIOQT	Classical Greek	Inter	14 years and under
177	Trio/Quartet	TRIOQT	Classical Greek	Senior	21 years and under
178	Trio/Quartet	TRIOQT	Global	Junior	10 years and under
179	Trio/Quartet	TRIOQT	Global	Inter	14 years and under
180	Trio/Quartet	TRIOQT	Global	Senior	21 years and under
181	Small Group	SGP	Classical Greek	Junior	10 years and under
182	Small Group	SGP	Classical Greek	Inter	14 years and under
183	Small Group	SGP	Classical Greek	Senior	21 years and under
184	Small Group	SGP	Global	Junior	10 years and under
185	Small Group	SGP	Global	Inter	14 years and under
186	Small Group	SGP	Global	Senior	21 years and under
187	Large Group	LGP	Classical Greek	Junior	10 years and under
188	Large Group	LGP	Classical Greek	Inter	14 years and under
189	Large Group	LGP	Classical Greek	Senior	21 years and under
190	Large Group	LGP	Global	Junior	10 years and under
191	Large Group	LGP	Global	Inter	14 years and under
192	Large Group	LGP	Global	Senior	21 years and under
193	Solo	PJ	Street and Commercial	Pre-Junior	6 years and under
194	Solo	A	Street and Commercial	Junior	7 and 8 years
195	Solo	B	Street and Commercial	Junior	9 and 10 years
196	Solo	C	Street and Commercial	Inter	11 and 12 years
197	Solo	D	Street and Commercial	Inter	13 and 14 years
198	Solo	E	Street and Commercial	Senior	15 to 21 years
199	Duet	DUET	Street and Commercial	Junior	10 years and under
200	Duet	DUET	Street and Commercial	Inter	14 years and under
201	Duet	DUET	Street and Commercial	Senior	21 years and under

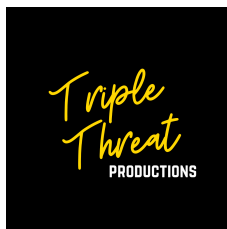


202	Trio/Quartet	TRIOQT	Street and Commercial	Junior	10 years and under
203	Trio/Quartet	TRIOQT	Street and Commercial	Inter	14 years and under
204	Trio/Quartet	TRIOQT	Street and Commercial	Senior	21 years and under
205	Trio/Quartet	TRIOQT	Street and Commercial	Junior	10 years and under
206	Trio/Quartet	TRIOQT	Street and Commercial	Inter	14 years and under
207	Trio/Quartet	TRIOQT	Street and Commercial	Senior	21 years and under
208	Small Group	SGP	Street and Commercial	Junior	10 years and under
209	Small Group	SGP	Street and Commercial	Inter	14 years and under
210	Small Group	SGP	Street and Commercial	Senior	21 years and under
211	Large Group	LGP	Street and Commercial	Junior	10 years and under
212	Large Group	LGP	Street and Commercial	Inter	14 years and under
213	Large Group	LGP	Street and Commercial	Senior	21 years and under



TIME LIMITS

Discipline	TIME LIMIT (in minutes)								
	Solos			Duets			Trios/Quartets		
	Pre-Junior A & B	C	D, E & F	Jun	Int	Sen	Jun	Int	Sen
Ballet (Classical)	1.5	2	2	2.5	2.5	2.5	2.5	2.5	2.5
Ballet (Modern)			2		2.5	2.5		2.5	2.5
Classical Greek	1.5	2	2	2.5	2.5	2.5	2.5	2.5	2.5
Contemporary			2		2.5	2.5		2.5	2.5
National	1.5	2	2	2.5	2.5	2.5	2.5	2.5	2.5
Character/Narrative	1.5	2	2	2.5	2.5	2.5	2.5	2.5	2.5
Jazz/Modern	1.5	2	2	2.5	2.5	2.5	2.5	2.5	2.5
Lyrical Jazz / Modern***		2	2	2.5	2.5	2.5		2.5	2.5
Song and Dance/ Musical Theatre	2.0	2.5	2.5	3	3	3	3	3	3
Tap	1.5	2	2	2.5	2.5	2.5	2.5	2.5	2.5
Open									



Discipline	TIME LIMIT (in minutes)					
	Small Groups			Large Groups		
	Jun	Inter	Senior	Jun	Inter	Senior
Ballet (Classical)	3	3	3	4	4	4
Ballet (Modern)		3	3		4	4
Classical Greek	3	3	3	4	4	4
Contemporary		3	3		4	4
National	3	3	3	4	4	4
Character/Narrative	3	3	3	4	4	4
Jazz/Modern	3	3	3	4	4	4
Lyrical Jazz / Modern		3	3		4	4
Song and Dance/ Musical Theatre	3.5	3.5	3.5	4.5	4.5	4.5
Tap	3	3	3	4	4	4
Open	3	3	3	4	4	4

1. Dancers under 13 years may not enter Contemporary or Modern Ballet sections, except in a group setting.
2. Lyrical Jazz / Modern is open to C, D, E & F solos, inter & senior duets, trios / quartets and groups. Lyrical Jazz / Modern dances for Pre Junior, A, B solos and Junior duets, trios / quartets and groups should be entered into the Jazz / Modern section.
3. The Open section is for small or large group dances which do not fit into the specific categories listed above.



ENTRIES

Entries will be fulfilled via Festival Connect you can find a link on our website www.triplethreatproductions.co.uk or by following this link:

[FESTIVAL CONNECT](#)

You can create an account via this link if you don't already have one.

Entry prices vary due to the venues that we use, a price list for each competition can be found on the website for each individual competition.

Entry dates will be advertised in advance and will be taken on first-come, first-served basis.



GRADING DESCRIPTORS

BANDS	BAND DESCRIPTOR	ARTISTIC CRITERIA	TECHNICAL CRITERIA	COMMUNICATION CRITERIA
DEVELOPING 65-69 MARKS	A performance demonstrating an awareness of technical skills, requiring more consistency & artistry.	A performance with primary skills in the artistic presentation.	A performance with primary skills in technical knowledge.	A performance that demonstrates primary skill with intention or confidence.
PROGRESSING 70-74 MARKS	A performance showing development of technique and/or communication and commitment.	A performance showing some underlying artistic skills.	A performance with some demonstration of underlying technical knowledge.	A performance that communicates some intention and increasing confidence.
MERIT 75-79 MARKS	A competent performance, showing some artistic awareness and/or technical ability.	A competent performance showing some artistic skills.	A competent performance showing accurate necessary technique.	A competent performance that communicates intention with some confidence.
COMMENDED 80-84 MARKS	A convincing performance technically & artistically, with increasing stylistic & communication skills.	A competent performance showing appropriate artistic skills.	A competent performance showing accurate technique.	A competent performance that communicates intention with confidence.
HONOURS 85-89 MARKS	An excellent performance, demonstrating fluent technical and artistic skills with emerging individuality.	A consistent performance showing very good understanding and exploration of expression.	A consistent performance showing appropriate understanding and clear application of technique with confidence.	A consistent presentation that communicates confident intention using projection throughout the delivery and is convincing in performance.
OUTSTANDING 90-95 MARKS	An impressive performance technically and	The performance shows confident technical and artistic	The performance shows very confident technical skills. The	The overall presentation communicates very engaging and



EXCEPTIONAL 95-100 MARKS	artistically, displaying spontaneity & clear individuality.	skills. The overall presentation communicates intention using projection throughout.	overall presentation demonstrates a sophisticated use of technical attributes which enhance projection.	convincing intention using projection throughout the delivery of the performance with confidence and flair.
	A superlative performance, displaying exceptional artistic individuality.	The performance is exceptional showing an in depth understanding and imaginative use of artistic skills. The overall presentation demonstrates exceptional communication throughout the performance. There is a sense of individuality and autonomy throughout.	The performance shows exceptional technical skills. The overall presentation demonstrates a sophisticated use of technical attributes which are in harmony with the projection of the piece.	The overall presentation communicates effortlessly with conviction and intent. The delivery of the piece is sophisticated, captivating and exceptional throughout.



RULES OF THE COMPETITION

By entering Triple Threat Competitions, you agree to the following rules and conditions:

1. Age is taken as of 31st August 2025. Age of the oldest competitor determines the age group of duets, trios, quartets, small and large groups.
2. Entries can only be accepted via the Connect system.
3. All music must be uploaded to the Connect system by the specified date. We cannot guarantee that we will have the option to play music on any other device.
4. We do not take responsibility for the uploading of incorrect music, that is the responsibility of the teacher. Whilst we will always strive to offer support to the performers, we cannot guarantee this is always possible. Incorrect music being uploaded could result in a disqualification.
5. Dances must not exceed the time limit as outlined in the syllabus. Any dances that are overtime will be noted and marks could be deducted. Music will be stopped if it significantly runs over the advertised time limit.
6. No choreographed bows are permitted, and dances should make their entrances and exits swift in order to help the smooth running of the sections. If there is a musical exit, the music must fit within the time limit allocated for the section.
7. Choreography from professional works is not allowed or set dances from examination body syllabi.
8. No recorded vocals are permitted on backing tracks for musical theatre sections – this includes recorded vocals in a dance break.
9. No recorded tap sounds are permitted in any dances either in the tap section, or a Musical Theatre number which utilises tap in the choreography.
10. Music should always be age appropriate, and care should be taken to ensure that no explicit language is contained in the lyrics. Any music that is found to contain explicit lyrics could result in disqualification.
11. No explicit language should be used in musical theatre performances – please remember this is still a competition for young performers. Any entries that use explicit language will result in disqualification.
12. For Musical Theatre – please ensure that you have the necessary copyright permission, particularly when presenting musicals in current production. Triple Threat Productions does not take responsibility for obtaining this for you.
13. Pointe work is allowed for competitors who have reached the age of 13 years and have proficient strength and security in their technique.



14. Dancers must dance in the order of the schedule unless there is a quick costume change or a technical problem.
15. Only dancers in Pre-Juvenile and Class A will be permitted to re-dance if they forget their performance at any point. They can either perform straight away or at the end of the section.
16. Any competitor over the age of 8 years will not be permitted to re-dance if they forget their dance. If there is a technical problem that is the fault of the competition, then they will be allowed to re-dance. If the problem is due to incorrect music being uploaded or a costume malfunction they may not be permitted to re-dance.
17. Competitors should register at least 1-hour before the start of section.
18. If sections run early, we do reserve the right to run up to 1-hour early. Please keep an eye on the schedule and we will make announcements on social media to advise. If dancers do not report, then they will not be permitted to dance.
19. The adjudicator's decision is final and no discussion or correspondence concerning such decisions may ensue. Communication with the adjudicator by competitors, teachers, parents or other parties prior to or during the competition is strictly prohibited.
20. Competitors may not perform more than once in their own age group for each Solo Section. We may limit how many performances competitors can present in duet, trio, quartet, small and large group if there are significant entries and they are entering in the same genre of dance.
21. Stage and backstage area are out of bounds except for Triple Threat Production staff and competitors. We will authorise ONE person per school to assist with competitors aged 7 years and under backstage. At no point should teachers be dancing at the side of stage/wing area.
22. Access to changing areas is only for teachers, parents and/or guardians and licenced chaperones to help children with dressing. Anyone not authorised will be asked to leave.
23. Dressing rooms must be kept tidy and all rubbish taken by the school at the end of each day. Lost property will be collected but if not claimed by the end of the competition may be disposed of. All property is left in the dressing room at the owner's risk, we do not take responsibility for any items left.
24. Classes may be combined when entries are small but adjudicated separately. If sections are large then they may be split.
25. Videos, Flash Photography and any form of recording is NOT permitted during performance and adjudication. Anyone caught will be asked to delete any material and/or leave the auditorium. Triple Threat Productions will provide an on-site photographer/videographer (subject to availability) for competitions.



26. Triple Threat Productions will utilise footage and photography from their events in advertising. If you wish to not have your child included in any marketing, please ensure you have ticked the disclaimed on Connect.
27. Triple Threat Productions holds data solely for the purpose of running an event. Personal data will not be disclosed to third parties without prior permission.



POLICIES

CHILD PROTECTION & SAFEGUARDING POLICY

SAFEGUARDING OFFICER: AMI HENDERSON

Email: hello@triplethreatproductions.co.uk

The safety of children and members of other vulnerable groups is paramount and all, without exception, have the right to protection from abuse. All suspicions and allegations of abuse will be taken seriously, responded to swiftly and appropriately and all of the Event organisers/volunteers have a responsibility to report concerns. We recognise our responsibility to safeguard the welfare of all children, young people, and members of vulnerable groups by a commitment to recommend best practice which protects them. This policy applies to our Directors, employees and any volunteers who assist in the running of our events.

We recognise that:

- The welfare of the child/young person is paramount
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare.

The purpose of the policy:

- To provide protection for the children and young people who participate in our events, including the children of event members
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

We will seek to safeguard children and young people by:

- Valuing them, listening to, and respecting them
- Adopting child protection guidelines through procedures and safe working practice for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks are made



- Sharing information about child protection and safe working practice with children, parents, staff, and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for staff and volunteers through supervision, support, and training.

Triple Threat Productions will review this policy each year in line with Safe Network guidance or sooner in light of any changes in legislation or guidance.

Carers are reminded that the safety of young people and vulnerable adults, together with their belongings, remains their responsibility during the event.

When attending one of our events, carers must ensure that children and vulnerable adults are adequately supervised by themselves or by another responsible adult acting on their behalf. Festival officials are not able to undertake this task. Changing areas, warm up rooms and toilets are not supervised, and children should not be allowed to stray into areas designated as out of bounds.

1. PURPOSE AND FUNCTION OF ORGANISATION

The object and purpose of Triple Threat Productions events is to assist in the education of children and young people in the art of dance and all of its branches. To this end Triple Threat Productions holds annual competitive events and workshops. A professional adjudicator, who is a member of the All England Dance Adjudicators Panel will be engaged each year.

2. THE EVENT ENVIRONMENT

The event is run by organisers and volunteers and informs and involves parents, carers, guardians, and teachers in partnership to ensure a safe environment at the venue. We do this by ensuring that all participants receive a copy of this policy. The Safeguarding policy is available in the syllabus and on the website. The competition has hired the facilities of the venue named and the venue itself is not running the event.

3. TO WHOM DOES THIS POLICY APPLY?



This policy relates to all children under the age of 18 and members of vulnerable groups of any age whose needs are identified to the event organisers by parents, carers, guardians and / or teachers prior to their arrival at the event. This should be done by contacting the Safeguarding Officer. Contact details can be found at the top of the policy. Our events actively seek to meet all needs but must know specific needs beforehand in order to identify what support we are able to offer.

4. TRIPLE THREAT PRODUCTIONS PERSONNEL

Where Event Personnel will be supervising children or in one-to-one contact with children at our events, they are required to undertake disclosure through the Disclosure Barring Service (DBS) prior to the start of the event. Those disclosures will be processed either through the umbrella body which supports our events or through the appropriate local council. We ensure that all volunteers working at the events submit contact details, which we hold on file and keep to hand during the event.

At the event there will always be an organiser available on the premises to answer any queries or deal with any issues. A notice will be placed at the entrance desk advising the name of that person and how to contact them.

All Event Personnel will be identified by official lanyards which show their name. In case of a problem, anyone wearing a badge may be approached at any time and if not able to deal with the problem themselves, will direct adults or children to the organiser. All problems will be dealt with discretely, documented and dated. All Event Personnel will be signed in and signed out of the venue on a daily basis and we will keep a copy of this register to hand during the event.

All those who assist in running the event are recruited upon recommendation by those who manage the event, or an umbrella body which supports our events, as professional people in their own right and/or supporters of the event with good character. All Event Personnel and helpers are familiar with this Policy. Competitors must be signed in on arrival at the event by one of the Event staff, and the name of the responsible adult provided.

Dancers must not be left in dressing rooms alone without a parent/guardian or licenced chaperone being present. Triple Threat Productions Directors and Personnel do not act as chaperones for dancers in the dressing rooms.

5. PERFORMANCE, CHANGING AND COMMON AREAS

Designated changing areas will be provided, but these, along with public areas, will not be supervised by Event Personnel and must be supervised by the adults accompanying the participants (teachers and



chaperones appointed by the schools). Parents/Guardians/Carers/Teachers should be aware that the only areas of the venue solely supervised by Event Personnel are the side of stage and performing areas during performances. In all other areas of the venue (including, but not limited to, the dressing rooms, toilets, auditorium, warm up rooms, and corridors etc.) parents/guardians/carers/teachers are reminded that the safety and belongings of young people are their responsibility during the festival. There will always be a Triple Threat Productions Event Staff at the side of the stage who will be a registered chaperone and therefore able to act as chaperone to competitors when in that area. Only ONE Parent/Guardian/Carer per school under the age of 7 will be allocated access to the backstage/changing areas. This designated person will be allocated a wristband for access and persons without a wristband will not be granted access to any backstage areas.

6. PHOTOGRAPHS, FILMING AND PRESS PHOTOGRAPHY

The taking of photographs or videos in the auditorium by members of the audience is strictly prohibited. An appropriate official photographer/videographer may be available throughout the event to take photos/videos of competitors, along with official photographs taken at the end of each section for event publicity. Please note that any use of the photographer remains the responsibility of parents/guardians/carers/teachers, and where parents/guardians/carers/teachers do not wish for photos to be taken, it is the responsibility of the accompanying adult to ensure the child or vulnerable person is not included in said photographs. It is not event policy to take mobile phones from dancers or stop them using these to take photographs or videos, but Parents/Guardians/Carers/Teachers are asked to ensure that mobile phones are used responsibly and to ensure that their use does not cause disruption in the backstage area. The taking of photographs on any device is strictly prohibited in any dressing rooms/areas and toilets. No videos or photographs may be taken in the auditorium of performances or adjudication. Triple Threat Productions will provide a professional photographer/videographer who is the only person permitted, alongside the Event Managers.

7. THE LEGISLATION AND GUIDANCE THAT SUPPORTS THIS POLICY

- The Rehabilitation of Offenders Act 1974 The Children Act 1989
- The Police Act 1997
- The Data Protection Act 1998 The Human Rights Act 1998
- The Protection of Children Act 1999
- The Criminal Justice and Court Services Act 2000 The Children Act 2004



- The Protection of Vulnerable Groups Act 2006

8. DATA PROTECTION

Triple Threat Production Events are GDPR compliant and follows the latest regulations for the safe management, sharing and storage of all data collected from each entrant, customer, helper, or volunteer.

9. POLICY REVIEW

The organisers will review this Policy annually, revising and enhancing it as necessary. In doing this, they will look to the NSPCC and Arts Council of England policy guidelines.



PRIVACY POLICY

Triple Theatre Productions takes great care to preserve your privacy and safeguard any personal data you provide to us. This Privacy Policy explains how we collect and use your personal data.

WHAT PERSONAL DATA WE COLLECT

We collect information supplied by you from the application/entry form(s) submitted for participation in the event, and any further documentation that you complete during the event. We may collect personal data such as, but not limited to:

- Name
- Address
- Date of Birth
- Telephone Number
- Email Address
- Bank Details

We do not collect 'sensitive personal data' unless there is a legitimate reason for this i.e. where an entrant may need support to participate in a class.

HOW WE WILL USE YOUR PERSONAL DATA

We will use your personal data in a number of ways for the purpose of running the festival, these may include, but are not limited to:

- To process your entry form to participate in the event
- To keep you updated about the event
- To send you copies of our syllabus
- To manage volunteers
- To include names of performers in electronic and printed programmes, along with a digitally published list of winners (full names of competitors and winners only)

The application/entry forms ask you to acknowledge and consent to our keeping your personal data for these purposes.

ACCESS TO YOUR DATA AND CORRECTION

You have the right to request a copy of the information that we hold about you. This can be obtained, without charge, by application to the Nominated Data Protection Officer.



We want to make sure that your personal information is accurate and up to date and all reasonable efforts will be made to ensure this is the case. You may ask us to correct or remove information you think is inaccurate.

SHARING YOUR PERSONAL DATA

Your personal data will be treated as strictly confidential and will be accessed only by organisers of the festival. It will be stored securely by ensuring that appropriate technical measures are in place and will not be shared by any third party without your consent, unless required to by law.

You can request that your data be removed from the mailing list at any time by contacting the Nominated Data Protection Officer.

HOW LONG WILL WE KEEP YOUR PERSONAL DATA

Your personal data will not be retained for longer than necessary in relation to the purposes for which it was originally collected.

Trophy winners' details will be retained until the trophies are returned safely to the festival. Contact details will be retained on record for 12 months from the last day of the event so that you can be notified about any further events.

OTHER WEBSITES

Our website provides links to other websites. This privacy policy only applies to this website, so when you link to other websites you should read their relevant privacy policies.

NOMINATED DATA PROTECTION OFFICER

Name: Joanne Wagstaff

Contact Details: hello@triplethreatproductions.co.uk



CREATING SAFER COMPETITIONS FOR EVERYONE

Triple Threat Productions use the following policies and procedures to create safer competitions for everyone:

1. A single, definitive Child Protection Policy and a Vulnerable Adults at Risk Protection Policy adopted at all events.

2. One or more designated Event Safeguarding Officers (ESO) appointed for each event.

ESO Name: **AMI HENDERSON**

3. Appropriate recruitment and induction procedures for all new event staff and volunteers responsible for providing safe environments for everyone attending / performing at one of our events.

4. All event personnel wear an official lanyard. All teachers/parents/guardians /carers are asked to report all incidents of any nature to anyone wearing a badge. Incidents may also be reported to the Event Office which will be always staffed during the event. All reported incidents will be handled in accordance with the Safe Working Practice and Child Protection Policy best practice advice. In addition, we will ensure the availability of a quiet area / room where concerns can be expressed in private.

5. For the duration of the event all teachers/parents/guardians/carers are responsible for the continuous care and supervision of their own children/pupils/vulnerable adults. If they are unable to attend personally, they must delegate their responsibilities to an identified adult and ensure that their children/pupils/vulnerable adults are aware of the identity and name of the person responsible for their care. This includes supervision throughout all event venues, practice and changing areas that may be provided. Teachers requiring mixed sex changing areas should notify the Directors prior to the event. Triple Threat Productions cannot take responsibility for any property left unattended.

6. No unauthorised photography, audio or video recording of children and young people is allowed at our events. Where parents/guardians/carers do not wish photos to be taken at all, then the



responsible adult attending should ensure that their child/pupil/vulnerable adult is not included in official photos.

7. Some children and vulnerable adults may have specific needs in order to take part. If this is the case, we ask the responsible teachers/parents/guardians/carers to contact the Event Directors at the time of entry. The event actively seeks wherever possible to meet these needs but must know beforehand in order to prepare support – or to advise that help cannot be provided on this occasion.
8. Triple Threat Production's Child Protection Policy, Vulnerable Adults at Risk Protection Policy and approach to Creating Safer Competitions for Everyone is published explicitly in our Syllabus and on our website. By completing and signing the entry form all parents / guardians / carers and teachers of competitors under 18 (or vulnerable adults of any age) confirm that they give (or have obtained) the necessary consents for the competitors to take part in the Event. Without consent the participant's entry to the Event cannot be accepted.



VULNERABLE ADULTS AT RISK PROTECTION POLICY

Triple Threat Productions are committed to ensuring safe environments for vulnerable adults at risk and believe that it is always unacceptable for a vulnerable adult at risk to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all vulnerable adults at risk, by a commitment to recommend best practice which protects them.

This policy applies to our Directors, employees and any volunteers who assist in the running of our events.

We recognise that:

- The welfare of a vulnerable adult at risk is paramount
- All vulnerable adults at risk, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with vulnerable adults at risk, their relatives, carers, and other agencies is essential in promoting their welfare.

The purpose of the policy:

- To provide protection for vulnerable adults at risk who participate in our events
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a vulnerable adult may be experiencing, or be at risk of, harm
- To actively promote the empowerment and well-being of vulnerable adults who participate in our events

We will seek to safeguard vulnerable adults at risk by:

- Valuing them, listening to, and respecting them
- Adopting safe working practices for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information appropriately about adults who are at risk, with their consent
- If consent is refused and there are considered to be serious concerns of abuse for the individual concerned or others, then consent may be overridden in line with guidance, and only shared appropriately with those who need to know.



- Providing effective management for staff and volunteers through supervision, support, and training

Triple Threat Productions will review this policy each year or sooner considering any changes in legislation or guidance.



EQUAL OPPORTUNITIES POLICY

Triple Threat Productions is committed to treating everyone as a person in his or her own right, with equal rights and responsibilities for all, whether they are an adult or a child. Discrimination on the grounds of gender, age, race, religion or belief, disability, sexual orientation, ethnic or national origin, or political belief has no place within this organisation.

The purpose of the event is to encourage performance in such a way which cultivates a love for performing arts.

There are no restrictions but to facilitate this in a competitive environment, it is necessary for sections to present performers in age grouped classes. The event is prepared to consider the introduction of classes that would further diversify the type of performance subject to their artistic merit and these should be communicated to the organisers via the contact details provided on the website.

The organisers will review this Policy annually, revising and enhancing it as necessary.



HEALTH AND SAFETY POLICY

Policy Statement

Triple Threat Productions recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as "staff", "workers", "employees", include both paid and volunteer workers.

It is the policy of the Group/Organisation to promote the health and safety of the committee members, volunteers, staff and of all visitors to the Groups/Organisation's events ("the events") and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel at events;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons at our events to co-operate with the Organisation in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg a person appointed as a Health and Safety Officer or Representative);
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the Groups/Organisation's activities;



- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Groups/Organisation arising out of or in connection with the Groups/Organisation's activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employer's workers on the Groups/Organisation's events may be exposed.

This policy statement and/or the procedures for its implementation may be altered at any time by the Group Directors. Policies will be reviewed in January of each year.

Statutory Duty of the Group/Organisation

The Group/Organisation will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its events and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Give volunteers/ workers the information, instruction, training and supervision necessary for their health and safety.

In particular, the Group/Organisation will:

- Assess the risks to health and safety of its volunteers/workers;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its workers;
- Appoint someone competent to assist with health and safety responsibilities;
- Set up emergency procedures;
- Provide adequate First Aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities;



- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

Statutory Duty of the Groups/Organisation's Workers

Employees also have legal duties, and the Organisation confidently requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with the Group/Organisation on health and safety;
- To use work items provided by the Group/Organisation correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Group/Organisation;
- Health and Safety law applies not only to employees in the workplace, it also applies to **organisations and people who occupy or use community buildings** to which members of the public have access.

Policy for Visitors and Contractors

All performers will be checked in electronically. All staff, volunteers and chaperones will be required to sign in and out.



Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Group/Organisation may publish from time to time.

Accident Forms and Book

The book must be kept in a secure place once completed.

Any injury suffered by a worker or visitor in the course of employment or otherwise on the Groups/Organisation's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Organisation.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Group/Organisation in relation to fire.

Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Group/ Organisation and any directions for the use of such must be followed precisely

Alcohol, Drugs and Tobacco

Smoking at events and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited at all events and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision)

First Aid and Accident Reporting

Fire Drills and Evacuation Procedures

First Aid

- The current First Aider(s) for the premises is/are displayed around the building.
- To locate a First Aid Box please speak to staff in the reception area in the first instance.



Accidents

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance – dial 999 and ask for “ambulance”;
- All accidents must be reported to the Health and Safety Officer or another member of staff on duty immediately or as soon as practicable;
- All accidents must be entered on an accident form, available from the reception desk. The procedures for “notifiable” accidents as shown in Appendix A below must be followed;
- The Health and Safety Officer will investigate incidents and accidents, writing a detailed report for the Organisation’s Management Committee to consider the actions necessary to prevent recurrence.

Fire Evacuation Procedures

In the event of Fire

- Persons discovering a fire should sound the nearest alarm;
- The first duty of all workers is to evacuate all people from the building by the nearest exit immediately the fire is discovered;
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed;
- The assembly point for the building is at the
- No-one should leave the assembly point without the permission of a member of staff;
- If **any** fire occurs, **however minor**, the Fire Brigade must be called immediately by dialling 999 and asking for “Fire”;
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.
-

Cleaning Materials, General Machinery and High Risk Areas

- All portable machinery must be switched off and unplugged when not in use;
- Wandering cables are a hazard; use with caution and safety in mind;
- Slippery floors and dangerous; use warning signs;
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.



General

- All thoroughfares, exits and gates must be left clear at all times;
- Corridors and fire exits must not be blocked by furniture or equipment;
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard;
- Hazards or suspected hazards or other health and safety matters should be reported to the Health and Safety Officer or the staff member on duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

We kindly request that our Staff, Volunteers, Member and Visitors respect this Policy, a copy of which will be available on demand.