

HEALTH AND SAFETY POLICY

1. Statement of general policy

Plymouth Dance is committed to:

- Continually assessing the health and safety risks arising from our work activities.
- Provide adequate control of those health and safety risks.
- Consulting with all parties on matters affecting health and safety.
- Ensuring all associates are competent to do their tasks.
- Providing information, instruction, training and supervision on matters of health and safety where necessary.
- Preventing accidents and cases of work-related ill health.
- Providing and maintaining safe working conditions.
- Reviewing and revising this policy at regular intervals and following any significant changes.

What follows are the general guidelines to which anyone carrying out work on behalf of Plymouth Dance will adhere to in order to provide an environment that is as safe and as healthy as is reasonably practicable for all who work and volunteer with the organisation and its users.

The day to day running of Plymouth Dance will take place within eleven main environments:

1. Plymouth Dance office space
2. Home offices/partner offices
3. Meeting rooms
4. Dance studios
5. Community halls/venues
6. Theatres
7. Schools
8. Care homes/Residential settings
9. Outdoor sites/venues
10. Alternative indoor sites e.g. shopping centre
11. Online

Before commencing work within each new environment Plymouth Dance will carry out a risk assessment of the proposed venue with regard to the delivery of projects, as well as familiarising themselves with fire safety procedures and first aid facilities in all environments. Plymouth Dance will not work in an environment where health and safety risks are thought to have been inadequately considered and provided for.

2. Responsibilities

2.1 Plymouth Dance shall;

- Carry out project risk assessments
- Make arrangements for implementing the health and safety measures identified as being necessary by the assessment (setting up emergency procedures, providing adequate first aid facilities, providing health surveillance as appropriate and ensuring necessary staff receive adequate information, instruction, training and supervision).

- Provide and maintain safe working conditions and to review periodically.
- Ensure that all who work and volunteer with Plymouth Dance are made aware of those health and safety measures.
- Review these assessments annually, or when work activity/environment changes.
- Where appropriate report injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority in accordance with RIDDOR (<http://www.riddor.gov.uk>).

As Plymouth Dance do not have their own premises, it is our responsibility to comply with RIDDOR by informing the owners of the premises on which we work about any occurrences of the above. In addition to this, Plymouth Dance will keep a record of these occurrences, which will include the date and method of reporting, the date, time and place of the occurrence, the personal details of those involved, and the nature of the occurrence. These are to be recorded in the Plymouth Dance Accident and Incident Book, stored in the Plymouth Dance office.

2.2 In addition, all self-employed associates carrying out work on behalf of Plymouth Dance are responsible for ensuring that safe methods of work exist and are implemented. They must:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Co-operate on all matters of health and safety and complying with procedures.
- Report all health and safety concerns and occurrences to the Coordinating Producer.
- Not interfere with anything provided to safeguard their health and safety.
- If any staff member, board member or volunteer is asked to do anything that they consider to be unsafe or illegal, they have the right to reject the request.
- Any vehicles used for any paid work related to Plymouth Dance, needs to be insured for business use.

3. Fire Safety

All members of Plymouth Dance will familiarise themselves with the evacuation procedures for each working environment and comply with those procedures in the event of fire. When working in schools, Plymouth Dance will require a member of staff to be present and will require that school representatives take charge if it becomes necessary to evacuate school pupils from the working environment.

4. First Aid

Plymouth Dance will:

- Ensure adequate First Aid is available within the working environment.
- Provide support and refresher training to those Certified First Aiders where necessary.
- Familiarise themselves and company members with the location of first aid facilities in each working environment.
- Keep a record of all first aid treatment administered.

Where an appointed First Aider is not present and there is an immediate need for first aid treatment, or any doubt about any accident, it is essential to call a Doctor or Ambulance. When working in schools, Plymouth Dance will require a member of staff to be present at all times and will require that school representatives take charge if it becomes necessary to administer first aid/prescribed medication to a pupil. No member of Plymouth Dance will take responsibility for administering medication, such as an inhaler, to children.

5. Individuals' Safety

5.1 In Performance

Anyone performing at an event organised by Plymouth Dance must:

- Wear suitable clothing

- Wear suitable footwear or have bare feet
- Wear suitable and identified protective clothing as necessary
- Take responsibility for their own appropriate warm-up/cool-down
- Work at all times to prevent injury. Performers must inform the relevant Plymouth Dance representative in charge if they are concerned about the risk of injury.
- Where injury may occur, Plymouth Dance expects that performers will report and obtain treatment for such injuries and not undertake further rehearsal or performance where this might inhibit the healing process.

5.2 In workshops

in schools, anyone carrying out work on behalf of Plymouth Dance will remain responsible for his or her own health and safety. They are also additionally responsible for informing workshop participants about the importance of ensuring safe and respectful practice in the work place:

- Ensuring workshop participants wear appropriate footwear and clothing.
- Leading participants in thorough warm-up and cool-down exercises.

5.3 Working remotely

When working remotely, especially for a prolonged period of time (i.e. throughout COVID-19 disruption to usual work), staff should be aware of their own health and safety practices to ensure they are safeguarding their physical and mental health. Staff should:

- Take charge of scheduling breaks and set and stick to appropriate working hours
- Communicate with Coordinating Producer regularly regarding any concerns including workload and any difficulties regarding their working environment
- If delivering any practical workshops or performances virtually from home, staff must risk assess the space and arrange protocol in case first aid is required i.e. designated person or way of contacting someone, for staff member delivering virtually and those attending virtually.

This policy applies to directors, staff, and volunteers employed by or working for Plymouth Dance CIC. Aspects of this policy also apply to consultants engaged by Plymouth Dance CIC and to those organisations with whom we work in partnership through our services. In addition, we expect that consultants, partners and other organisations will have their own policies and procedures that reflect similar principles to our own.

All Plymouth Dance policies are to be read annually by all Plymouth Dance Directors, staff and volunteers, as well as whenever a policy is updated.

Date of adoption: 21st July 2020 **Review date:** 21st July 2021