

HEALTH AND SAFETY POLICY

The Directors and Management of Swindon Dance are responsible for the health and safety (H&S) at work of all employees, volunteers, students, visiting performance companies, contractors and their staff, and any visitors having business with the organisation. They are responsible for the health and safety of visiting members of the general public.

Swindon Dance will:

- Provide a positive lead by promoting H&S awareness.
- Provide a safe and healthy environment for Swindon Dance staff and other persons who use or visit the premises.
- Ensure that the activities of Swindon Dance, wherever they take place will not put anyone at undue risk
- Enable an appointed H&S Officer to co-ordinate H&S procedures, provide H&S guidance, investigate accidents and dangerous occurrences and issue directives in accordance with agreed procedures.
- Have proper Public and Employers liability insurance.

The Directors and Management of Swindon Dance have put in place procedures to:

- Identify hazards to people and the environments, by carrying out risk assessments of premises, activities and employee tasks, and to control the associated risks adequately.
- Identify fire hazards to people and the environment, by carrying out fire risk assessments of premises and activities, and to control the associated risks adequately.
- Ensure individual risk assessments are written to cover one off events where appropriate.
- Maintain healthy and safe working conditions, including provision of safe equipment and adequate maintenance of equipment and premises.
- Ensure the safe storage, handling and use of hazardous substances, in accordance with COSHH regulations and best practice.
- Ensure that employees, volunteers and contractors are competent to do their work, and to provide employees and volunteers with appropriate and adequate training.
- Ensure good communication channels exist and are used between all levels of staff for passing on information on H&S matters.

- Ensure that employees have sufficient time within their contracted hours to carry out tasks associated with H&S, and to work safely in all their duties.
- Determine appropriate time scales for action in respect of identified hazards and in response to reported hazards.
- Work towards preventing accidents and ill health through continuous improvement, and to review and revise safety policy at regular intervals as necessary.
- Provided adequate control of contractors and their staff, and to ensure compliance with Swindon Dance H&S policy.
- To make available, as far as is reasonably practicable, sufficient financial resources to enable the H&S Policy to be successfully implemented throughout the organisation.

RESPONSIBILITIES

Board of Trustees

Responsible for approval of policy and monitoring H&S compliance within organisation

- Receive and interrogate health and safety reports – minimum twice a year.
- Ensure the health and safety policy is regularly reviewed in line with current legislation.
- Ensure reasonable arrangements are in place to meet current and future legislation and obligations by appointing competent persons and allocating resources.
- Keep abreast of current legislation – eg through appointment of a health and safety ‘champion’.
- Take action to address any issues.
- Responsible for representing Swindon Dance in the event of any criminal prosecutions or civil claims.

Artistic Director

Overall responsibility for the implementation of the H&S Policy

- Responsible for ensuring that all staff are able to carry out their responsibilities in accordance with the Health & Safety policy and legislation.
- Ensuring necessary resources are made available to effectively manage and implement the health and safety policy and action plan.
- Receiving regular H&S reports from the Executive Director and regular face to face meetings to review and update the action plan and policy.
- Taking urgent action as necessary.
- Raising any concerns with the Board as necessary.
- Ensuring sufficient resources are made available for training to ensure key staff are up-to-date with the relevant legislation, policies and procedures

Executive Director

Responsible for effective day to day implementation of Health and Safety policy

- Ensuring the building is safe and complies with all current legislation through building checks, risk assessment, regular maintenance and monitoring and use of external experts as required eg PAT testing.
- Ensuring the safety of all those in the building either as staff or customers/participants or visitors/contractors through risk assessment, compliance with legislation eg fire, first aid, and effective communications.
- Reporting on H&S matters to the Artistic Director.
- Keep up to date on legislation and policy changes through training, websites, seminars.
- Advise staff on matters relating to health and safety.
- Identify H&S training needs for staff within the organisation via a training plan.
- Provide regular reports to the Board.

Programme Managers

Day to day responsibility for ensuring the delivery of Swindon Dance's dance activities, both on and off the premises are conducted in accordance with the Health and Safety Policy

- Conduct a risk assessment of any space used for dance.
- Brief teachers on H&S requirements in relation to their role and risk assessment inc appropriate clothing, checking the space, accident reporting and first aid.
- Ensure any activities are risk assessed eg performances, trips.
- Ensure suitably qualified teachers are appointed and regularly monitor their performance.
- Ensure there is a code of conduct in place for teachers and participants and that it is adhered to.
- Ensure compliance with Swindon Dance's H&S policies and procedures and legislation in relation to dance activities

All Managers

Responsible for ensuring health and safety is an important priority in their teams

- Ensuring they are fully informed of Swindon Dance's H&S policies and procedures.
- Ensuring that the policy, procedures and safe systems of work are followed by their team members and any contractors / companies / artists / 3rd parties they are responsible for.
- Identifying training needs in liaison with the Directors.
- Communicating any health and safety concerns to the Directors.

All Students, staff and volunteers

Responsible for taking reasonable care of their own health and safety and that of others who may be affected by what they do or do not do

Co-operating with Swindon Dance management on Health and Safety issues