

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.
- Provide 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.

Accidents at work

It is the employee's personal responsibility that all accidents, however minor, be reported to management. Where injury has occurred then the details must be reported in the accident book and if necessary, under RIDDOR to the Local Environmental Health Department.

All accidents will be investigated, and remedial measures put in place where necessary.

If required, only dressings from the First Aid Box should be used. No tablet medication e.g. Aspirin or Paracetamol is available to employees or clients. Any personal medication **MUST NOT** be shared with others.

Display Screen Equipment

- Swindon Dance will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations meet the requirements set out in the Schedule to the Regulations.
- The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.
- VDU screen users will be allowed periodic breaks in their work.
- All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.
- Swindon Dance will pay for appropriate VDU eye tests on application and not more than once every two years.

Driving for business purposes

- Employees have a responsibility to ensure that the vehicle they are driving is correctly insured, roadworthy and that they always comply with the Highway Code.
- Employees must ensure that they hold a valid driving licence for driving in the UK.
- If using their own vehicle on the organisation's business, employees should have insurance that covers occasional business use.
- It is an offence to use a hand-held mobile phone while driving.
- Management reserves the right to ask to see the relevant documentation at any time and will undertake periodic checks.
- All accidents should be reported immediately after the incident, or as soon as it is reasonably practicable to do so.
- Swindon Dance will not pay or reimburse any fines or penalties incurred.

Electrical safety

Employees must check that cables, together with connections to items, plugs and sockets are intact, and that the power supply is of the correct voltage for the equipment being used. All portable electrical appliances will receive safety tests at least every three years.

Fire precautions

Procedures detailing what to do in an emergency are in the fire risk assessments and fire notices displayed. Employees must be familiar with evacuation routes and exits, the location and use of fire alarms and the position of fire extinguishers.

Manual handling

Anyone can develop problems with their backs, shoulders or arms through poor posture when lifting, moving equipment or stationary.

Organisational policy is to avoid manual handling activities when possible, by using appropriate tools to lift or asking others to help when lifting. Planning the movement of the item often prevents injury.

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 Programme Manager – Business & Operations 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

Programme Manager – Business & Operations

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

All employees have a personal responsibility to take care of themselves and others, and to avoid placing themselves in a situation that is hazardous or a risk to health.