

## **DC DANCE & PERFORMING ARTS**

### **Health & Safety Policy**

DC Dance is responsible for maintaining a working environment that is safe and with a minimum risk to all employees, students, visitors and members of the public. DC Dance will fulfil its responsibilities by taking steps to work in accordance with the relevant Health & Safety legislation, approved code of practice and good working practices.

Health & Safety Officer at DC Dance is:

***Dawn Chapman***

The main responsibilities set out for the Health & Safety officer are:

- Maintain overall responsibility for Health & safety by ensuring that Health & Safety policies and procedures and monitoring are in operation and that all necessary risk assessments are carried out within the business and that any necessary control measures are implemented and monitored;
- Ensure that adequate resources, reviews, procedures and records are identified and maintained;
- Ensure that all members of staff are made aware of the contents of this policy and their responsibilities in relation to Health & Safety;
- Ensure that a system of recording and reporting accidents is maintained within the workplace;
- Ensure that the information from the local Health & Safety Executive/Authority is given to the relevant people;
- Ensure that no member of staff is instructed to operate machinery or carry out any action that they have not been trained to do;
- Ensure that all students, visitors and contractors and made aware of the risks that may affect them and the necessary preventive action required;
- Organise and annual safety audit of the business's activities and ensure that any necessary safety improvements are implemented;
- Ensure that any suggestions made to improve Health & Safety are considered and implemented when necessary;
- Ensure that there is access to a competent person as defined by The Management of Health & Safety at Work regulations 1999

#### **Employees and Voluntary Staff at DC**

Health & Safety affects all persons no matter what level they are within the DC Dance. To help achieve a safe and happy environment at the DC Dance all staff are required to:

- Be aware that they have a duty under legalisation and codes of practice to take reasonable care of their own Health & Safety, safe practice and the safety of others that may be affected by their acts or omissions;
- Comply with the safety policy and procedures and regulations designed to protect the health, safety and welfare of everyone affected by the business's undertakings;
- Neither intentionally or recklessly interfere or misuse any equipment provided for the protection of Health & Safety;

- Be aware of emergency procedures including the evacuation and fire precaution procedures;
- Conduct themselves, whilst at work, in a manner as not to compromise themselves or others who their actions may affect;
- Co-operate with managers and supervisors in preventing accidents or health risks to themselves, other employees, students or members of the public;
- Wear personal protective equipment whenever instructed to do so or in circumstances that require them to use it;
- Report any work conditions that they consider to be unsafe or unhealthy at once to their manager;
- Any employee, whether voluntary or paid, who fails to comply with the Health & Safety policy, or who intentionally or recklessly interferes with or misuses any equipment provided for the protection of Health & Safety will be subject to disciplinary action.

#### **Accident/Injury reporting procedure**

- All accidents and near misses will be recorded in the dance school accident report book located in the reception area. This information will be analysed by the Health & Safety manager on a regular basis in order to take any further action.
- Accidents in which the local authority requires notice the following forms will be completed F2508/F2508A (alternatively visit [www.riddor.gov.uk](http://www.riddor.gov.uk) and complete online). The accidents which require reporting are: fatalities/major injury/accident which results in absence from work for over 3 days/an injury to a member of public which requires them to be taken from the scene of the accident to hospital/an injury which results in unconsciousness/an injury which requires resuscitation/an injury that result in any person staying in hospital for more than 24 hours/any violence towards members of staff
- An accident involving a young person must be reported to the parent or legal guardian

#### **First Aid**

- DC Dance will comply with the requirements of the Health & Safety (First Aid) Act 1981.
- Sufficient personnel will be nominated as First Aiders/Appointed Persons and will be suitably trained and certified by attending a HSE approved course in first aid. Copies of certificates will be held in reception. Training will be refreshed every 3 years.
- Suitable notices shall be displayed around the dance school displaying the names of the First Aider and the location of the First Aid box.
- First Aid boxes will be located in each room at the dance studio and one will be kept as a travel first aid box for competitions etc.
- First aid boxes will be checked on a monthly basis any stock will be replenished to meet the required standards

#### **Fire**

- A Fire Risk Assessment has been completed for the premises. This details the controls in place in order to minimise risk of life in the event of a fire.
- All employees will receive training on the action to be taken in the event of a fire or other emergency. Suitable records of this training will be kept on file.
- All employees are to be fully conversant with the procedures for fire prevention, detection and evacuation procedures.

- Sufficient personnel will be appointed to act as Fire Wardens. They will attend a suitable course on an annual basis. Certificates of the training courses will be kept on file.
- Employees are not to interfere with any equipment provided to detect or fight fires.
- Employees noticing any shortcomings in fire fighting equipment are to report this matter immediately to their manager
- Action on discovering a fire:
  - 1 – Raise the alarm by shouting FIRE FIRE FIRE
  - 2 – If a trained fire warden attempt to put out the fire if it is safe to do so
  - 3 – Ensure that all occupants exit the building
  - 4 – Once clear of danger call the fire brigade
  - 5 – DO NOT RE-ENTER THE BUILDING UNTIL TOLD IT IS SAFE TO DO SO
    - Dawn Chapman will ensure that all fire fighting equipment is regularly maintained and suitable records are kept
    - Fire Alarm tests will be held monthly by staff at DC Dance. Records of these will be kept in reception
    - Smoke Alarm tests will be held weekly by staff at DC Dance. Records of these will be kept in reception
    - Fire drills will be held every 6 months in every single class taught at DC Dance. Records of these will be kept in reception.
    - The Fire assembly point is sign posted in the car park and all employees will be made aware of the correct location to go to in the event of an emergency evacuation.

#### **Risk Assessment**

- It is our policy that formal risk assessments are carried out before any work is undertaken which may be potentially harmful to health.
- An appointed person will attend training regarding the carrying out of Risk Assessments. A copy of this certificate will be kept in reception.
- An annual Risk Assessment is carried out on all objects and activities that take place at the DC Dance
- A daily Risk Assessment is carried out regarding general Health & Safety at the DC Dance in order to maintain our Health & Safety standards.
- Risk Assessments will include the following information:
  - 1- The nature of the potential risk
  - 2- Who is at risk
  - 3- The control measure present
  - 4- Details of any further control measures required

#### **Control of Substances Hazardous to Health (COSHH)**

- No work will be undertaken which involves the use of substances classes as hazardous to health unless a formal COSHH has been undertaken and documented by a competent person
- The COSHH assessment sheet shall include the following:
  - 1 – Material/substance identification and purpose
  - 2 – Potential Hazard
  - 3 – Person/s at Risk
  - 4 – Exposure limits (where applicable)
  - 5 – Precautions and protective equipment required
  - 6 – Storage and disposal requirements

## 7 – Emergency and First Aid requirements

### **Office/Reception Safety**

- Smoking is not permitted in any areas inside or outside the DC Dance
- All workstations will be subject of a display screen assessment in accordance with the Workplace (Health, Safety & Welfare) Regulations 1992. These will be recorded and kept in reception
- Electrical and phone cables will be placed so as not to cause risk of slip or trip
- If any bulky or heavy items of office furniture or similar have to be moved trolley and/or castors will be provided in accordance with Manual Handling training
- Electrical Sockets will not be overloaded
- No flammable materials will be stored in the office areas
- All areas of the dance school will be kept clean and tidy. In particular gangways and escape routes will be kept free from obstruction
- Filing cabinets and cupboard drawers will be kept closed when not in use
- Any faulty electrical equipment will be reported immediately to the manager

### **Manual Handling & Lifting**

- Manual Handling will be eliminated wherever possible within DC Dance
- Employees shall not attempt to lift any object which is beyond their strength
- The correct lifting technique shall always be adopted, i.e. by bending at the knees and keeping the back as straight as possible
- Where required assistance should be given to those in order to move heavy or awkward items
- If any staff are continually required to lift heavy and awkward items sufficient training should be provided
- All manual handling injuries should be reported immediately

### **Medical/Infectious Diseases**

- Employees must disclose any medical condition from which they suffer. This information will be kept in strict confidence
- Any medical conditions that may affect a pupil of dance at DC Dance should be reported on the dancer registration form so that staff are aware of any requirements/medication the dancer may need to take during a lesson. This information will be kept in strict confidence

### **Display Screen Equipment**

- All users of DSE (users means more than one hour at a time using the DSE) shall be given a copy of VDU.
- All users of DSE shall be asked to fill out a DSE user questionnaire to help DC Dance assess any needs for training
- All users of DSE must take 5 minute break from the DSE after each hour's continued use

### **Training**

- All new employees will receive Health & Safety training as part of their induction
- Refresher training will be provided
- Records of all training will be kept in reception
- Managers will make sure that training is given for all staff for all new tasks which they are expected to undertake

### **Electrical Safety**

- A competent person will inspect all electrical equipment on an annual basis for electrical safety
- A visual inspection of all electrical items will be carried out within the daily risk assessment
- Employees shall not attempt to fix or modify any electrical equipment within the dance school. All problems should be reported immediately to the manager

### **Lone Working**

- DC Dance will ensure that whenever possible no person works alone
- Lone workers should be considered for any medical conditions which make them unable to work alone
- Lone workers must be suitably trained and have received suitable Health & Safety training
- If lone working is the only option sufficient supervision must be given in the form of phone calls etc.

### **Personal Protective Equipment**

- If required Personal Protective Equipment will be provided by DC Dance free of charge
- The Dance school will also provide a place of storage for these items
- Regular maintenance of the PPE will be carried out by a member of staff at DC Dance. Records of this will be kept in reception

### **Noise at Work**

- DC Dance will comply with all current legislation with reference to Noise at Work
- Risk Assessments will be amended when any new equipment/procedures are introduced to DC Dance

### **Working at Height**

- DC Dance will comply with all current legislation with reference to working at height
- Suitable risk assessments will be carried out before undertaking any work at heights. If required, training will be provided by DC Dance

### **Communication**

- The Health & Safety Policy will be brought to the attention of all staff and members of DC Dance
- Employees who have any suggestions to improve Health & Safety at DC Dance are encouraged to report the matter to their manager