



**Dance Network Association (DNA)** is a dance charity that enables people to live more connected, joyful and aspirational lives through dance. Having built inclusive dance communities across Greater Essex and outer London Boroughs over the past 11 years, DNA has provided access to excellent quality dance for people of all ages and abilities in a wide range of settings. We bring together 30,000 people each year and aim to increase our participants' physical and mental health and wellbeing by supporting joy and connection through dancing.

This health and safety policy covers a three-year period from 2023-2026 and will be reviewed and revised annually by the Board. The policy will be communicated to our team verbally and in our regular team update emails. When working with new partners, we will also share our health and safety policy with them. The CEO will report this policy at each board meeting for trustees.

### **Part 1: Statement of Intent.**

DNA undertakes to ensure, as far as is reasonably practicable, the health, safety and welfare of all employees, freelancers and volunteers whilst they are at work, as defined in the Health and Safety At Work Act (1974) and its subsequent amendments.

#### **Our Health and Safety Policy aims to provide guidance to:**

- prevent accidents in terms of work-related ill health
- manage health and safety risks in our places of work
- provide clear instructions and information and adequate training to ensure employees, freelancers and volunteers are competent to deliver their work
- consult with employees on matters effecting their health & safety
- provide and maintain safe equipment
- ensure safe handling and use of substances
- maintain safe and healthy working conditions
- implement emergency procedures including evacuation in case of fire and other significant incidents
- public liability – all employees are covered by the company's public liability policy
- ensure all employees have access to a first aid kit and are trained to administer.
- review policy regularly at no more than 3 years interval

### **Part 2: Responsibilities for Health & Safety**

- overall and final responsibility for health and safety: **Gemma Wright (CEO)**
- day to day responsibility for ensuring this policy is put into practice: **Gemma Wright (CEO)**
- to ensure health and safety standards are maintained/ improved, the following areas are important in our day-to-day business and responsibility is devolved to the following organisational roles:
  - risk assessment: Dance artists, Programme Leads, CEO

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- consulting employees: CEO, Trustees
- accidents: Dance artists, Programme Leads, CEO
- first aid: Dance artists, Programme Leads, CEO
- work-related ill health: CEO, Trustees
- monitoring: Dance artists, Programme Leads, CEO
- emergency procedures: CEO
- fire and evacuation: Dance artists, Programme Leads, CEO
- maintaining equipment: Dance artists, Programme Leads, CEO
- Training: CEO, Trustees

All general enquiries regarding health and safety, risk assessments or concerns should be directed to the CEO. Any issues that require escalating, should be referred to the Board of Trustees.

- All employees should:
  - co-operate with supervisors, managers, colleagues and participants on health and safety matters
  - take reasonable care of their own health and safety
  - report all health and safety concerns to an appropriate person (as detailed above).

## Part 3: Arrangements for Health and Safety

- **Risk assessment** - we will complete relevant risk assessments and take action. We will review risk assessments and working habits when conditions change
- **Training** - we will give employees a health and safety induction and provide health and safety training. We will provide PPE and will make sure that there are suitable arrangements for employees who work remotely
- **Consultation** - we will consult the workforce routinely on health and safety matters when they arise and formally when we review the health & safety policy
- **Evacuation** - In places of work, we will provide a health & safety evacuation notice and instruction
- **Lone working** – when working by themselves or without direct supervision, members of the workforce are encouraged to notify line managers and their DNA contact of their whereabouts and working conditions and highlight any issues. When working unsocial hours, we will employ a buddy system and check in to ensure safe return.
- **Working from home** - when employees are working from home, we will regularly check-in with staff to ensure personal health and safety, that equipment is fit for purpose and regular workplace assessments are conducted.
- **Work related ill-health** - Incidents of work-related ill-health can be reported to the CEO or Board of Trustees.
- **Travel and transport** – under no circumstances should employees be transporting beneficiaries in personal transport either for or outside of the organisation. If employees are using personal transport for work purposes, including commuting they must have business insurance.
- **New or expectant mothers** – we will consider any risks that will have an adverse effect on new and expectant mothers' pregnancy, for example: Long working hours, lifting or carrying heavy loads, long periods of standing, exposure to toxic environment etc. This list is not exhaustive. Alternate work and work placements will be found where possible or the employee can be suspended from this work on full pay.
- **New starters** – all new employees will be required to complete a personal monitoring form of which details will be stored securely and used in times of emergency.

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- **Reasonable adjustments** – we will strive to make reasonable adjustments as necessary for employees requiring additional support to carry out their employment. Where possible, we will always be responsive to colleagues' access needs as stated in their access riders. For more detail on access riders and DNA's responsibility to uphold these, please refer to the Equality, Diversity and Inclusion policy. This policy should be read in conjunction with DNA's Bullying, Harassment and Sexual Harassment Policy and Grievance procedures.

### Reporting Process

We will keep a record of any accidents that may occur and will review safety procedures to make improvements and adjustments if necessary. Accidents and ill health at work will be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>.

The workforce should use DNA's accident report form (located in the policy folder or can be found on our website [POLICIES | Dance Network Assoc](#) ) and send it to the CEO as soon as possible.

Signed off by the board: 30 September 2024

Full review by the board: September 2026