




**Part 1: Statement of Intent.**

The Dance Network Association 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 is 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.
- Provide Personal Protective Equipment for employee, freelancers and volunteers including beneficiaries.
- Provide lateral flow testing kits to employees when working with vulnerable client groups and/or within closed environment.
- Consult with employees on matters effecting their health & safety.
- Provide and maintain safe equipment
- Ensure safe handling and use of substances
- Maintain self 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

<b>Signed:</b>		<b>Date:</b>	<b>4 JUNE 2021</b>
<b>Position:</b>	CEO of the Dance Network Association	<b>Date for Review:</b>	<b>4 JUNE 2024</b>

## Part 2: Responsibilities for Health & Safety

1. Overall and final responsibility for health and safety: **GEMMA WRIGHT (CEO)**
2. Day to Day responsibility for ensuring this policy is put into practice: **LYANN KENNEDY (OPS DIRECTOR)**
3. To ensure health and Safety standards are maintained/ improved, the following people have responsibility in the following areas:

Area	Responsibility
Risk Assessments	Dance Development Artist / Dance Artist
Consulting Employees	CEO
Accidents	Operations Director
First Aid	Operations Director
Work related ill-health	Operations Director
Monitoring	Operations Director
Ill-health and accident investigation	Operations Director
Emergency Procedures	Operations Director
Fire and Evacuation	Operations Director / Dance Development Artist
Maintaining Equipment	Operations Director
Training	Operations Director

4. All employees should:
  - a. co-operate with supervisors and managers on health and safety matters
  - b. take reasonable care of their own health and safety
  - c. 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 and we will review risk assessments and working habits when conditions change
- **Training** - We will give staff/ employees health and safety induction and provide health and safety training. We will provide PPE and will make sure suitable arrangement for employees who work remotely

- **Consultation** - We will consult staff 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, employees are encouraged to notify line managers of whereabouts and working conditions and inform of 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 & safety, equipment is fit for purpose and regular workplace assessments are conducted.
- **Work related ill-health** – We will provide the opportunity for employees, to opt-in to personal health cover via Bupa Health Care. Incidents of work-related ill-health can be reported to CEO / Operations Direction or assigned Board member.
- **Travel & 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 their condition for example: Long working hours, lift or carrying heavy loads, long periods of standing, exposure to toxic environment etc. this list is not exhaustive. Alternate work and work placement will be found where possible or employee will be suspended on full pay.
- **New Starters** – All new employees will be required to complete a personal monitoring form of which details will be store securely and used in times of emergency
- **Reasonable Adjustments** – We will strive to make reasonable adjustments as necessary for employees requiring additional support to carry out their employment

### **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>.

Freelancers to use the accident report form and send it to the directors which can be found in the policy folder.

Date Policy Accepted: June 2021

Date due for review: June 2024

Signed:  \_\_\_\_\_

Position: CEO of Dance Network Association