

HEALTH AND SAFETY POLICY

This is the health and safety policy of:

Wightmore School of Dance

Part 1: Statement of Intent

Our health and safety policy is to, so far as is reasonably practicable:

- *Prevent accidents and cases of work related ill-health.*
- *Manage health and safety risks in our workplace.*
- *Provide such information, instruction, training and supervision necessary to ensure that our teachers are competent to undertake their work.*
- *Consult with our teachers on matters of health and safety.*
- *Encourage all teachers to engage in maintaining safe working practices.*
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- *Maintain safe and healthy working conditions.*
- *Implement all necessary emergency procedures, including evacuation procedures in the event of fire or other significant incident.*
- *Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.*
- *Review this policy annually and revise whenever there is a change in circumstances, in work practices or the introduction of new legislation affecting the policy, so as to ensure that these standards of health and safety are maintained.*

Signed: _S. Wightmore_____ C.S Wightmore_____

Print Name: Wightmore School of Dance

Date: 15.09.21

Date for next review: 15.09.22

Part 2: Responsibilities for health and safety

Overall responsibility for health and safety:

C.S.Wightmore

Day-to-day responsibility for ensuring that this policy is put into practice:

C.S.Wightmore

C.S Wightmore

Additionally, all employees teachers:

- **co-operate with supervisors on health and safety matters;**
- **take reasonable care of their own health and safety; and**
- **report all health and safety concerns to an appropriate person (as detailed above).**

Part 3: Arrangements for health and safety

- **Risk Assessment**

Appropriate risk assessments will be completed, kept under review and their findings implemented. We have completed the following risk assessments: a general risk assessment for (United Tiverton Church and Bethel Pentecostal Fellowship), a fire risk assessment, a COVID-19 risk assessment and risk assessments for any lone or home/remote workers. We will also complete a risk assessment for all performances at venue and theatres not in our regular studio space.

- **Communication of policy**

A copy of this policy is available from Christina Wightmore

Fire Safety

A fire risk assessment has been carried out for the site and will be kept under review.

Personal Protective Equipment (PPE) appropriate for the risks involved and suitable for the task and the person undertaking it will be supplied and must be used whenever there is a risk to staff's health and safety which cannot be adequately controlled by alternative means.

- **First aid provisions**

Adequately stocked first aid boxes will be kept on site. All First Aiders shall receive first aid training, attend refresher courses, pass all the necessary qualifications and hold a current First Aid at Work certificate.

- **Evacuation & Emergency Procedures.**

In the event of an emergency, the fire alarm will sound and a designated person will ensure the evacuation of all persons present on site to their assembly point, contact the emergency services when required and ensure compliance with any relevant emergency procedure.

Teachers shall be informed of the emergency procedures on induction and reminded each year. The emergency evacuation procedure will be rehearsed at least once each year. Chaperones, front of house staff and backstage technicians at all performances will be informed of the emergency procedures at the theatre.

- **Accident and investigation Procedures**

Where there is an accident or incident at work, an accident or incident report must be completed. Any accident at work or in connection with work (whether involving an teacher, visitor or other person), must be reported immediately to the appropriate person who shall arrange for the accident to be investigated and an accident report prepared, recommending means of preventing re-occurrence where appropriate.

Where the accident or incident is of a type that needs to be reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

- **Work equipment selection and maintenance**

All work equipment provided by Wightmore School of Dance for use at work shall be:

- suitable for the intended use;
- safe for use, maintained in a safe condition and, in certain circumstances,
- regularly inspected;
- used only by people who have received adequate information, instruction and training; and
- accompanied by suitable safety measures, e.g. protective devices, markings, warnings.

All equipment used must be maintained in a safe condition and in good repair. Where necessary, equipment shall be inspected to ensure that it is safe for use without risk of injury or damage and appropriate records shall be kept up to date.

The use of any equipment that is not owned by the employer must be authorised in advance.

