

## **Health & Safety Policy: Office**

Aims: The Language of Dance<sup>®</sup> Trust regards the promotion of Health and Safety measures as a common objective for all personnel at all levels. It is therefore the Trust's policy to do all that is reasonably practical to prevent personal injury and damage to property and to ensure the mental and physical welfare of all staff at, and visitors to, the Language of Dance Trust. In particular, the Trust has a responsibility to provide and maintain a safe working environment.

The purpose of this document is to establish:

- ◆ staff responsibilities in implementing health and safety practices and procedures
- ◆ practices and procedures to help prevent any incident or accident
- ◆ clear procedures in case of an accident or emergency.

## **Responsibilities**

### **Employer's duties:**

- To ensure the working environment is free from hazards and health risks in accordance with governmental guidelines
- To ensure all equipment and appliances are/have been set up/installed properly, are/have been safety checked, and are used in accordance with the manufacturer's guidelines and instructions
- To ensure all items are stored, moved or removed in accordance with the manufacturer's guidelines and instructions
- To provide sufficient information, instruction, training and supervision to ensure his/her own health and safety and that of all staff and personnel
- To provide adequate First-Aid facilities
- To report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority
- To display the Trust's current insurance policy certificate at all times
- To review the health and safety policy periodically and implement any changes.

### **Staff duties:**

- To take reasonable care and be constantly vigilant of his/her own as well as other's actions in the working environment
- To respect and comply with health and safety practices and procedures in accordance with the Trust's policy
- To use, store, move items, equipment and appliances in accordance with instruction and training provided by the employer
- To report any incident or accident immediately to the employer.

### **Practices & Procedures**

- Language of Dance Trust staff must complete a Risk Assessment of the Trust every six months and act on any of its findings. All documents are to be made accessible to staff, located in the office file, "LODT Policies".
- Staff should practice good house keeping: close all file draws after use and keep floor space clear of all potential hazards, including files and documents.
- The fire procedures are displayed on the wall next to the office door. The nearest fire exit is turning right out of the office and taking the first staircase. It is important to note that you cannot use the lifts during a fire.
- All hazardous substances must be labelled with their appropriate signs. This includes all stationary and domestic substances that may be considered harmful.
- The First-Aid box is located in the large bookshelf. LODT staff must check first aid supplies and replenish when necessary, as well as routinely every six months. The checklist should be completed and left inside the box.
- If an accident occurs, call emergency services immediately by dialling 999. First-Aid should be administered only to the limit of the aide's knowledge.
- Any accident should be reported and logged as close to the incident as possible. An Accident Report Form should be completed and filed for reference under 'Accident Reports'.
- A member of staff should not travel alone after an accident. They should be accompanied, taxied or allowed to rest under supervision for as long as is necessary.
- The Trust must keep an up-to-date record of all personnel, detailing emergency contacts, next of kin, blood group, and any allergies or illness that may be triggered in the workplace.

This information is strictly confidential and may only be accessed in cases of emergency. It is filed under 'Emergency Contact Information'.

- In case of fire all staff are to evacuate the building immediately, leaving all possessions behind. Leave using staircase and regroup by the gates to Weavers Fields.
- The 'Office House Rules' are to be followed by all staff members. These are reviewed annually.

If any staff member should have a concern about their own or another's health and safety and do not feel able to consult a senior member of staff, they can call the HSE information line on 0870 1545 500.

## **Health & Safety Policy: Other Locations**

Aims: The Language of Dance Trust regards the promotion of Health and Safety measures as a common objective for all staff, teachers and participants at all levels of activity. It is therefore the Trust's policy to do all that is reasonably practical to prevent personal injury and damage to property and to ensure the mental and physical welfare of all staff, teachers and participants in other locations.

This policy applies to instances such as teaching out-of-school hours LOD Clubs, teaching LOD Certification Courses, and teaching workshops and residencies in the community or at schools and colleges.

The purpose of this document is to establish:

- ◆ staff responsibilities in implementing health and safety practices and procedures
- ◆ practices and procedures to help prevent any incident or accident
- ◆ clear procedures in case of an accident or emergency

### Responsibilities

#### **Employer's duties:**

- To provide a safe working environment for the staff and teachers and ensure courses and workshops take place in a safe and suitable venue
- To ensure training in health and safety matters relevant to the activities is provided for potential or current teachers
- To ensure that any equipment provided for use by staff and teachers is kept in good condition and checked for faults before use
- To provide information and guidance with regards to First-Aid training and insurance cover
- To review the health and safety policy periodically and implement any changes.

#### **Teacher's duties:**

- To provide a safe movement/dance session suitable for the participants
- To complete a Risk Assessment before the session begins
- To ensure that correct clothing is worn by the teacher and participants
- To update his/her knowledge of First-Aid practice
- To report any incident in the session which may lead or have led to injury or damage

- To take steps to prevent the recurrence of any incidence leading to injury
- To make sure s/he is adequately covered by insurance
- To carry his/her certificate of insurance with him/her at all times.

## Practices & Procedures

The attention of all teachers is directed to the following areas which constitute risks to health and safety:

### SITE

- At each session the floor surface on which the activity takes place should be checked. It should be dry, clean and free from litter and have an even surface.
- The size of the area/room is adequate for the number of participants.

(Rough guide: 2 sq. m per person.)

- The area/room is ventilated and well lit, the air quality is good and the temperature is appropriate for the planned movement/dance session.

(Minimum temperature: approx. 55° F.)

- No item of furniture or equipment should impede the free movement of any participant.
- Any provision for electricity supply must be in a safe condition. Light fittings must not be used for power.
- Fire exits must be clearly labelled and free from restriction.
- Toilets/changing rooms should be clean and fully functional.
- Notices regarding smoking and consumption of food and drink must be observed. If students are permitted to have beverages in the dance space, please ensure they are kept to the side of the dance area, preferably off the floor.
- Ensure all teacher/student belongings and clothing are kept out of the dance area.

### CLOTHING

- Clothing worn by the teacher or the participants must allow ease of movement. It is recommended that the teacher should have a neat, clean appearance at all times and that her/his clothing should allow him/her to demonstrate movement effectively.
- Warm clothing must be worn when the body is in danger of cooling down too quickly.
- It is not advisable to wear jewellery.
- Footwear must be clean and appropriate for the session. If the session does not require footwear, make sure all students remove their socks.
- The teacher should advise all participants of the above before the session starts.

## EQUIPMENT

- Any equipment used by the teacher must be in good working order. Electrical equipment should be safety checked.
- Any sound equipment used by the teacher must be maintained and stored following the manufacturer's instructions. Plugs must be wired correctly.
- Portable equipment must be carried by a secure handle using correct lifting techniques.
- Extension leads must be in a safe condition without joins in the cable.
- All leads should be secured and taped down if necessary.

## THE SESSION

- The teacher must plan and conduct the movement/dance session in accordance with their Language of Dance Certification training.
- The teacher should enquire about existing physical injuries and make sure that no participant is chewing gum before the session starts.
- The session must include an appropriate warm-up and a cool-down.
- The teacher must be mindful of existing physical injuries and differing abilities, giving alternative movement options when necessary.
- The teacher must recognise signs of distress and know how to decrease intensity safely.

## EMERGENCY PROCEDURES

- The teacher must be familiar with fire and emergency procedures required by the management of the venue where the session takes place.
- The teacher must know the location of the First-Aid kit/box at the venue.
- The teacher must know the location of the nearest telephone and the number to call for emergency services and/or a doctor.
- The teacher must be able to administer First-Aid, knowing which conditions are to be dealt with by professionals and which he/she may treat. S/he must understand the principles of First Aid and safeguard her/his own safety as well as the participant.

## REPORTING AN INCIDENT

- Teachers must make written reports at the time of any accident or incident that has resulted in injury. It is essential to carry an Accident Report Form to each session so that a report can be witnessed. Some follow-up enquiries must be made about any injured participant

showing due care whilst also following the principles of the Trust. Any incident should be reported immediately to the Language of Dance Trust.

It is important that teachers do not become complacent about safety measures which have been checked once, particularly if returning to a familiar venue. Constant vigilance and checking is required. If a teacher is concerned with any health and safety issue and does not feel able to continue with a session, s/he should contact the Language of Dance Trust immediately.

**This policy will be reviewed annually by the Projects Director and Courses Manager.**

**Next review July 2021.**