



M i n i s t r y O f D a n c e

Health and Safety Policy

For up to date information, please visit www.ministryofdance.co.uk

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Statement of general policy

Ministry of Dance is committed:

- to continually assessing the health and safety risks arising from our work activities
- to providing adequate control of those health and safety risks
- to consulting with all collaborators on matters affecting health and safety
- to ensuring all collaborators are competent to do their tasks
- to providing information, instruction and supervision on matters of health and safety where necessary
- to preventing accidents and cases of work-related ill health
- to maintaining safe and healthy working conditions
- to reviewing and revising this policy as necessary at regular intervals

What follows are the general guidelines to which members of Ministry of Dance will adhere in order to provide as safe and as healthy an environment as is practicable for all who work with the company.

The day to day running of the company will take place within three main environments:

- Dance studios
- Theatres
- Schools

Before commencing work within each new environment Ministry of Dance will require health and safety policies to be exchanged with the proposed working environment and will carry out a risk assessment of the proposed venue, familiarizing themselves with fire safety procedures and first aid facilities.

Ministry of Dance will not work in an environment where health and safety risks are thought to have been inadequately considered and provided for.

Responsibilities

Overall and final responsibility for the health and safety of Ministry of Dance teachers and students is that of the Company Director, Sophie Williams, who must:

- carry out risk assessments
- make arrangements for implementing the health and safety measures identified as being necessary by the assessment (setting up emergency procedures, providing adequate first aid facilities, providing health surveillance as appropriate)
- ensure that all company members/collaborators are made aware of those health and safety measures
- review these assessments every year, or when work activity/environment changes, whichever is soonest report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority in accordance with RIDDOR (<http://www.riddor.gov.uk>).

RIDDOR requires the reporting of deaths, major injuries, accidents resulting in over three day injury, diseases, dangerous occurrences and gas incidents. As Ministry of Dance does not have its own premises, it is our responsibility to comply with RIDDOR by informing the owners of the premises on which we work about any occurrences of the above. In addition to this, Ministry of Dance will keep a record of these occurrences, which will include the date and method of reporting, the date, time and place of the occurrence, the personal details of those involved, and the nature of the occurrence.

In addition, all individuals associated with the day to day running of the company are responsible for ensuring that safe methods of work exist, and are implemented:

- taking reasonable care for their own health and safety and that of others who may be affected by what they do or do not do
- co-operating on all matters of health and safety
- reporting all health and safety concerns to the Company Director
- not interfering with anything provided to safeguard their health and safety

3. Fire Safety

Overall responsibility for safe evacuation of Ministry of Dance staff and students from all working environments is that of Company Director, Sophie Williams.

All members of Ministry of Dance will familiarize themselves with the evacuation procedures for each working environment, and comply with those procedures in the event of fire.

When working in schools, Ministry of Dance will require a school representative to take charge if it becomes necessary to evacuate school pupils from the working environment.

Ministry of Dance staff will only assist in the evacuation of school pupils if they are instructed to do so by the school representative.

4. First Aid

Company Director, Sophie Williams, is the Appointed First Aider for the company and has a formal First Aid Qualification.

As the Appointed First Aider, she must:

- identify Certified First Aiders within the working environment
- provide support to those Certified First Aiders where necessary
- take charge in the event of illness or accident, where a fully qualified First Aider is unavailable
- familiarise herself and staff members with the location of first aid facilities in each working environment.

In addition, the Appointed First Aider will

- carry a first aid kit solely for the use of Ministry of Dance.
- keep a record of all first aid cases treated

Where neither a Certified First Aider nor the company's Appointed First Aider is available and there is an immediate need for first aid treatment, the necessary action should be taken by whoever is available at the time.

In all but the most trivial cases, expert help should be obtained as soon as is possible.

In case of doubt about any accident, it is essential to call a Doctor or Ambulance.

It is not normally the function of Ministry of Dance's Appointed First Aider to deal with illnesses of students, except where it is necessary to preserve life and minimise the consequences of an illness until medical help is obtained.

When working in schools, Ministry of Dance will require a school representative to take charge if it becomes necessary to administer prescribed medication to a pupil. No member of the company will take responsibility for administering medication to children.

5. The working environment

The day to day running of the company will take place within three main environments:

- Dance studios
- Theatres
- Schools

In each of these working environments, Company Director Sophie Williams will be responsible for assessing the suitability of the following:

Space

- Is the space safe and clear enough to work in? Can any obstacles be removed safely from the space?
- Is the space large enough to accommodate all of those who will be working in it?
- Is the space accessible?
- Are all emergency exits clearly marked and not blocked?

Floors

- Is the flooring suitable for the activity being undertaken? Floors should ideally be sprung, and should not be carpeted.
- Is the floor clean and well-maintained, e.g. without splinters, and without loose floorboards/floor tiles?
- Has the floor been recently cleaned or polished? If so, the area should have been left to thoroughly dry and a hazard warning sign must be displayed as necessary.

Ventilation, temperature and lighting

- Is the working area well-ventilated and well-lit?
- Can the temperature of the working environment be controlled?

Adjacent sanitary, washing and changing facilities

- Are adjacent toilets/changing rooms/rest areas clean and well-kept?
- Are these areas available for company use?
- Are these areas easily accessible?

Electrical equipment

- Is electrical equipment regularly tested by a qualified electrician?
- How recently has electrical sound or recording equipment been tested?
- Is the working area clear of all cables and wires?

Behaviour in the work place

All staff and students within Ministry of Dance are responsible for ensuring safe, respectful practice in the work place:

In rehearsal and performance

- Wearing suitable clothing
- Having bare feet/wearing shoes as appropriate
- Wearing protective clothing such as knee pads (as necessary for the individual and for the nature of the work)
- Taking responsibility for appropriate warm-up/cool-down
- Taking care of others moving in the space
- Working at all times to prevent injury.
- Staff and students and where appropriate their parents or carers must inform the Company Director if they are concerned about the risk of injury. The

Company Director must take measures to reduce the risk of injury e.g. allowing ample time for thorough warmup/cool-down, ensuring company members take regular breaks, intervening where there is any concern that a company member is insufficiently trained to be attempting a certain activity (such as lifts)

- Where injury may occur, Ministry of Dance expects that its staff and students will treat injuries responsibly e.g. seeking advice from a registered physiotherapist, informing the Company Director of any problems, not undertaking further classes/rehearsal/performance where this might inhibit the healing process
- Commenting honestly and criticising sensitively throughout the rehearsal process

Last updated, August2011