

Dance United Yorkshire (DUY)



Our Health and Safety Policy

Introduction:

Dance United Yorkshire (DUY) maintains strict requirements to ensure the health, safety and welfare of the young people and others who participate in its various projects. These are described in the company policy documents and procedures on child protection, anti-bullying and medical procedures.

The company is equally committed to ensuring the health, safety and welfare of each and every one of the employees, freelancers and volunteers that comprise the DUY delivery team. To fulfil this commitment and also comply with its statutory obligations, the company has implemented procedures and systems that are regularly reviewed to preserve their relevance and effectiveness.

Health and safety at work is both a collective and individual responsibility. Accordingly, it is a requirement of the company that each member of the DUY delivery team will familiarise themselves and comply with the company's policy and procedures on health and safety. It is the duty of each person to take reasonable care not only for their own health, safety and welfare but that of others, and to report any situation which may pose an imminent or potential threat to the well-being of themselves or any other person.

If a member of the delivery team is unsure how to perform a particular job, or feels it might be dangerous to carry out a certain task or use specific equipment, then it is the duty of the delivery team to report this as soon as possible to either of the Executive Directors. Alternatively, if they prefer, they can raise the matter with a Trustee.

Adherence to health and safety requirements is of such importance that disciplinary action may be taken against any member of the delivery team (including the Executive Directors) who violates the rules and procedures, or fails to fulfil their duties under health and safety legislation. Depending on the seriousness of the offence, the act may be viewed as gross misconduct and invoke the possibility of dismissal.

Statement of Intent:

DUY will offer a healthy and safe working environment with a view to minimising the risk of occupational accidents and illnesses, by providing:

- a workplace that is in a safe condition, with adequate facilities and arrangements for welfare at work
- a safe means of access to and egress from the workplace
- safe equipment and systems of work, with an effective maintenance regime
- appropriate arrangements for the safe use, handling, storage and transport of articles and substances
- such information, instructions, training and supervision as is necessary to ensure the health and safety at work of its delivery team and associated personnel.

This duty of care extends also to the health and safety of all visitors, including contractors and temporary workers, as well as any members of the public who might be affected by the work of DUY.

Organisational Responsibility:

The Board of Trustees have overall responsibility for ensuring health and safety within the working environment of DUY. The Executive Directors are accountable for overseeing, implementing and monitoring health and safety procedures and for reporting back to the Board of Trustees on health and safety matters. The Executive Directors are required to review the company's policy and procedures after an incident to incorporate any new learning, and otherwise on an annual basis to ensure continuing relevance and currency. In addition, the General Manager conducts risk assessments of project venues and performance spaces before the commencement of new projects.

Safety Training:

Safety training is an integral part of an effective health and safety programme. Every member of the delivery team is trained in safe working practices and procedures as part of their induction process, including instruction on the safe use of any equipment provided. Additional and/or refresher training is provided as and when deemed necessary, such as when temporarily locating to an unfamiliar venue, introducing new statutory requirements or responding to an identified need.

Delivery team at 'Special Risk':

DUY recognises that some personnel may from time to time be at increased risk of injury or ill-health resulting from work activities. DUY therefore requires that if a member of the delivery team is aware of a change in their personal situation that might expose them to increased risk or vulnerability, they must advise their line manager. Examples of such circumstances include developing medical conditions, permanent or temporary disability, taking medication and pregnancy.

First Aid and Reporting Accidents:

First aid boxes are located in the main DUY office at Kala Sangam and at clearly designated points when working in other venues. At the beginning of each project and when first making use of a new facility, the delivery team members will be shown the location of the nearest first aid box/es and will be given the names of the designated first aid personnel.

DUY is committed to ensuring that all designated first aiders are in possession of the HSE Emergency First Aid at Work qualification, which must be renewed every three years. In addition, the General Manager will be in possession of the enhanced First Aid at Work qualification. The current designated first aiders are Duncan Bedson, Abbie Padgett, Stephanie Donohoe, Adrienne Melling, and Emma Robertson (Freelance Support Worker). The General Manager is responsible for ensuring that the first aiders have valid and unexpired certification. The General Manager is also responsible for ensuring that there are suitable first aid provisions and personnel at any third party locations used by DUY.

All injuries, however small, that are sustained by a person whilst with DUY must be reported to their line manager and recorded in the accident book held in the main office. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. The General Manager will inspect the accident book on a regular basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem.

Fire:

Fire is a significant risk within the workplace. All members of the delivery team have a duty to conduct their work in such a way as to minimise the risk of fire and they are under a duty to report immediately any fire, smoke or potential fire hazards, such as faulty electric cable or loose connections. The delivery team should never attempt to repair or interfere with electrical equipment or wiring themselves.

DUY will identify the building manager at each of the venues used and ensure that regular maintenance and testing of fire alarms and equipment for firefighting, prevention and detection is carried out. If a smoke detector sounds or fire is discovered, it is the responsibility of any

member of the delivery team present to activate the alarm and evacuate the building. The delivery team are expected to tackle fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially so, the delivery team should activate the fire alarm and evacuate the building immediately.

Fire doors must never be blocked or wedged open. Fire exit doors and corridors must never be locked, blocked or used as storage space. The delivery team must ensure they are familiar with their evacuation route and designated assembly point in case of fire.

The General Manager will liaise with Kala Sangam's building manager to ensure that periodic emergency evacuation exercises are conducted.

General Safety Rules:

In order to encourage a safe and healthy working environment, the delivery team should:

- Be aware of and adhere to DUY's rules and procedures on health and safety
- Immediately report any unsafe working practices or conditions to their line manager
- Refrain from horseplay, practical joking, misuse of equipment or any other acts which might jeopardise the health and safety of any other person
- Report to their line manager if their alertness is reduced due to illness or fatigue, so that the possibility of hazarding the health and safety of any person can be avoided
- Not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job role
- Dispose carefully of any waste materials in such a way that they do not constitute a hazard to other workers
- Not undertake a job which appears to be unsafe or until they have received adequate safety instruction and they are authorised to carry out the task
- Report all injuries to a line manager
- Plan work in such a way as to avoid injury in the handling of heavy materials and/or while using equipment
- Wear suitable clothing and footwear at all times
- Keep work environments clean and tidy
- Clean up any spillage immediately
- Use handrails when going up and down stairs, never read while walking, close filing cabinet drawers when not in use and keep all floor areas free of obstruction
- Ensure all walkways and passageways are kept clear and free from obstructions at all times
- Clearly mark, with warning signs, any areas that become wet and slippery or otherwise hazardous
- Avoid trailing cables in walkways