

## **SUTTON COMMUNITY DANCE - HEALTH AND SAFETY POLICY**

### **PART 1 – STATEMENT OF INTENT**

Statement of policy on health and safety at work

SUTTON COMMUNITY DANCE CIC (SCD) has a responsibility to ensure the Health and Safety of all its employees including freelance workers (hereinafter referred to as employees) whilst working on or off SCD premises and all its customers whilst on SCD premises.

SCD through management at all levels, will provide, as far as is reasonably practicable, a working environment that is safe and with minimum risk to employees, students, visitors and members of the public.

SCD will fulfil its responsibilities by taking steps to work in accordance with relevant Health and Safety legislation, published Approved Codes of Practice and good working practices.

This will be achieved by:

- Seeking at all times to provide safe working procedures, good working conditions and a healthy working environment.
- Ensuring that employees know of the potential hazards associated with the various activities undertaken by SCD and are aware of how to avoid associated risks.
- Providing training and instruction to enable employees to perform their work safely and efficiently.
- Promoting the maximum individual attention and effort on behalf of employees at all levels to avoid and prevent accidents. While the overall responsibility for Health and Safety rests with the Trustees, all employees at every level have a duty to fulfil their legal obligations and responsibilities.

A list of the Health and Safety responsibilities of employees is set out in this Health and Safety Policy. This policy also provides further information on responsibilities in relation to Health and Safety at Work together with the administration systems and procedures that are in force. SCD is required to undertake statutory Risk Assessments of all workplace Health and Safety risks. The significant findings of these statutory Risk Assessments are communicated to all those at risk, and are reflected in this Health and Safety Policy.

## **PART 2 – RESPONSIBILITIES**

### **The Co-Directors shall:**

- Supervise the implementation of the Health and Safety policy and monitor its adequacy.
- Ensure that adequate resources, reviews, procedures and records are identified and maintained.
- Ensure that that all employees and freelance workers are made aware of the contents of this policy and their responsibilities in relation to health and safety.
- Maintain a system of accident reporting, investigation and analysis of all accidents that occur in the workplace.
- Ensure that information from the Health and Safety Executive / Local Health Authority is disseminated to the relevant people and that any necessary action is specified and taken.
- Ensure that no employee or freelance workers is instructed to carry out any action or operate any machinery, plant or equipment for which they have not been adequately trained.
- Ensure that all employees, freelance workers, students, visitors, contractors and members of the public are made aware of any risks that may affect them and of any necessary preventive action required.
- Organise an annual safety audit of the business' activities and premises and ensure that any necessary safety improvements are implemented.
- Ensure that any suggestions made to improve health and safety are considered and implemented where appropriate.
- Ensure that there is access to a competent person as defined by The Management of Health and Safety at Work Regulations 1999
- Supervise the implementation of the Health and Safety Policy and monitor its adequacy.
- Ensure that adequate resources, reviews, procedures and records, in areas under their control, are identified and maintained.
- The directors shall make employees and freelance workers aware of the contents of this policy and their responsibilities in relation to health and safety.
- Maintain a system of accident reporting, investigation and analysis of all accidents that occur in the workplace, within areas of their responsibility

### **ALL SCD Team Members shall:**

- Be aware that they have a duty under legislation and codes of practice to take reasonable care for their own health and safety, safe practice and the safety of others that may be affected by their acts or omissions.
- Comply with the safety policy, procedures and regulations designed to protect the health, safety and welfare of everyone affected by the business' undertakings.
- Neither intentionally nor recklessly interfere with nor mis-use any equipment, provided for the protection of health and safety.

- Be aware of emergency procedures including the evacuation and fire precaution procedures.
- Conduct themselves, whilst at work, in such a manner as not to compromise themselves or others who their actions may affect.
- Co-operate with Directors and other team members in preventing accidents or health risks to themselves, other employees, students, members of the public or visitors.
- Wear personal protective equipment whenever instructed to do so or in circumstances that require its use.
- Report any work conditions that they consider being unsafe or unhealthy at once to their manager.
- Any employee who fails to comply with the Health and Safety Policy, or who intentionally or recklessly interferes with or misuses any equipment provided for the protection of health and safety will be subject to disciplinary action.

### **PART 3 – ARRANGEMENTS FOR HEALTH AND SAFETY AT SCD**

#### Accident / Injury Reporting Procedures

All accidents and near misses that occur at work will be recorded using an accident form available in the Accident log, located on SCD Team shared [Google] drive and accessible on all smart devices and computers. Completed copies of accident book forms are kept in the Human Resources (HR) Department. SCD H&S Lead will analyse the accident reports on a regular basis and, together with the Directors, decide on the next course of action.

Where the Local Authority requires notification the SCD H&S lead will complete the necessary forms online at [www.riddor.gov.uk](http://www.riddor.gov.uk) within the required timescale.

RIDDOR reportable incidents /injuries are:

- Fatalities – all deaths of workers and non-workers if they arise from a workplace accident, including an act of physical violence to an employee / worker.
- “Specified” injuries as defined in RIDDOR 2013 (replacing RIDDOR 1995), which are:
  - fractures, other than to fingers, thumbs and toes
  - amputations
  - any injury likely to lead to permanent loss of sight or reduction in sight
  - any crush injury to the head or torso causing damage to the brain or internal organs
  - serious burns (including scalding) which:
    - covers more than 10% of the body
    - causes significant damage to the eyes, respiratory system or other vital organs

- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - o leads to hypothermia or heat-induced illness
  - o requires resuscitation or admittance to hospital for more than 24 hours
  
- accidents involving an employee being incapacitated and away from work for a period of seven or more days (to be reported within 15 days of the accident.)
- Occupational Diseases (full list available at [www.hse.gov.uk/riddor/occupational-diseases](http://www.hse.gov.uk/riddor/occupational-diseases))
- Dangerous occurrences, including specified near-miss events (full list available at [www.hse.gov.uk/riddor/dangerous-occurrences](http://www.hse.gov.uk/riddor/dangerous-occurrences))

Where serious accidents or near-miss events occur, Co-Directors with the assistance of the H&S Lead should immediately organise an accident investigation with a view to determining the cause(s) of the accident and to identify any remedial action to prevent recurrence. An 'SCD Incident/Accident Report Form should be used for this purpose. Once investigation is completed any identified actions should be carried out within an agreed timeframe. The completed Incident/Accident Report Form should be retained along with any accompanying documentation and kept on file.

Accidents involving children or young persons shall be reported using the Accident log forms as on the SCD Google Drive. In addition, the child's parent or legal guardian will also be informed and sent or given a copy of the Accident form.

### **3.1 First Aid**

SUTTON COMMUNITY DANCE will comply with the requirements of the Health and Safety (First Aid) Regulations 1981

Sufficient personnel are nominated as First Aiders and are suitably trained and certificated by attending a First Aid at Work course. HSE guidance in selecting a competent training provider will be followed. These people will be known as qualified First Aiders. Copies of the training certificates will be kept on file. Qualified First Aiders attend an annual refresher course and a requalification course at the end of the three year qualification period. Additional employees will attend annual First Aid in School training courses, Emergency First Aid training courses or Paediatric First Aid training courses to supplement the first aid team and to comply with SCD Safeguarding Policy & Procedures.

First aid boxes are located throughout SCD premises. First aid boxes are checked on a monthly basis by the Front of House Team and where necessary the contents replenished. The minimum legal provision of a suitably stocked first aid box will always be met.

Where a member of staff or student is taken to hospital (by ambulance, taxi or other form of transport), where possible, the qualified first aider who attended the individual's first aid

needs will accompany the individual to hospital. If this is not possible, an alternative qualified first aider will where possible accompany the individual

Where a child or young student needs to be taken to hospital they will be accompanied by their parent/guardian, but where this is not immediately possible, a qualified first aider will attend and the parent/guardian will be immediately notified.

Where a first aider is tending to an individual and an ambulance is required, the first aider should where possible be the person to call 999 or ask someone close to them to call. It is always better, for the first aider to be with the patient when calling as this allows the call handler to ask specific questions which will enable life threatening conditions to be prioritised. If a first aider is not immediately available, it is permissible for anyone to call as the call handler will give relevant instructions. It is often quicker to call direct rather than asking reception to make the call, as this will delay the process and they will also be isolated from the incident with no information on the individual case

**When calling 999 the following information should be given:**

- The location or address including the postcode or exactly where you are.
- The telephone number you are calling from
- Brief explanation of what has happened.
- The patient's age, gender and any medical history (if known).
- Whether the patient is awake/conscious, breathing and if there is any serious bleeding or chest injury
- Details of the injury and how it happened.

Providing this information will not delay the ambulance but it will help the emergency services to provide the caller with first aid advice and to send the most appropriate help.

If someone is not breathing the call handler will talk the caller through what can be done to help, which will include instructions on how to commence Cardiopulmonary Resuscitation (CPR) and to do this the caller will need to be next to the patient. You may be asked to put the phone on loudspeaker and be asked to shout out the press compressions as you give them, so that the call handler knows what is happening. CPR should continue until a paramedic tells you to stop.

### **3.2 Fire**

A Fire Risk Assessment has been completed for the premises, which gives details of the controls in place in order to minimise risk to life in the event of fire. All employees are instructed on the action to be taken in the event of a fire or other emergency.

All employees will be fully conversant with procedures for fire prevention, detection and evacuation.

Employees are not to interfere with any equipment provided to detect or fight fires.

Employees noticing any shortcomings in firefighting equipment are to report the matter immediately to the SCD H&S Lead.

### **Action on discovering a fire**

- Raise the alarm by using the nearest alarm call point.
- Shout “FIRE FIRE FIRE”.
- Trained Fire Marshals may attempt to put out the fire, but only if safe to do so.
- All occupants should evacuate the building, without using the lift via the safest route to the nearest fire exit and assemble in their departmental group.
- Avoid using mobile telephones and carrying hot drinks while evacuating the building, and be alert for further instructions
- Once clear of danger, the Fire Brigade should be called.
- Directors and Team Leaders should check that all those for whom they are responsible are safe and present at the Assembly point (outside Boots) and inform the Lead Fire Marshal [from the St Nicholas Centre team] accordingly.
- A summary fire alarm action card from the St Nicholas Management Team is located on the front desk
- Teachers /and or anyone responsible for a studio activity should check that all those who are recorded in the register for the activity are present and inform the Lead Fire Marshal accordingly.
- Anyone using toilet facilities whilst the evacuation is taking place, should leave as soon as possible and notify the Lead fire marshal as soon as they have been able to exit the building.

**NO ONE SHOULD RE ENTER THE BUILDING OR LEAVE THE FIRE ASSEMBLY POINTS, UNTIL INSTRUCTED BY THE FIRE BRIGADE THAT IT IS SAFE TO DO SO**

### **3.3 Risk Assessments**

It is SUTTON COMMUNITY DANCE policy that formal written risk assessments will be undertaken prior to commencement of any work, which is potentially harmful to health.

Relevant employees receive training in risk assessment techniques organised by the SCD H&S Lead. Risk assessments, once completed, will be brought to the attention of any person who may be affected by the work to which the risk assessment relates.

Risk assessments will be reviewed at least annually by the person responsible for the work / activity or as required due to a change in the risk severity or a change in the working procedures. Any changes made will be brought to the attention of all people who may be affected by the change.

Format of Risk Assessments shall include:

- The nature of the potential risk (Operational, Mechanical, Biological, Chemical etc.)
- Who is at risk

- The control measures present
- Any further and necessary control measures

### **3.4 Manual Handling and Lifting**

- SCD Directors will endeavour to eliminate manual handling wherever possible from their area of responsibility
- Employees shall not attempt to lift any object that is beyond their strength
- The correct lifting technique shall always be adopted, i.e. lift by bending at the knees and keeping the back as straight as possible.
- Where required, assistance should be sought to lift or move heavy or awkward items.
- Directors shall ensure that sufficient training is provided for personnel who are required to continuously lift or move large or heavy items. The SCD H&S Lead will make the arrangements for regular training to be organised for relevant employees.

### **3.5 Medical / Infectious Diseases**

Employees must disclose information about medical conditions from which they suffer if it is likely to affect them whilst at work, if it should be known in the event of them being involved in an accident or incident or if they need to carry medication with them (see Drugs & Alcohol Policy). Disclosure should be made to the HR Department. All information will be treated with confidence, unless it is necessary to advise a First Aider or other qualified practitioner.

Employees must inform the Directors if they have contracted or been in contact with an infectious or contagious disease, by producing a current Fit Note or certificate. If required the employee may be sent home with pay for a specific time.

Examples of the infectious or contagious diseases which must be notified are:

- Chickenpox
- Cholera
- Food Poisoning
- Hepatitis
- Impetigo
- Jaundice
- Malaria
- Measles
- Ringworm
- Scabies
- Tuberculosis
- Typhoid and Whooping Cough
- Influenza H1N1 (swine flu)
- Covid-19

Where an employee is unsure of reporting a particular disease he / she should contact the Directors for advice. All information will be treated as strictly confidential.

### **3.6 Training**

All new employees will receive health and safety induction training.  
A record of this training will be maintained..

Refresher training is provided to all employees via online training and records of such training will be maintained.

### **3.7 Electrical Safety**

- A competent person will inspect all portable electrical appliances on an annual basis for electrical safety.
- Having passed the test, appliances shall be marked to indicate that they are safe to use.
- A visual inspection of all portable appliances will be conducted on a regular basis.
- The fixed electrical installation will be examined by a competent person every 5 years and records maintained.
- Employees (including home workers) shall not attempt to repair or modify any electrical item. Where faults occur they shall be reported to the Directors for action to be taken.

### **3.8 Lone Working**

Lone workers are those who work by themselves without close or direct supervision. They may work from home, work alone outside of normal working hours or be workers visiting off site third party premises alone.

SCD will investigate the potential hazards faced by its lone workers and assess the risks involved for both the lone worker and anyone affected by their work. Measures will be put in place to control or reduce such risks, as part of the risk assessment of work activities.

Lone workers will be suitably experienced, have received suitable instructions and if necessary, training on the risks to which they are exposed and the precautions to be used.

Where lone working is required adequate supervision and checks on the well-being of the lone worker will be provided. The type of supervision or check will depend on the level of risk involved, but may include: a) periodic checks and contact with regular lone workers i.e. telephone calls and pre-arranged home visits for home workers. b) personal panic alarms, linked to an emergency call centre for lone working security staff on SCD premises working alone on a regular basis.

#### **PART 4 – Communication**

This Health and Safety Policy will be brought to the attention of all existing and new employees of the SUTTON COMMUNITY DANCE, via SCD website and signage in SCD premises

Up to date, information and policies relating to health and safety is made available to all employees (including freelance workers).

Contractors (not including freelance workers) who are required to work on the premises will be given sufficient health and safety information to enable them to conduct their activities without risk to health from SUTTON COMMUNITY DANCE activities.

Employees and freelance workers who have any suggestions to improve health and safety are encouraged to report the matter to the Directors.

#### **PART 5 – Record keeping**

All policies, guidance notes, risk assessment, accident logs and such will be securely accessible to all relevant team members from the SCD Google Drive.

Relevant documentation will be shared externally on the SCD website and made available to partner organisations, funders, regulators and members as and when appropriate.

SCD is passionate about continually improving its practice and to ensure all policies are concise, clear and abided by.

Any questions about this or any other SCD policies should be directed to [info@scd.org.uk](mailto:info@scd.org.uk)  
This and other SCD policies can be found on the SCD website [www.scd.org.uk](http://www.scd.org.uk)