

Health and Safety Policy – green bean dance

1. Statement of general policy

green bean dance are 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 green bean 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 green bean 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.

green bean dance will not work in an environment where health and safety risks are thought to have been inadequately considered and provided for.

2. Responsibilities

2.1 Overall and final responsibility for the health and safety of green bean dance members is that of the Company Director, Katie Green, 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 green bean dance do not have their 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, green bean 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.

2.2 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 green bean dance company members from all working environments is that of Company Director, Katie Green.

All members of green bean 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, green bean dance will require a member of staff to be present at all times, and will require that school representative to take charge if it becomes necessary to evacuate school pupils from the working environment.

Company members 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, Katie Green, is the Appointed First Aider for the company (certificate available on request). 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 company 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 members of the company.
- 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 green bean dance's Appointed First Aider to deal with illnesses of company members, except where it is necessary to preserve life and minimise the consequences of an illness until medical help is obtained.

When working in schools, green bean dance will require a member of staff to be present at all times, and will require that 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 Katie Green will be responsible for assessing the suitability of the following:

5.1 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?

5.2 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.

5.3 Ventilation, temperature and lighting

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

5.4 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?

5.5 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?

6. Behaviour in the work place

All members of green bean dance are responsible for ensuring safe, respectful practice in the work place:

6.1 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. Company members 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 warm-up/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, green bean dance expects that its members will treat injuries responsibly e.g. seeking advice from a registered physiotherapist, informing the Company Director of any problems, not undertaking further rehearsal/performance where this might inhibit the healing process
- Commenting honestly and criticising sensitively throughout the rehearsal process

6.2 In workshops

When working in schools, all members of green bean dance remain responsible for their own health and safety, but are additionally responsible for informing workshop participants about the importance of ensuring safe and respectful practice in the work place:

- Ensuring workshop participants wear appropriate footwear and clothing. green bean dance will require the school hosting the workshop to inform them of any practical, cultural or religious reasons why individuals may be given special consideration in this respect. In general, pupils should expect to be allowed to wear their usual school P.E. uniform for green bean dance workshops.
- Leading participants in thorough warm-up and cool-down exercises
- Promoting body awareness: informing participants about why certain exercises are necessary, and what affect these exercises have on the body
- Making all participants aware of others in the class when they are moving around
- Informing themselves in advance of the special educational needs of any individuals taking part in the workshop that may require company members to modify their behaviour towards those individuals e.g. children with autism may have an aversion to being touched, or to new things (in the latter instance, the Company Director will visit the workshop venue prior to the event with information about what the workshop will include)
- Encouraging honest comment and sensitive criticism. All evaluative comments will be regarded as equally valid, and will be responded to according to the National Curriculum guidelines for inclusion (http://www.nc.uk.net/nc_resources/html/inclusion.shtml):
 - ⇒ all participants will be made to feel secure when giving feedback
 - ⇒ where necessary, individuals will be given guidance on how to contribute appropriately /advice on what could be considered inappropriate about their feedback
 - ⇒ stereotypical views will be challenged: pupils will be encouraged to appreciate and view positively differences in others, whether arising from race, gender, ability or disability
 - ⇒ participants will be encouraged to take responsibility for their actions and for their behaviour both in school and in the wider community
 - ⇒ all forms of bullying or harassment will be challenged

6.3 CRB disclosure

Katie Green currently holds an enhanced CRB disclosure certificate. All green bean dance members will willingly undergo enhanced CRB disclosure checks. green bean dance expects that a rigorous system of checking the suitability of those who come into contact with children will be in place in all prospective working environments, but acknowledges that for a one-off workshop/performance this may not always be considered necessary.

Whether or not the institution hosting a green bean dance workshop undertakes these checks, green bean dance requires an appropriately checked member of staff to be present at all times when company members are working with young people. In addition, green bean dance will under no circumstances enter into a working environment where they believe the children with whom they are working are made to feel vulnerable. green bean dance believes that:

- the welfare of the child is paramount, **and**
- that all children without exception have the right to protection from abuse

In the interests of upholding these beliefs, and of protecting company members from situations in which they may be susceptible to accusations of inappropriate behaviour, green bean dance will not work:

- in environments where there appears to be inadequate provision for child protection (green bean dance may request to see a copy of the institution's policy on child protection)
- in environments where an appropriately checked member of staff is not present
- in remote rooms in an institution: rooms with no windows, rooms that are not situated in the main complex
- with children singly, or in very small groups
- with children (with or without special educational needs) who green bean dance company members have reason to believe are unusually uncomfortable in the working environment. green bean dance believe in challenging those who participate in their workshops, but not in forcing participants to take part in activities that cause them unreasonable anxiety

If company members become suspicious that a child may be being abused in any way in school or outside of school, they must report this suspicion to the Company Director, who is then responsible for reporting to the Child Protection Officer in the working environment. The Company Director will keep a record of such incidences, and expects the Child Protection Officer to take all suspicions seriously, and to respond to them swiftly and appropriately.

Last updated, September 2007