



Health and Safety Policy

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In a nutshell

- Use your common sense and don't take risks with your own or other people's health and safety.
- Make sure you have a safe working environment and that you flag any issues immediately with the relevant person (for example, if you see a trip hazard such as a cable across the floor, do something about it!)
- Accidents do sometimes happen, however careful we are. If an accident does happen on your watch, you must follow the right process to address it and to report it.
- Always ask an office team member, if you're not sure!

Part 1: Statement of intent

SLiDE is committed to protecting the health and safety of everyone who works with us, including all freelance office and creative team members. We acknowledge our obligation to protect participants and the general public against risks to their health and safety wherever our activities take place.

SLiDE recognises its responsibilities under the Health and Safety at Work act 1974 and seeks to fulfil its obligations by implementing this Health and Safety Policy.

Our health and safety policy is to:

1. Avoid accidents and cases of work-related ill health
2. Control health and safety risks pertinent to SLiDE's dance activities and events
3. Manage health and safety risks arising from our activities, across the locations where our work happens
4. Provide clear instructions and information, and adequate training, to ensure SLiDE team members are able to deliver their work safely
5. Consult with core team members and freelancers on matters affecting their health and safety
6. Ensure working conditions are safe and healthy
7. Where relevant, ensure awareness of emergency procedures
8. Review and revise this policy annually

Signed:

Print Name: Gemma Coldicott

Date: 17 August 2022

Next Review Date: July 2023

Part 2: Responsibilities for health and safety

Overall and final responsibility for health and safety is that of:

The Board of Trustees

Day-to-day responsibility for ensuring this policy is put into practice:

Artistic Director

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Communication of policies & procedures to freelance staff team and practitioner producers	Project Manager In consultation with the Artistic Director
Organisation of team member's induction and training Consult with office and creative team members over matters relating to their health and safety, ensuring they are aware of their responsibilities and are competent to carry out the work they are required to do.	Project Manager In consultation with the Artistic Director
Liaison with partners and venues over health & safety requirements and procedures	Project Manager In consultation with the Artistic Director
Complete risk assessments	Project Manager and Practitioner Producers (with further support from AD)
Investigation and follow up of incidents	Project Manager
Follow up on information provided in a registration form including actioning any adjustments required	Project Manager
Initiate investigative action where appropriate	Board of Trustees
Review this policy on an annual basis, unless earlier revisions are deemed necessary	Artistic Director
Review and approve this policy on an annual basis (Q1 - September Board meeting)	Board of Trustees

N.B. Because SLiDE does not have its own office space, the responsibility for ensuring an optimum working environment falls to each individual freelancer. A workstation assessment template is made available to new joiners to help self-assess their personal work set-up if useful.

The processes below relate to the delivery of dance sessions and activities, and H&S responsibilities must be assumed by the office team or other relevant freelancers as

appropriate for other activities or events where Practitioner Producers (PP) are not involved (e.g. Project Manager (PM) assumes relevant H&S responsibilities for social events or performances).

Practitioner Producers (PPs) shall:

1. Assume personal responsibility for their own health and safety and comply with all safety instructions and procedures in this document.
2. Complete risk assessments in collaboration with the Project Manager and Artistic Director and share with the creative team.
3. Ensure any personal emergency evacuation plans (PEEPs) are covered in the risk assessment, for specific participants.
4. Ensure reasonable care is taken to avoid accidents or injuries to anyone.
5. Report all health and safety concerns to an appropriate person (venue Duty Manager or Artistic Director).
6. Report any incidents where equipment is deemed unsafe or unfit for purpose.
7. Cooperate with SLiDE office team and trustees on health and safety matters.

SLiDE shall:

1. Provide Practitioner Producers with access to the Health and Safety policy.
2. Provide the Practitioner Producer with instant ice packs and incident report forms.
3. Provide appropriate instruction and training to perform their duties safely.
4. Provide and maintain safe and healthy places of work and working conditions.
5. Regularly consult with freelancers (office and creative team) on health and safety issues.
6. Ensure that risk assessments are in place and are fit for purpose.
7. Ensure that appropriate procedures are in place to ensure that accidents and serious near misses are reported, the reports filed according to SLiDE's Data Protection and Privacy policy and that proper investigations are undertaken when incidents occur.
8. File a RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013)* report if and when appropriate (i.e. the accident is work-related and it results in an injury of a type which is reportable to the Health and Safety Executive (HSE)).
9. Ensure that SLiDE has adequate insurance in place to cover any potential liability.

*<https://www.hse.gov.uk/riddor/>

Part 3: Arrangements for health and safety

Individual team member responsibilities

When booking a venue for a project or session, Artistic Director to ensure the following:

- Venue is accessible, ventilated and heated
- Venue staff are available for support during the session
- There is an accessible toilet close to the studio
- Doors and exits are secure and that there is nothing blocking emergency exits
- Floors are non slip, safe and clean
- Mirrors are unbroken

- PA system is available
- Electrical sockets and light switches are safe and functional
- Lighting and blinds/curtains are adequate and functioning
- Practitioner producer is briefed on the respective venue's fire/evacuation procedure, the location of first aid equipment and the contact details of the on site first-aider
- Discuss any PAT testing requirements with the venue if SLiDE is bringing any electrical equipment

Project Manager responsibilities, prior to the session start of a project or new term:

- Ensure adequate support (e.g. assistants) is available
- Ensure participants and creative team members have completed a registration form
- Pass on emergency contact details and important information about participants (related to health and safety) to the Practitioner Producer
- Ensure the initial risk assessment has been carried out and is regularly reviewed as the project progresses
- Ensure the Practitioner Producer has a readily available copy (electronic or hard copy) of: register, risk assessment, accident report form and contact details of duty manager and/or other first-aider.

Practitioner Producer responsibilities:

These responsibilities may not be applicable to all projects and sessions. If in doubt, consult with an office team member.

All Practitioner Producers are required to have undertaken first aid training (minimum one day Emergency First Aid course) and to provide a copy of their certificate to the SLiDE office team, to be renewed every three years.

Before the start of the project

- Complete an initial risk assessment in advance of the session using the template, available via a google doc. Ensure they have a readily available copy for the session (e-copy or hard copy). Update the risk assessment before the session starts and throughout as necessary. Ensure the office team has the up to date version
- Be aware of the fire/evacuation procedure and the location of first aid equipment (from the venue staff and/or office team)
- Has a contact number for venue manager or walkie talkie for direct communication, and a SLiDE office team member

Before a session begins/on the day

- Revise and amend risk assessment as necessary
- Consult with an office team member and/or venue manager if the teaching environment is unsafe or there are significant hazards in the space. Make key decisions to cancel a session if the space is dangerous.
- Set up equipment comprehensively, correctly and safely. Ensure equipment is safe to use.

- Brief assistants and volunteers in regards to health and safety and bring attention to any individual needs and props (if using), including any relevant details of participants' allergies. Assistants can help the Practitioner Producer with their responsibilities but the Practitioner Producer is accountable.
- Take a register of all the participants in the session.
- Inform participants of the fire and emergency evacuation procedure.
- Inform participants of the session schedule including breaks for food, drinks and toilets.
- Record any injuries or medical issues and advise as appropriate if a participant should not join in.
- Advise participants to work within their own healthy capacity.

During the session

- Conduct a full warm up, to prepare the group mentally and physically for the session
- Ensure the assistants and volunteers continue to adhere to health and safety procedures. Remind them of procedures as necessary
- Should any accidents or serious near misses occur follow the protocols (see appendix 2) including giving any first aid and completing incident reports
- Give sufficient breaks to allow the group to drink water and eat as necessary
- If used, ensure safe use of props throughout
- Avoid reprimanding or shouting at participants unless necessary for their or others safety
- Lead a thorough cool down at the end of the session including stretches to avoid injury and stiffness
- Provide an opportunity for participants and team members to feedback to further identify the suitability of the activities provided
- Ensure equipment is explained to participants where relevant, and adequate supervision is available

After the session

- Clean up the venue to leave it as found or as requested
- Report immediately any damaged equipment to the equipment owner
- Store equipment/resources safely and securely
- Follow up on any group absence with the participant or the office team

Accidents and medication

Practitioner Producer responsibilities

When an accident happens:

1. If at all possible, treatment should be given by a trained first aider with another adult present.
2. Unless there is a good reason, SLiDE team members should not administer first aid without the permission of the injured person or their carer.
3. The Practitioner Producer will tell the injured person exactly what is happening and why.
4. When timing allows, contact the emergency contact for the injured person.

5. Any treatment should be given as sensitively and as sparingly as is safe and possible, in order to uphold good safeguarding practice.
6. If necessary, call the emergency services and follow their advice.
7. Complete the SLiDE accident report form and ensure this is received by the office team for filing.
8. Complete the venue's accident report book as required.

N.B. Serious near misses must also be written up in the accident report form to ensure measures are put in place to prevent similar such incidents in future.

If an injured person who has suffered an accident requests physical comfort from SLiDE team members:

1. Must confirm explicitly that physical contact is what the injured person wants, and that the kind of contact between you is appropriate to their age and stage of development
2. Stay in sight of other responsible adults

Medication:

1. SLiDE team members may not offer any medication, including antiseptics or pills of any kind to any person under 18 (26 with learning disability). If a person is self-medicating, this will be discussed at the start of a session or project with the parent/carer.
2. If SLiDE team members have any doubts about helping someone to use their own medication, they should contact the parent or carer. They can call NHS 111 if they need further support.

Emergency procedures

SLiDE will follow emergency procedures for the particular venue in which it is working. It is the responsibility of the office team to ensure this information is communicated to the Practitioner Producer, so they have the confidence to implement procedures if required.

Group Trips

A group trip has one or more practitioner producers, one or more assistants and more than two participants.

It is the responsibility of office team members in liaison with the responsible Practitioner Producer to ensure the identified group activity is suitable for the group. This includes appropriate content of any performance or event with any triggers or health and safety considerations passed on. This is to ensure participants can make an informed decision in regards to attending.

Practitioner Producer responsibilities:

1. Pre plan the best route (accessible and as direct as possible) and have a plan B which is shared with other group leaders.
2. Make a risk assessment of the journey, venue and activities during the trip
3. Gain any access information from the event organisers such as social stories and pass onto participants.
4. Consult parents/carers via a meeting, phone or email to discuss trip details and safety implications
5. Receive consent from all participants or their parents/carers

6. Ensure adequate support for the participants
7. Take a first aid kit (provided by SLiDE)
8. Have emergency contact details for each participant and how they will travel home from the final destination (e.g. East Croydon station) such as collected by parent/carer or make their own way home.

Mental Health

Mental Health is an important aspect of overall Health and Safety. Because SLiDE's work is delivered by freelancers, SLiDE has limited ability to influence the mental health of its workforce. However, SLiDE can help provide the best possible environment within which to safeguard the wellbeing of its freelancers and participants during the course of its activities.

SLiDE does this through:

- transparent communication of expectations and responsibilities of SLiDE team members
- a clear code of conduct for participants
- clear communication of policies and procedures (e.g. Safeguarding, Dignity at Work and Complaints)
- an open door policy for raising concerns and issues
- regular feedback seeking and transparent action taking on feedback given
- regularly checking in with freelancers, especially with those for whom SLiDE work is the majority of their freelance work (e.g. certain office team members)
- Trustees to check in regularly with the senior leadership and facilitate appropriate support when needed

Monitoring

This policy will be monitored and revised as necessary to ensure that it is relevant and adheres to industry standards and developments.

Breach of this policy may result in the termination of the freelancer's agreement of engagement.

Version History

Version	Date	Author	Notes
v2.0 DRAFT	28/May/2021	Kevin D'Souza	Updated https://drive.google.com/file/d/1VNLKM6cFmJSHJupO9I_FkyoVJU0y8c8S/view?usp=sharing
	22/June/2021	Emily Jameson	Reviewed
	22 July 2021	Gemma Coldicott	Reviewed
	17 August 2022	Joanne Lyons	Reviewed and updated

Appendix 1: Risk Assessment Template



It is the practitioners responsibility to ensure that this is appropriate to their session and all potential risks are assessed and controlled.

Date of risk assessment: _____ Completed by: _____

Likelihood: 1 Highly Unlikely 2 Unlikely 3 Possible 4 Probable 5 Certain	Severity: 1 Slight 2 Minor 3 Serious 4 Major 5 Severe	Risk Levels <table border="1"> <thead> <tr> <th rowspan="2">Likelihood</th> <th colspan="5">Severity</th> </tr> <tr> <th>Slight</th> <th>Minor</th> <th>Serious</th> <th>Major</th> <th>Severe</th> </tr> </thead> <tbody> <tr> <td>Highly Unlikely</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Unlikely</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>Possible</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>Probable</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td>Certain</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> </tbody> </table>	Likelihood	Severity					Slight	Minor	Serious	Major	Severe	Highly Unlikely	1	2	3	4	5	Unlikely	2	4	6	8	10	Possible	3	6	9	12	15	Probable	4	8	12	16	20	Certain	5	10	15	20	25
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Hazard description	Who is at risk	Overall risk Likelihood x Severity	Controls	Further action needed? By whom? By when?

Appendix 2: Accident report form

Accident report form



Person's name	
Date of accident	
Time of accident	
Nature of injury	
Location of injury	
What the person was doing	
Leaders response and first aid given	
Additional information	
Carer or parent contacted?	
Name of person contacted	Yes: No:
Who contacted the carer or parent?	
How carer or parent contacted	Phone call Text Email
Time carer or parent contacted	
Other contacts or actions	

SLiDE team member signature:

Date: