



# **Project Dance Health and Safety Policy May 2023**

## **1. Introduction**

Project Dance is committed to providing a safe and healthy environment for all individuals involved in our dance classes, workshops, events, theatrical performances, and accommodation services. This Health and Safety Policy outlines our commitment to preventing accidents, injuries, and work-related illnesses, and provides guidelines for employees, contractors, and participants to ensure their well-being.

## **2. Legal Compliance**

Project Dance will comply with all applicable health and safety laws, regulations, and standards. We will regularly review and update our policies and procedures to align with legal requirements and industry best practices.

## **3. Responsibilities**

### **3.1 Management**

Management at Project Dance is responsible for:

- Demonstrating leadership in health and safety matters.
- Providing adequate resources to implement and maintain effective health and safety measures.
- Promoting a culture of safety awareness and accountability.

### **3.2 Employees and Contractors**

All employees and contractors have the responsibility to:

- Comply with health and safety policies, procedures, and guidelines.
- Report any hazards, incidents, or near misses promptly to their supervisor or management.
- Participate in health and safety training and raise concerns or suggestions for improvement.

### 3.3 Participants

Participants in dance classes, workshops, events, theatrical performances, and accommodation services are responsible for:

- Following safety instructions provided by instructors or staff.
- Reporting any safety concerns or incidents to staff or management.

## **4. Risk Assessment and Management**

Project Dance will conduct regular risk assessments to identify potential hazards and implement appropriate control measures to eliminate or minimize risks. This includes, but is not limited to:

- Assessing the safety of dance studios, performance venues, and accommodation facilities.
- Identifying potential hazards associated with dance equipment, props, and stage setups.
- Developing emergency response plans and evacuation procedures.
- Conducting regular inspections and maintenance of equipment and facilities.

## **5. Training and Education**

Project Dance is committed to providing appropriate health and safety training to employees, contractors, and participants. This includes, but is not limited to:

- Induction training for new employees and contractors.
- Ongoing training on safe dance techniques, injury prevention, and emergency procedures.
- Regular communication and reminders regarding health and safety practices.

## **6. Incident Reporting and Investigation**

All incidents, accidents, and near misses must be reported to management as soon as possible. Project Dance will investigate all incidents to determine the root cause and implement corrective actions to prevent similar occurrences in the future. Incident reporting procedures will be communicated to all staff and participants.

## **7. Communication and Consultation**

Project Dance recognizes the importance of open and transparent communication regarding health and safety matters. We will consult and involve employees, contractors, and participants in the development, review, and improvement of health and safety policies and procedures. Suggestions and feedback are actively encouraged.

## **8. Continuous Improvement**

Project Dance is committed to continuously improving our health and safety performance. We will regularly review our policies, procedures, and practices to identify areas for improvement and implement necessary changes. Management will monitor and measure the effectiveness of our health and safety program and provide the necessary resources for ongoing improvement.

## **9. Review and Revision**

This Health and Safety Policy will be reviewed at least annually to ensure its ongoing suitability and effectiveness. Any necessary revisions will be made to reflect changes in legislation, regulations, or organizational structure.

## **11. Conclusion**

At Project Dance, the health, safety, and well-being of our employees, contractors, and participants are of paramount importance. This Health and Safety Policy demonstrates our commitment to maintaining a safe and healthy environment and ensuring compliance with all relevant health and safety regulations. It is the responsibility of every individual associated with Project Dance to actively participate in and support the implementation of this policy.