

# **Project Dance Health and Safety Policy**

Effective Date: 18 April 2026

Review Date: 18 April 2027

Approved By: James Bamford

## **1. Statement of Intent**

Project Dance is committed to providing a safe and healthy environment for all employees, freelancers, volunteers, participants, children, young people, audience members and visitors.

We recognise our duties under:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Children Act 1989 and 2004
- Equality Act 2010
- RIDDOR 2013
- COSHH 2002
- Manual Handling Operations Regulations 1992
- Fire Safety Order 2005

Project Dance will, so far as is reasonably practicable:

- Prevent accidents, injury and ill health
- Provide safe systems of work
- Complete suitable risk assessments
- Provide information, instruction and supervision
- Maintain safe premises and equipment

## **2. Scope**

This policy applies to:

- Rehearsals
- Workshops and classes
- Community projects
- Performances and touring
- Office and administrative work
- Outreach sessions in schools and community venues
- Online and digital activity
- Volunteers, contractors, freelancers and visiting artists

### **3. Responsibilities**

Overall responsibility rests with James Bamford.

James Bamford will:

- Ensure this policy is implemented and reviewed annually
- Ensure risk assessments are completed
- Ensure appropriate insurance is in place
- Ensure incidents and concerns are recorded
- Ensure staff and volunteers are appropriately trained

All staff, freelancers and volunteers must:

- Take reasonable care for themselves and others
- Follow this policy and risk assessments
- Report hazards, accidents and near misses
- Use equipment safely
- Follow emergency procedures

### **4. Risk Assessments**

Project Dance will complete suitable and sufficient risk assessments before all activities.

Risk assessments will consider:

- Venue and environment
- Children and vulnerable adults
- Slips, trips and falls
- Dance activity and physical exertion
- Fire safety
- Equipment and props
- Medical and access requirements
- Travel, transport and lone working

### **5. Safeguarding and Health**

Project Dance recognises that safeguarding and health and safety are closely linked.

Project Dance will:

- Maintain safeguarding procedures
- Ensure staff working with children are appropriately checked and supervised
- Record and respond to accidents, incidents and welfare concerns
- Ensure emergency contact and medical information is available during activities

## **6. First Aid**

Project Dance will:

- Keep a stocked first aid kit available
- Ensure suitable first aid provision at all sessions and events
- Record all accidents and first aid treatment
- Ensure emergency contact details are available

For larger activities and performances, a suitably trained first aider will be present.

## **7. Accident and Incident Reporting**

All accidents, incidents, injuries and near misses must be reported immediately.

Records must include:

- Date and time
- Name of injured person
- Details of what happened
- Action taken

Significant incidents will be investigated and, where required, reported under RIDDOR.

## **8. Fire Safety and Emergencies**

Before activities begin, staff and freelancers must identify:

- Fire exits
- Assembly points
- Fire alarms and equipment

In an emergency:

1. Stop the activity
2. Evacuate calmly
3. Assemble at the designated point
4. Do not re-enter until authorised

## **9. Dance Activity and Physical Safety**

To reduce risk, Project Dance will:

- Ensure appropriate warm-up and cool-down
- Adapt activity to participants' age and ability
- Ensure floors and spaces are safe
- Avoid overcrowding
- Require suitable clothing and footwear

Participants must not take part if unwell, injured or under the influence of alcohol or drugs.

### **10. Equipment, Props and Manual Handling**

All equipment and props must be suitable, maintained and checked before use.

Only authorised people may use lighting, staging, ladders or heavy equipment.

Manual handling should be avoided where possible and carried out safely where necessary.

### **11. Electrical Safety**

Project Dance will ensure that:

- Equipment is checked before use
- Damaged equipment is not used
- Cables do not create trip hazards
- PAT testing is completed where appropriate

### **12. Lone Working**

Where staff or volunteers work alone, they should:

- Let someone know where they are
- Keep a charged mobile phone available
- Avoid lone working with children or vulnerable adults
- Avoid isolated or unsafe situations

### **13. Online Activities**

For online sessions:

- Appropriate and secure platforms must be used
- Parents should be informed where children are involved
- Professional boundaries must be maintained
- Concerns must be reported in line with safeguarding procedures

### **14. Stress, Wellbeing and Mental Health**

Project Dance recognises that mental health and wellbeing are part of health and safety.

Bullying, harassment, discrimination and intimidation will not be tolerated.

### **15. Visitors and Contractors**

Visitors and contractors must:

- Follow this policy
- Comply with venue rules

- Report hazards and incidents
- Take responsibility for their own equipment and working methods

## **16. Monitoring and Review**

This policy will be reviewed annually or sooner if there is a significant incident, change in legislation or new risks are identified.

### **Appendix A – Emergency Contact Information Required**

- Full name
- Date of birth
- Emergency contact name and number
- Medical conditions
- Allergies
- Medication
- Access requirements

### **Appendix B – Minimum Session Checklist**

Before each session or event:

- Risk assessment completed
- Register and emergency contacts available
- First aid kit available
- Fire exits identified
- Venue safe and suitable
- Equipment checked
- Staffing levels appropriate
- Safeguarding arrangements in place