

HEALTH AND SAFETY POLICY

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STATEMENT

TDM, demonstrates its commitment to health and safety in every area of its business. The company belief is that all individuals, whilst participating in dance and movement should feel safe and be in a safe environment.

TDM Company is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees and other people who may be affected by its activities.

TDM pledges itself to implement the Health and Safety at Work Act 1974 and other relevant statutory provisions and will endeavour to provide the necessary resources to carry out its responsibilities in full.

The successful implementation of this policy requires the commitment and co-operation of all Directors, management, staff and freelancers. Each individual has a legal obligation to take reasonable care of his or her own health and safety and for the safety of other people who may be affected by their acts or omissions.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities.

The Board of Directors will ensure that all procedures and methods of work are designed to take account of health and safety and are properly supervised at all times.

Adequate arrangements will be maintained to enable employees and their representatives to raise issues of concern with regard to their health and safety at work.

This policy will be monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

DEFINITIONS

The law defines Health and Safety in Health and Safety at Work Act 1974. Recommendations from these acts have been applied when writing this policy.

PROCEDURE

The Dance Movement (TDM)

TDM, as the employer, is ultimately responsible for:-

- (i) Meeting the employer's obligations under the Health and Safety at Work Act 1974 (the Act) as it affects employees, members of the public and non-employees.
- (ii) Providing resources, both financial and personnel, to fulfil the requirements of the Act.

The Dance Movement, Farnham Maltings, Bridge Square, Farnham, Surrey GU9 7QR
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Equal Opportunities Policy last updated 24/10/08

The Board of Directors

The Chairperson is responsible to the Board to ensure the correct implementation of all TDM's policies and has overall responsibility for the actions of all its employees.

The nominated **Health and Safety Person** is Rachel Deadman – **Programme Director**.

On site at Farnham Maltings

The safety of staff, artistic personnel, freelancers, volunteers and participants, will be addressed when at the office and in rehearsals/open classes at Farnham Maltings by following the Health and Safety policy of Farnham Maltings. When undertaking any additional activity to usual day to day business. Farnham Maltings staff may also assess the work area.

Off Site

The safety of staff, artistic personnel, freelancers, volunteers and participants, will be addressed when off site by following site specific Health and Safety guidelines via written risk assessments provided by the technical director.

FIRST AID POLICY

TDM does not take responsibility for first aid when teaching in educational and other settings.

RESPONSIBILITY TO STAFF

Steps will be taken to make sure all business practices ensure the safety of TDM staff. The company holds a current public liability (minimum of 5 million GBP) and employer's liability (minimum of 5 million GBP) insurance to cover staff in the case of an accident.

Lone working

No artists should lone work, where this is unavoidable a contact number should be given to an elected member of the team (the nominated company health and safety person) and a courtesy call will be made 30 minutes after the end time of the activity.

Training

All staff will be trained in health and safety through TDM's ongoing professional development programme, which commences with this health and safety policy document.

Code of Conduct for Artists

These guidelines are designed to highlight safety issues, prepare dance leaders for situations that may arise when working with children and enable you to feel confident whilst acting professionally in a dance-teaching environment. The list is based on ITC (Independent Theatre Council) guidelines.

Your behaviour

- You are an ambassador for The Dance Movement and a role model for the workshop participants. Please ensure everything you do and the manner in which you communicate with participants reflects the professional standards expected from the company.
- If available, you should wear the company logo T-shirt whilst undertaking the class.
- Do not smoke anywhere in the class environment (e.g. in a school or youth club) including in your own vehicle if on workshop space premises.
- Make sure that language and conversation is appropriate (e.g. no swearing whilst on the workshop space premises).
- Ensure your actions do not conflict with the workshop space rules (no gum chewing or sweets etc if not allowed)
- Alcohol and recreational drugs should never be taken onto the workshop space premises under any circumstances nor consumed before teaching a class or whilst on workshop space premises
- Prescribed drugs should be kept well hidden and out of reach of any children or students (e.g. in a locked vehicle).

Arriving at the workshop space premises

- Dance Leaders should identify themselves to the workshop space leader and ensure they are instructed in the system for fire escape (fire exits, alarms, assembly points etc).

Behaviour with participants

- Workshops should be attended at all times by a member of staff from the workshop space premises. It is their responsibility to deal with participants needing specialist attention (help with toilets. First aid etc).
- Do not conduct the class alone and avoid being left alone with less than three children or students.
- Do not accompany any children or participants to toilets on your own or remove a participant to a space alone, away from the class members.
- Avoid being involved in disputes between children or students or passing opinions on controversial topics (drugs, politics, religions, sexual behaviour).
- Follow The Dance Movement policy on lesson structure (e.g. introduction, warm up, cool down etc) to ensure safe operation of the class.
- Treat all participants with respect (e.g. don't automatically laugh at something a child says to you – they may not have intended it to be funny) Listen to them carefully.
- Avoid any unnecessary or inappropriate physical contact with participants.. Avoid any familiar contact with participants (e.g. hugs or sitting on your knee) and encourage them to seek comfort from the person in charge.

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- You should not have to discipline any participants. Do not request them to leave the room as you will not be aware of any rules regarding this. Ask the workshop space observer in charge to deal with such situations or disruptive participants.
- Avoid reprimanding or shouting at participants unless necessary for their or other persons safety.
- If a child informs you of a problem never make promises to keep a secret. Inform the workshop space observer of the situation and do not become involved in further action. You are not in a regular teacher/carer role.
- If a participant has an accident you are not responsible for administering first aid. Ask the workshop observer to deal with it.
- Ensure that participants complete a feedback sheet before leaving the space and collect them in to send on to The Dance Movement Office.
- Whenever possible please comply with the workshop space rules regarding signing in and out.
- Make sure that you have available a lockable space to leave your personal belongings (mobile phone, money, bags etc). Ask for a staff room locker to be available if you are unable to watch your belongings at all times.
- Find out where the staff toilets are. Never use children's or student's toilets.
- Make sure you use a private (preferably lockable) space for changing clothes, if applicable.
- Dance Leaders should remain in the workshop space and avoid wandering around the premises.
- Move around the space quietly, avoiding shouting, loud laughter, slamming doors and any unnecessary noise. Other classes will be happening nearby and disturbance should be kept to a minimum.
- If the space is cold, unclean or unsuitable for taking the class inform the person in charge immediately and ask for problems to be rectified or an alternative space to be found.
- The workshop space should be out of bounds to children or students until you are ready to start. If you wish them not to be around you are entitled to request them to leave until you are ready.
- Never accept children or student's help in setting up the workshop unless they are directed to assist by the person in charge of the space. Ensure they are not asked to assist with any activity that may injure them (e.g. lift heavy loads).

Dance Leaders vehicles

- Drive very slowly whilst on the workshop space.
- If you do not know where to go it is better to stop your vehicle and send someone into the workshop space premises on foot rather than drive around the grounds.
- When parking (even if only temporarily to find out where to go or to unload) never obstruct fire exits. Park your vehicle in the car park as directed by the person in charge of the workshop space premises.
- Keep your vehicle locked at all times when on the workshop space premises.
- Switch off music in your vehicle as you reach the premises to avoid disturbance to other classes.
- Never give a child or student (whether participating in the class or not) a lift in your vehicle

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Leaving the space

- Take responsibility for cleaning up afterwards. Remove any rubbish you may have generated.
- Report any breakages or accidents immediately to the person in charge of the workshop space premises.
- All accidents should be recorded in the official accident book by notifying the programme director.
- Complete the evaluation feedback form for either the session (if a one-off workshop) or project as specified and send back to The Dance Movement Office, together with your invoice and travel claim forms.

Problems on Health & Safety issues

- You have the right to refuse to teach a class if the environment, number or behaviour of participants makes it unsafe to do so. Report problems to the person in charge immediately and contact The Dance Movement office for support if required.

Inform The Dance Movement office immediately if any major incident occurs.

Tel: 07855941229.

For further details on class safety issues can be found in the guidance notes below;

Appendix 1: Safe Practice for Dance Leaders

Points that you will be familiar with, but will probably be new information to your session participants. Please keep explaining and reminding them of good, safe practice for the benefit of their long-term health.

Injury check

- For your own protection always do an injury check at the beginning and end of each session.
- Do not administer first aid, other than 'RICE', unless qualified and preferably with another responsible adult present.

Warm up

- For 10-15 minutes to increase the pulse and breathing rates so the amount of oxygen delivered to the muscles can increase for energy production without fatigue.
- Warm the body so joint and muscle tissue can become pliable (think warm blu-tak) and lubricating fluid to cartilage and joints can be released (think oil for car engine).
- Prepares the nervous system and brain for new information. Improves movement memory wake up time!
- Use gentle pedestrian walking/moving activities in a rhythmic way. Gradually increase impact of activities to raise temperature.
- Use easy static stretching for muscles – avoid ballistic/bouncing stretches, which can tear muscle tissue.
- Stress that each individual must work at their own pace – their body and joint range is unique!

General points

- Teenagers do not recognise steady paced activities to be as strenuous as adults and so may not recognise when they need to rest or take on fluid.
- Both male and female teenagers have bursts of growth, which can dramatically alter their control and level of activity from week to week. Tiredness, clumsiness and painful joints are common. Do allow time for rests (even in pressured final rehearsals) and encourage those who may become frustrated or disheartened that things will get better in time.
- ALIGNMENT, ALIGNMENT, ALIGNMENT, Alignment, alignment
- Keep watch and get your participants to be very aware of safe use of back and knees.
- Be careful of using work on the diagonal unless participants have sound alignment.
- Deep pliés – avoid unless your participants are strong and experienced as they can place a lot of pressure on young knee joints and backs.
- Be careful of only working one side of the body in sequences.
- Torn muscles, ankle sprains and bruising all require the same treatment at first.
RICE - Rest injured person on floor; Apply a covered Ice or cold pack which will decrease possible inflammation and pain; Apply Compression by evenly, but not tightly, wrapping a bandage around the ice pack and injured area to limit the swelling; Elevate the injury above the level of the heart to prevent excess bleeding into the injury. Ensure a parent, supervisor and programme director is informed.

Cool Down

- Always make time for this part of the session however rushed. This can be the part where participants can ask you questions whilst they follow you through the stretches.
- Allow the heart and breathing rate to slow gradually through the reverse of your warm up – easy jogging, walking and rhythmic swinging to prevent a sudden drop in blood pressure and dizzy participants.
- Ease out possible stiffness with 10 – 15 static stretches held for 8 – 10 seconds and breathing deeply. 30 – 60 stretches will increase flexibility.
- If participants are comfortable with each other they could massage necks, shoulders, arms and partners hands to aid relaxation.
- Re-mobilise joints by taking them gently through their full range.
- Remind them to take lots of fluid, have a warm, and not hot, bath

Remind them to smile as it aids relaxation and it takes less facial muscles to smile than frown!

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