

Dance Hastings CIO



HEALTH & SAFETY POLICY

April 2020

Dance Hastings CIO is strongly committed to encouraging all our members to take part, but the health, well-being and safety of each individual is always our paramount concern.

HEALTH & SAFETY POLICY

To support the health and safety of all our participants, volunteers and staff we are committed to the following duties:

- Undertake regular, recorded risk assessment of the premises used, and all activities undertaken by the charity
- Create a safe environment by putting health & safety measures in place as identified by the assessment
- Ensure that all volunteers and staff are given the appropriate level of training
- Ensure that all volunteers and facilitators are aware of, understand and follow the charity's health & safety policy and risk assessment for each venue and setting
- Appoint a competent trustee to assist with health and safety responsibilities
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all facilitators and volunteers
- Provide access to adequate first aid facilities, telephone and qualified first aider at all times
- Report any injuries or accidents sustained during activity
- Ensure that all accidents are recorded in the accident book
- Ensure that adequate public liability insurance is in place
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

As a volunteer or dance facilitator you have duty to:

- Take reasonable care for your own health & safety and that of others who may be affected by what you do or not do
- Co-operate with the charity on health & safety issues
- Correctly use all equipment provided by the charity
- Not interfere with or misuse anything provided for your health, safety or welfare
- Risk assess each venue before every session to ensure that the space is safe for dancing
- Be alert to risks such as spills, clothes on the floor, items hanging off wheelchairs, blockages to fire exits, and make appropriate adjustments