

# Katie Ventress

## School of Dance

Katie Ventress School of Dance

The Raylor Centre

James Street

York

YO10 3DW

<b>Policy:</b> Health & Safety		
<b>Date Adopted:</b>	<b>Date of last review:</b>	<b>To be reviewed next before/on:</b>
01.09.15	21.7.20	21.1.21
<b>Purpose and Statement</b>		
<p>KATIE VENTRESS SCHOOL OF DANCE recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.</p> <p>Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.</p> <p>KATIE VENTRESS SCHOOL OF DANCE is committed to protecting the health and safety of its employees, freelancers, volunteers, students and all others with whom our work brings us into contact. The Company’s policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all those working for the company, and to provide staff with such information, training and supervision as they need for this purpose.</p> <p>The company recognises its responsibilities under the Health and Safety at Work Act and other</p>		

related legislation and seeks to satisfy its obligations by the adoption of this Health and Safety policy.

**Distribution:**

- To be distributed to Board at AGM and Induction sessions for Board Members
- All staff and volunteers
- This policy will be made available to members of the public on request
- Confirmation of receipt of information - Signed statement from recipient to be held on file

**Review and monitoring of policy:**

- Reviewed annually or in instances of legislative change
- Monitoring is part of Management and Supervision

**Responsibilities**

Overall and final responsibility for the safety and wellbeing of the staff rests with the Board of Directors of KATIE VENTRESS SCHOOL OF DANCE.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the General Manager (GM) and Youth Programme Manager (YPM). To ensure health and safety standards are maintained /improved the following people have responsibility in the following areas:

GM:

- The Studio
- Events managed by Katie Ventress School of Dance involving external groups
- KATIE VENTRESS SCHOOL OF DANCE Community Projects for which they are the event lead (specified on Events Organisational Checklist and Schedule)

YPM:

- Courses held at all venues and off-site activities resulting from them
- KATIE VENTRESS SCHOOL OF DANCE Projects for which they are the event lead (specified on Events Organisational Checklist and Schedule)

Youth Programme Assistant (YPA):

- Courses held at venues when the YPM is not present

Course Tutor:

- Courses held at venues where there is no YPM or YPA present.

This is reflected in job descriptions in the company.

Where activities are undertaken in partnership with other organisations or in hired or rented premises these responsibilities will be undertaken in partnership with the designated health and safety personnel of those organisations and premises.

All staff members are made aware of their own responsibilities. All employees and freelance staff should:

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person as detailed in this policy statement

A copy of this policy is given to each staff member and forms the basis of an induction session on Health and Safety issues. Copies of the policy are available from the GM. Action may be brought under the company's disciplinary procedure if there is neglect or abuse of the health and safety requirements.

KATIE VENTRESS SCHOOL OF DANCE will ensure it has sufficient insurance policies for all its activities and equipment. Freelance staff are also required to have their own personal Public Liability insurance.

**Health and Safety Risks arising from our activities:**

- Risk assessments will be undertaken by the delegated employees above
- Findings of risk assessments will be reported to the GM and Board of Trustees
- Action required to remove/control/manage risks will be approved by the GM and Board of Trustees
- The GM will be responsible for ensuring the action required is implemented
- The YPM and GM will check that the implemented actions have reduced/removed the risk
- Assessments will be carried out frequently

**Consultation with employees:**

The company believes that co-operation and consultation with all staff members are essential. Consultation with employees is provided by the GM and YPM.

**Safe equipment:**

- The GM or YPM will be responsible for identifying all equipment needing maintenance
- The GM or YPM will be responsible for ensuring effective maintenance procedures are drawn up
- The GM or YPM will be responsible for ensuring that all identified maintenance is implemented
- Any problems found with equipment should be reported to The GM or YPM
- The GM will check that new equipment meets health and safety standards before it is purchased.

**Safe handling and use of substances:**

- The GM or YPM will be responsible for identifying all substances which need a COSHH (Control of Substances Hazardous to Health) assessment.
- The GM or YPM will be responsible for undertaking the COSHH assessment.
- The GM or YPM will be responsible for ensuring that all actions identified in the assessments are implemented.
- The GM or YPM will be responsible for ensuring all relevant employees are informed about the COSHH assessment.
- The GM or YPM will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed annually or more frequently if work practices etc change.

#### **Competency for tasks and training:**

- Induction training will be provided for all employees by the GM or YPM
- Job specific training will be provided by the GM or YPM
- Specific jobs requiring special training will be identified by risk assessment of each project as it arises.
- Training records are kept at the [INSERT COMPANY NAME] office
- Training will be identified, arranged and monitored by the GM or YPM

#### **Accidents, first aid and work-related ill health:**

- Health surveillance is required for employees doing the following jobs
  - none at present.
- Health surveillance will be arranged by the GM
- Health surveillance records will be kept at the Katie Ventress School of Dance office.
- A specific risk assessment will be undertaken by the GM or YPM for any employee or freelance staff member who notifies her pregnancy
- First Aid boxes are kept at the Katie Ventress School of dance studio. Travelling First Aid Kits are taken to all events and workshops lead by Katie Ventress School of Dance.
- The appointed persons/first aiders are Katie Ventress, Mollie Pulleyn, Laura Clare, Rachel Morris, Christie Barnes.
- There will always be at least one qualified first aider at Katie Ventress School of Dance Classes
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept at the Katie Ventress School of Dance studio.
- All accidents and cases of ill health regarding students at all venues are to be recorded in the accident book. The book is kept locked away in the Raylor Centre storage cupboard
- All accidents and cases of ill health regarding students at other sites are to be recorded in the Workshop/Event Accident Book. The book is kept locked in the cupboard when not in use
- All student injuries will be reported to parents/guardians verbally either immediately (in the instance the injury is sufficient to be considered an emergency) or at the end of the relevant session
- All head injuries will be recorded in the appropriate accident book and reported to parents via a 'head injury' letter
- The General Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

### **Display Screen Equipment:**

KATIE VENTRESS SCHOOL OF DANCE recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Volunteers/Workers are advised to ensure that they take a five-minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Organisation's expense.

The regulations are for the protections of workers (including self-employed workers and volunteers) who habitually use display screen equipment for a significant part of their normal work.

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- The individual has no discretion as to the use or non-use of the display screen equipment
- The individual needs significant training and/or skills in the use of display screen equipment to do the job
- The individual uses display screen equipment in this way daily.

### **Workers' Entitlement:**

#### **Eye Test**

Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an option of the worker's choice.

A worker may request a test if he/she:

- Is already a user for a significant part of his/her work
- Is about to start using display screen equipment for a significant part of his/her work
- Is experiencing visual difficulties which may reasonably be related to display screen work
- It is recommended by an option at the time of an eye examination that the worker should have eye tests at regular intervals

#### **Spectacles**

If, as a result, of the eye test a worker requires spectacles solely for use with display screen equipment, he/she is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose more costly spectacles (e.g. a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.

If as a result of the tests spectacles are required for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.

### **Monitoring:**

- To check our working conditions, and ensure our safe working practices are being followed we will include Health and Safety as an agenda item at termly staff meetings, each initial production meeting and every alternate Board of Trustees meetings

- The GM and YPM will conduct a 6 monthly H&S tour of all sites used by KATIE VENTRESS SCHOOL OF DANCE
- The GM is responsible for investigating accidents
- The GM is responsible for investigating work-related causes of sickness absences
- The GM is responsible for acting on investigation findings to prevent a recurrence

**Emergency procedures – fire and evacuation**

- The named personnel in Responsibilities (pg. 2) above are responsible for ensuring fire risk assessments in each area have been undertaken and implemented in conjunction with the Health and Safety designated employees at the venues. (See appendix 1)
- Escape routes are checked by the named personnel in Responsibilities (Page 1) above.
- Fire extinguishers are maintained and checked by the Health and Safety designated employees at the venues
- Alarms are tested every Friday (at the Raylor Centre) and by the Health and Safety designated employees at the venues
- Emergency evacuation will be tested annually and once in the duration of each community project or professional production

**Appendix 1 - Designated Health and Safety Representatives at Regularly Hired Venues by KATIE VENTRESS SCHOOL OF DANCE**

**Tang Hall Community Centre – Stephen Collins**

**York RI – Dermot Heslop**

**Reflexions Pilates – Jan Davies**