



Addict Dance Academy

Health and Safety Policy 2018 – 2019

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ADDICT DANCE ACADEMY

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ADDICT DANCE ACADEMY

HEALTH AND SAFETY POLICY

1. Statement of Intent

- 1.1. Statement of policy on health and safety at work
Addict Dance Academy (the college) has a responsibility to ensure the Health and Safety of all its employees including freelance workers (hereinafter referred to as employees) whilst working on or off Addict Dance Academy premises and all its students and visitors whilst on Addict Dance Academy premises. Addict Dance Academy through management at all levels, will provide, as far as is reasonably practicable, a working environment that is safe and with minimum risk to employees, students, visitors and members of the public. Addict Dance Academy will fulfil its responsibilities by taking steps to work in accordance with relevant Health and Safety legislation, published Approved Codes of Practice and good working practices. This will be achieved by:
- Seeking at all times to provide safe working procedures, good working conditions and a healthy working environment.
 - Ensuring that employees know of the potential hazards associated with the various activities undertaken by the Addict Dance Academy and are aware of how to avoid associated risks.
 - Providing training and instruction to enable employees to perform their work safely and efficiently.
 - Promoting the maximum individual attention and effort on behalf of employees at all levels to avoid and prevent accidents.
- 1.2. While the overall responsibility for Health and Safety rests with the Principal, all employees at every level have a duty to fulfil their legal obligations and responsibilities. A list of the Health and Safety responsibilities of employees is set out in this Health and Safety Policy.
- 1.3. This policy also provides further information on responsibilities in relation to Health and Safety at Work together with the administration systems and procedures that are in force.
- 1.4. Addict Dance Academy is required to undertake statutory Risk Assessments of all workplace Health and Safety risks. The significant findings of these statutory Risk Assessments are communicated to all those at risk, and are reflected in this Health and Safety Policy.

2. Responsibilities

2.1. Principal

The Principal shall:

- 2.1.1. Supervise the implementation of the Health and Safety Policy and monitor its adequacy.
- 2.1.2. Ensure that adequate resources, reviews, procedures and records, in areas under their control, are identified and maintained.
- 2.1.3. The Principal shall make employees and freelance workers aware of the contents of this policy and their responsibilities in relation to health and safety.
- 2.1.4. Maintain a system of accident reporting, investigation and analysis of all accidents that occur in the workplace, within areas of their responsibility.
- 2.1.5. Ensure that information from the Health and Safety Officer / Local Health Authority is disseminated to the relevant people and that any necessary action is specified and taken.
- 2.1.6. Ensure that no employees or freelance workers, within their area of responsibility are instructed to carry out any action or operate any machinery, or equipment for which they have not been adequately trained.
- 2.1.7. Ensure that all employees, freelance workers, students, visitors, contractors and members of the public are made aware of any risks that may affect them and of any necessary preventive action required.
- 2.1.8. Assist in organising an annual safety audit of the business' activities and premises and ensure that any necessary safety improvements are implemented, within their area of control.
- 2.1.9. Ensure that any suggestions made to improve health and safety are considered and implemented where appropriate.
- 2.1.10. Ensure that there is access to a competent person as defined by The Management of Health and Safety at Work Regulations 1999.

2.2. Programme Leaders/Senior Management Team

The Programme Leaders/Senior Management Team shall:

- 2.2.1. Ensure that the Health and Safety Policy is fully implemented within their area of responsibility.
- 2.2.2. Ensure that all employees and freelance workers under their supervision are aware of the contents of the health and safety policy and the duties imposed upon them.
- 2.2.3. Ensure that all subordinates receive adequate information, instruction, training and supervision to ensure that all work activities are conducted in a safe manner.
- 2.2.4. Take and initiate action required to ensure health and safety risks arising from work activity or within the workplace are fully investigated and dealt with.
- 2.2.5. Ensure that no subordinates are instructed to carry out any action or operate any machinery or equipment for which they have not been adequately trained.
- 2.2.6. Ensure that any defect in equipment, work area or work activity that is reported to them is investigated and dealt with.
- 2.2.7. Ensure that all workplaces within their designated area of responsibility are monitored to ensure that safe conditions are maintained.
- 2.2.8. Ensure that all incidents causing injury or damage to property, machinery or equipment are investigated, reported and correctly documented.
- 2.2.9. Ensure that employees including freelance workers, students, visitors, and contractors are aware of any risks in the area and of established safety procedures.

2.3. **Employees**

Health and safety affects all personnel at all levels within the organisation. To achieve and maintain high standards of health and safety at Addict Dance Academy, all employees (including freelance workers) shall, in accordance with sections 7 and 8 of the Health and Safety at Work Act 1974:

- 2.3.1. Be aware that they have a duty under legislation and codes of practice to take reasonable care for their own health and safety, safe practice and the safety of others that may be affected by their acts or omissions.
- 2.3.2. Comply with the safety policy, procedures and regulations designed to protect the health, safety and welfare of everyone affected by Addict Dance Academy's undertakings.
- 2.3.3. Neither intentionally nor recklessly interfere with nor mis-use any equipment, provided for the protection of health and safety.
- 2.3.4. Be aware of emergency procedures including the evacuation and fire precaution procedures.
- 2.3.5. Conduct themselves, whilst at work, in such a manner as not to compromise themselves or others who their actions may affect.
- 2.3.6. Co-operate with Principal, Programme Managers/Senior Management Team in preventing accidents or health risks to themselves, other employees, students, members of the public or visitors.
- 2.3.7. Wear personal protective equipment whenever instructed to do so or in circumstances that require its use.
- 2.3.8. Report any work conditions that they consider being unsafe or unhealthy at once to their manager.
- 2.3.9. Any employee who fails to comply with the Health and Safety Policy, or who intentionally or recklessly interferes with or misuses any equipment provided for the protection of health and safety will be subject to disciplinary action.

3. The Health and Safety Officer

3.1. The Health and Safety Officer is responsible for:

- 3.1.1. Reviewing (annually) and implementing the Health and Safety Policy.
- 3.1.2. Receiving reports of accidents and incidents from the Principal (quarterly).
- 3.1.3. Reviewing reports of health and safety training undertaken (quarterly).
- 3.1.4. Reviewing reports on Departmental Risk Assessments (annually).
- 3.1.5. Conducting internal and external audit reports (as required).
- 3.1.6. Receiving and making recommendations, agreeing and implementing new systems and procedures and
- 3.1.7. Any other matters brought to the attention of the Health and Safety Officer by employees, managers and students.

3.2. Meetings

- 3.2.1. The Health and Safety Officer meets with the Principal and Senior Leadership Team at least four times per year.
- 3.2.2. An extraordinary meeting may be summoned by the Principal at any time to discuss urgent or non-routine matters.
- 3.2.3. Notice of meetings (ordinary and extraordinary) together with agenda and supporting papers will be sent to all attendees 5 working days before the date of each meeting.

4. Arrangements for Health and Safety

4.1. Accident / Injury Reporting Procedures

- 4.1.1. All accidents¹ and near misses² that occur at work will be recorded using an accident form available in the Accident book³, located on the main reception. Completed copies of accident book forms are kept in the office in the accident folder. The Health and Safety Officer will analyse the accident reports on a regular basis and together with the Principal will decide on the next course of action.
- 4.1.2. Where the Local Authority requires notification the Health and Safety Officer will complete the necessary forms online at www.riddor.gov.uk within the required timescale.
- 4.1.3. RIDDOR reportable incidents /injuries are:
- a) Fatalities – all deaths of workers and non-workers if they arise from a work place accident, including an act of physical violence to an employee / worker.
 - b) “Specified” injuries as defined in RIDDOR 2013 (replacing RIDDOR 1995), which are:
 - fractures, other than to fingers, thumbs and toes
 - amputations
 - any injury likely to lead to permanent loss of sight or reduction in sight
 - any crush injury to the head or torso causing damage to the brain or internal organs
 - serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
 - any scalping requiring hospital treatment
 - any loss of consciousness caused by head injury or asphyxia
 - any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours
 - c) Accidents involving an employee being incapacitated and away from work for a period of seven or more days (to be reported within 15 days of the accident.)
 - d) Occupational Diseases (full list available at www.hse.gov.uk/riddor/occupational-diseases)
 - e) Dangerous occurrences, including specified near-miss events (full list available at www.hse.gov.uk/riddor/dangerous-occurrences)

¹ An accident is defined as an unplanned unwanted event which results in injury or loss of some kind.

² A near miss is defined as an unplanned event that did not result in injury, illness, or damage, but had the potential to do so

³ See Appendix 7.1 and 7.2

- 4.1.4. Where serious accidents or near-miss events occur, the Health and Safety Officer and Principal should immediately organise an accident investigation with a view to determining the cause(s) of the accident and to identify any remedial action to prevent recurrence. An 'Addict Dance Academy Incident/Accident Report Form should be used for this purpose. Once the investigation is completed any identified actions should be carried out within an agreed timeframe. The completed Incident/Accident Report Form should be retained along with any accompanying documentation and kept on file.
- 4.1.5. Accidents involving children or young persons shall also be reported to their parent or legal guardian. The First Aider who has attended the incident should, at their earliest convenience complete an Incident/Accident Form and pass it to the relevant Addict Dance Academy employee, e.g. Administrator, Summer School Leader or Principal. The relevant Addict Dance Academy employee will ensure the original of the form is forwarded to the parent/legal guardian of the child/young person in question and a copy kept on file.

4.2. First Aid

- 4.2.1. Addict Dance Academy will comply with the requirements of the Health and Safety (First Aid) Regulations 1981.
- 4.2.2. Sufficient personnel are nominated as First Aiders and are suitably trained and certificated by attending a three-day First Aid at Work course. HSE guidance in selecting a competent training provider will be followed. These people will be known as qualified First Aiders. Copies of the training certificates will be kept on file within the office. Qualified First Aiders attend an annual refresher course and a requalification course at the end of the three-year qualification period. Additional employees will attend annual First Aid in School training courses, Emergency First Aid training courses or Paediatric First Aid training courses to supplement the first aid team.
- 4.2.3. First aid boxes are located throughout the Addict Dance Academy premises. First aid boxes are checked on a monthly basis by the Health and Safety Officer and where necessary the contents replenished. The minimum legal provision of a suitably stocked first aid box will always be met.
- 4.2.4. Where a member of staff or student is taken to hospital (by ambulance, taxi or other form of transport), where possible, the qualified first aider who attended the individual's first aid needs will accompany the individual to hospital. If this is not possible, an alternative qualified first aider will where possible accompany the individual.
- 4.2.5. Where a child or young student needs to be taken to hospital they will be accompanied by their parent/guardian, but where this is not immediately possible, a qualified first aider will attend, and the parent/guardian will be immediately notified.
- 4.2.6. Where a first aider is tending to an individual and an ambulance is required, the first aider should ask someone closest to them to ring 999 (in the case of using an office extension, 9 should be dialled for an outside line). It is often quicker to call direct rather than asking reception to make the call, as this will delay the process and they will also be isolated from the incident with no information on the individual case.
- 4.2.7. When calling 999 the following information should be given:
 - a) The location, exactly where you are, including the postcode.
 - b) The telephone number you are calling from.
 - c) Brief explanation of what has happened.
 - d) The patient's age, gender and any medical history (if known).
 - e) Whether the patient is awake/conscious, breathing and if there is any serious bleeding
 - f) Details of the injury and how it happened.
- 4.2.8. Providing this information will not delay the ambulance but it will help the emergency services to provide the caller with first aid advice and to send the most appropriate help.

4.3. Fire

- 4.3.1. A Fire Risk Assessment has been completed for the premises by a third-party company (Metro Safety) in accordance with the Property Management Company (APB), which gives details of the controls in place in order to minimise risk to life in the event of fire. All employees are instructed on the action to be taken in the event of a fire or other emergency.
- 4.3.2. All employees will be fully conversant with procedures for fire prevention, detection and evacuation.
- 4.3.3. The Principal will be the Lead Fire Officer and will attend suitable training. Sufficient senior personnel will be nominated to act as Fire Officers. They will attend suitable training on a regular basis. Certificates confirming training course attendance will be kept on file within the office.
- 4.3.4. Employees are not to interfere with any equipment provided to detect or fight fires.
- 4.3.5. Employees noticing any shortcomings in firefighting equipment are to report the matter immediately to the Health and Safety Officer or Principal who will report it to Metro Safety or Fire Queen⁴.
- 4.3.6. Action on discovering a fire:
 - Raise the alarm by using the nearest alarm call point.
 - Shout "FIRE FIRE FIRE".
 - Trained Fire Marshals may attempt to put out the fire, but only if safe to do so.
 - All occupants should evacuate the building, via the safest route to the nearest fire exit.
 - Once clear of danger, the Fire Brigade should be called.
 - Programme Leaders should check that all those for whom they are responsible in his/her department are safe and present at the Assembly point (back left-hand side of the car park) and inform the Lead Fire Marshal accordingly.
 - Teachers/Lecturers and/or anyone responsible for a studio activity should check that all those who are recorded in the register for the activity are present and inform the Lead Fire Marshal accordingly,
 - NO ONE SHOULD RE ENTER THE BUILDING OR LEAVE THE FIRE ASSEMBLY POINTS, UNTIL INSTRUCTED BY THE FIRE BRIGADE THAT IT IS SAFE TO DO SO.
- 4.3.7. The Health and Safety Officer will ensure that all firefighting equipment is regularly maintained and that suitable records are kept.
- 4.3.8. There will normally be weekly fire alarm tests at 12pm on Wednesday. It may be necessary to alter the time and date of fire alarm tests. Fire drills will be held on a quarterly basis. The records for tests for the main building will be maintained and kept by Metro Safety and APB.
- 4.3.9. Employees are made aware of the correct location to go to in the event of an evacuation. This information is posted on signage around the building and is included in employee inductions.

⁴ Contracted company responsible for servicing Fire Extinguisher's

4.4. Visitors and Contractors

- 4.4.1. Only approved contractors will be employed to work on site, arranged by the Principal.
- 4.4.2. All contractors will be required to provide a copy of their current health and safety policy and insurance documentation prior to commencing work on the premises.
- 4.4.3. All contractors will produce a valid form of identification when attending site.
- 4.4.4. The contractor should confirm in writing that all of his employees have received suitable and sufficient health and safety training and that they are competent.
- 4.4.5. Contractors shall be provided with sufficient information to enable them to conduct their activities without risks arising from workplace activities.
- 4.4.6. Contractors shall be required to sign in and out of the premises for accounting purposes in the event of an emergency.

4.5. Risk Assessments

- 4.5.1. It is Addict Dance Academy's policy that formal written risk assessments will be undertaken prior to commencement of any work, which is potentially harmful to health.
- 4.5.2. Relevant employees receive training in risk assessment techniques organised by the Principal. Risk assessments, once completed, will be brought to the attention of any person who may be affected by the work to which the risk assessment relates.
- 4.5.3. Risk assessments will be reviewed at least annually by the Health and Safety Officer or as required due to a change in the risk severity or a change in the working procedures. Any changes made will be brought to the attention of all people who may be affected by the change.
- 4.5.4. There is a standard Addict Dance Academy Risk Assessment Worksheet⁵ and standard Risk Assessment form⁶ which should be completed referring to the Risk Assessment Matrix⁷ for all activities. Once completed the forms should be filed on the Google drive (and within the appropriate department folder).
- 4.5.5. Format of Risk Assessments shall include:
 - a) The nature of the potential risk (Operational, Mechanical, Biological, Chemical etc.)
 - b) Who is at risk
 - c) The control measures present

⁵ See Appendix 7.3

⁶ See Appendix 7.4

⁷ See Appendix 7.5

4.6. Control of Substances Hazardous to Health (COSHH)

- 4.6.1. No work will be undertaken which involves the use of a substance classified as hazardous to health, unless a formal COSHH assessment has been undertaken and documented by a competent person.
- 4.6.2. Any protective measures required, as a result of the COSHH assessment, will be adhered to. The Principal and Senior Management Team are to ensure that the COSHH assessment requirements are in force at all times.
- 4.6.3. No new substances or chemicals will be used on Addict Dance Academy premises that have not been the subject of a formal assessment.
- 4.6.4. Prior to using any materials or substances on Addict Dance Academy's premises a Manufacturer's Product Safety Data Sheet will be obtained.
- 4.6.5. The COSHH assessment sheet shall include the following information:
 - a) Material/Substance identification and purpose
 - b) Potential hazard
 - c) Persons at risk
 - d) Exposure limits (where applicable)
 - e) Precautions and protective equipment required
 - f) Storage and disposal requirements
 - g) Emergency and first aid requirements
- 4.6.6. A copy of the COSHH assessment sheet shall be issued to all locations where the substance is to be used and brought to the attention of all personnel involved.

4.7. Office Safety

- 4.7.1. Smoking is not permitted in the college building.
- 4.7.2. All workstations will be the subject of a display screen assessment in accordance with the Workplace (Health Safety and Welfare) Regulations 1992. Such assessments will be recorded.
- 4.7.3. Electrical cables and telephone wires will be situated so as not to cause a trip hazard.
- 4.7.4. If any bulky or heavy items of office furniture have to be moved trolleys and/or castors will be provided.
- 4.7.5. Electrical sockets will not be overloaded.
- 4.7.6. No flammable materials will be stored in offices unless prior permission has been obtained from the Principal.
- 4.7.7. Any flammable substances that are required to be stored in the building will be stored in a flammables container.
- 4.7.8. All offices will be kept clean and tidy. In particular gangways and means of escape will be kept free from obstructions.

- 4.7.9. Filing cabinet and cupboard drawers will be closed when not in use.
- 4.7.10. Any faulty electrical equipment will be reported to the Health and Safety Officer or Principal.

4.8. Manual Handling and Lifting

- 4.8.1. The Principal will endeavour to eliminate manual handling wherever possible from their area of responsibility.
- 4.8.2. Employees shall not attempt to lift any object that is beyond their strength.
- 4.8.3. The correct lifting technique shall always be adopted, i.e. lift by bending at the knees and keeping the back as straight as possible.
- 4.8.4. Where required, assistance should be sought to lift or move heavy or awkward items.
- 4.8.5. The Health and Safety Officer shall ensure that sufficient training is provided for personnel who are required to continuously lift or move large or heavy items. The Principal will make the arrangements for regular training to be organised for relevant employees.
- 4.8.6. All manual-handling injuries shall be reported promptly, in accordance with the accident reporting procedures.

4.9. Medical / Infectious Diseases

- 4.9.1. Employees must disclose information about medical conditions from which they suffer if it is likely to affect them whilst at work, if it should be known in the event of them being involved in an accident or incident or if they need to carry medication with them (see Drugs & Alcohol Policy) Disclosure should be made to the Principal. All information will be treated with confidence, unless it is necessary to advise a First Aider or other qualified practitioner.
- 4.9.2. Employees must inform the HR Department if they have contracted or been in contact with an infectious or contagious disease, by producing a current medical certificate. If required, the employee may be sent home with pay for a specific time.
- 4.9.3. Examples of the infectious or contagious diseases which must be notified are:
 - Chickenpox
 - Cholera
 - Food Poisoning
 - Hepatitis
 - Impetigo
 - Jaundice
 - Malaria
 - Measles
 - Ringworm

- Scabies
- Tuberculosis
- Typhoid and Whooping Cough
- Influenza H1N1 (swine flu)

4.9.4. Where an employee is unsure of reporting a particular disease he / she should contact the Health and Safety Officer for advice. All information will be treated as strictly confidential.

4.10. **Display Screen Equipment (DSE)**

4.10.1. The Health and Safety Officer shall ensure that DSE assessments are carried out for all personnel who are required to spend the majority of the working day using DSE and are thus classified as a 'user'. Records of these assessments and actions taken will be kept on file within the HR Department.

4.10.2. Employees must co-operate with the Health and Safety Officer in the completion of DSE assessments and comply with the completion of the Standard DSE Workstation Assessment Form⁸ which will be signed by the Assessor and user.

4.10.3. Assessments will be repeated if existing 'users' change their working location and / or equipment.

4.10.4. Employees shall take a break of at least 5 minutes away from the DSE after each hour's continued use. This should be scheduled within their work load for the day.

4.10.5. Employees may undertake an eyesight test at Addict Dance Academy's expense.

4.10.6. If an employee suffers from any visual or muscular discomfort as a result of working with DSE, the matter must be reported to their manager/supervisor and the Health and Safety Officer. A DSE assessment will be repeated and appropriate action taken.

4.10.7. Line Managers shall ensure that the correct amounts of breaks are taken away from DSE screens.

4.10.8. The Health and Safety Officer will have been trained as a competent DSE assessor.

⁸ See Appendix 7.6

4.11. Training

- 4.11.1. All new employees will receive health and safety induction training. A record of this training will be maintained within the office.
- 4.11.2. Periodic refresher training will be provided, and records of such training will be maintained within the Office.
- 4.11.3. The Senior Management Team will ensure that all personnel under their direct supervision have received suitable and sufficient training for the tasks that they will be expected to undertake. Where new processes/procedures are introduced training will be provided as required.
- 4.11.4. Training in respect of fire and emergency evacuation procedures will be mandatory for all employees and will be practised on a regular basis.

4.12. Electrical Safety

- 4.12.1. A contracted electrician will inspect all portable electrical appliances on an annual basis for electrical safety.
- 4.12.2. Having passed the test, appliances shall be marked to indicate that they are safe to use.
- 4.12.3. A visual inspection of all portable appliances will be conducted on a regular basis.
- 4.12.4. Home workers should visually inspect all portable appliances issues to them by Addict Dance Academy on a regular basis and report any concerns or faults to the Health and Safety Officer.
- 4.12.5. The fixed electrical installation will be examined by a competent person every 5 years and records maintained. These will be kept within the office.
- 4.12.6. Employees (including home workers) shall not attempt to repair or modify any electrical item. Where faults occur, they shall be reported to their Line Manager for action to be taken.

4.13. Lone working

- 4.13.1. Lone workers are those who work by themselves without close or direct supervision. They may work from home, work alone outside of normal working hours or be workers visiting off site third party premises alone.
- 4.13.2. The Addict Dance Academy will investigate the potential hazards faced by its lone workers and assess the risks involved for both the lone worker and anyone affected by their work. Measures will be put in place to control or reduce such risks, as part of the risk assessment of work activities.
- 4.13.3. Lone workers will be suitably experienced, have received suitable instructions and if necessary, training on the risks to which they are exposed and the precautions to be used.

4.13.4. Where lone working is required adequate supervision and checks on the well-being of the lone worker will be provided. The type of supervision or check will depend on the level of risk involved, but may include:

- a) periodic checks and contact with regular lone workers i.e. telephone calls and pre-arranged home visits for home workers.

4.14. Personal Protective Equipment (PPE)

4.14.1. Personal protective equipment will be supplied to employees as required free of charge.

4.14.2. Addict Dance Academy will also provide a specified storage area for the safe storage of the personal protective equipment.

4.14.3. The correct equipment, as specified by risk assessment undertaken by the Addict Dance Academy for each activity, will be worn by employees when undertaking those tasks. Failure to do so may lead to disciplinary action.

4.14.4. Regular checks will be carried out and recorded relating to the maintenance of all personal protective equipment issued. Records of this will be kept on file within the office.

4.15. Noise at Work

4.15.1. Addict Dance Academy will comply with all current legislation in reference to Noise at Work.

4.15.2. Noise issues will always be addressed and initially at source which may mean adopting additional measures such as reducing maximum noise levels of live or recorded music or other noise in studios and/or other areas as necessary.

4.15.3. Risk assessments related to noise will be reviewed and amended when any new equipment, work procedures, change of activity or work location occurs.

4.16. Working at Height

4.16.1. Addict Dance Academy will comply with all current legislation in reference to Working at Height.

4.16.2. Suitable and sufficient risk assessments will be carried out in relation to each task undertaken, before work begins. These assessments will establish safe systems of work and procedures for performing unavoidable tasks at height.

4.16.3. Employees required to work at height (including the organisation, planning and supervision of such work) must be competent to do so. Addict Dance Academy will provide the appropriate training.

4.16.4. Training records will be kept on file within the office.

4.16.5. Work equipment used in relation to working at height will be inspected on a regular basis and records of these checks will be kept on file in the office.

4.16.6. Contractors who are required to work at height will be asked to submit a method statement (including inspections) and risk assessment for the work to be carried out. These records will be kept on file within the office.

4.17. Food Safety

4.17.1. Employees should be aware of basic food hygiene requirements and should assist in keeping the shared kitchen areas clean by clearing up after themselves.

4.17.2. The Health and Safety Officer will ensure that adequate cleaning materials are available in the kitchens for employee use.

4.17.3. As Addict Dance Academy is not a registered catering business, food preparation should be kept to a minimum, and catering contractors will be engaged to provide food for meetings and events.

4.18. New and Expectant Mother Risk Assessment

4.18.1. The Health and Safety Officer will conduct a risk assessment and remove risks or make alternative arrangements to protect the safety of new and expectant mothers whilst at work.

4.18.2. The Health and Safety Officer will arrange to meet with an expectant mother as soon as possible after they receive notification from an employee that they are pregnant, to conduct the risk assessment.

4.18.3. A New and Expectant Mother Risk Assessment Form⁹ will be completed, signed by both the Principal and employee and will be kept on file.

4.18.4. The Health and Safety Officer will arrange to meet with a new mother as soon as possible after their return from work after maternity leave to conduct a further risk assessment.

⁹ See Appendix 7.7

5. Communication

5.1. Methods of communication

- 5.1.1. This Health and Safety Policy will be brought to the attention of all existing and new employees of Addict Dance Academy, via the Addict Dance Academy website and signage in the Addict Dance Academy premises.
- 5.1.2. The minutes of Health & Safety meetings will be made available to all employees. They are also available for freelancer workers from the Health and Safety Officer by emailing info@addictdanceacademy.co.uk.
- 5.1.3. Up to date, information and policies relating to health and safety is made available to all employees (including freelance workers).
- 5.1.4. If Contractors (not freelance workers) are required to work on the premises they will be given sufficient health and safety information to enable them to conduct their activities without risk to health from Addict Dance Academy activities.
- 5.1.5. Employees and freelance workers who have any suggestions to improve health and safety are encouraged to report the matter to their line manager, the Principal and the Health and Safety Officer.

6. Record keeping

The following records will be maintained and kept in the following locations:

- 6.1. Risk Assessments & Risk Assessment Compliance Forms - Main office – Risk Assessment Folder/Google Drive.
- 6.2. COSHH Assessments - Cleaning Cupboard.
- 6.3. Fire Training - Main Office – Health and Safety Folder/Personnel files.
- 6.4. Completed Accident Forms – Main Office – Accident Folder and a copy in Student or Personnel files of those involved.
- 6.5. First Aid, Fire, Manual Handling, Risk Assessment technique trained Personnel – Main Office – Health and Safety File and Staff Training File
- 6.6. Fire Equipment Maintenance – Metro Safety/APB and Fire Queen
- 6.7. Staff Training – Main Office – Staff Training File
- 6.8. Display Screen Assessments. – Main Office – Health and Safety File
- 6.9. Issue and checks on Personal Protective Equipment. – Main Office – Health and Safety File
- 6.10. Minutes of Health & Safety Meetings – Principal and Health and Safety Officer

7. Appendices

- 7.1. Incident/Accident Report Form Guidance
- 7.2. Incident/Accident Report Form
- 7.3. Risk Assessment Work Sheet
- 7.4. Addict Dance Academy Risk Assessment Form
- 7.5. Addict Dance Academy Risk Assessment Matrix
- 7.6. Standard DSE Workstation Assessment Form
- 7.7. New & Expectant Mother Risk Assessment Form