

Health and Safety Policy

icandance believes that when thorough Health and Safety measures are in place staff, children, young people and their families can perform at their best and without threat of danger.

General guidelines

- Health and Safety checks are monitored by the icandance Management Committee and are reviewed on a yearly basis or as new information is received
- The named Health and Safety Officer is Juliet Diener, Founder and Principal, who will be supported by other named supporting officers who may undertake checks at certain icandance led events
- It is the responsibility of icandance to make sure that the work environment where services are delivered is safe
- It is the responsibility of all staff and volunteers to adhere to Health and Safety guidelines and to take reasonable care for your own health and safety and that of others who may be affected by your actions
- It is the responsibility of all staff and volunteers to report any concerns or breaches of health and safety to the Management of icandance or Health and Safety Officer immediately
- It is the responsibility of all parents to inform icandance of any matter regarding their c/yp which could impact on the ability to keep them safe as well as others.

The following Health and Safety procedures are to be followed:

1. Risk Assessments

Risk assessments are to be reviewed annually or as is needed. Risk assessments are completed for:

a) Environment

A check-list is used to inspect the environment prior to every session. This is completed by named safety monitors. See appendix A.

b) Participants

Prior to enrolling at icandance every parent/carer must complete a personal information form which gives details of the participant's needs. From this, staff can prepare to make the environment accessible and offer the correct amount of support. Further formal risk assessments are then completed once the participant begins icandance which is discussed as a team. See appendix B

c) Outings

Risk assessments are conducted prior to any outing. This is completed in conjunction with the icandance team, parents/carers and a contact at the venue.

d) Theatre

Whilst we adhere to the risk assessment of the theatre, icandance conducts its own risk assessment of the theatre taking into consideration the specific needs of our participants.

2. Intimate Care Plans

Intimate care plans are completed with parent/carers as is required. See appendix C.

4. Incident Reporting

An injury is recorded on the incident report form. See appendix D.

An investigation as to how future incidents can be avoided will be investigated by the named Health & Safety Officer and where necessary safety matters addressed or amended.

5. First Aid

A first aider will be on site at every icandance session. Up to date first aid kits will be onsite and accessible in a designated area i.e. by the music system. The kit is to be reviewed by the First aider every 6 months. Used equipment is to be replenished immediately. First aid skills by the named member of the team are renewed every 3 years.

In the case of an incident involving bodily fluids, staff should wear appropriate Personal Protective Equipment (gloves and disposable aprons) and use bodily fluid kit provided next to First Aid Kit, others in the session will be moved away from spills whilst clear up takes place.

6. Fire and Emergency Evacuations

icandance staff will inform themselves of the fire and emergency plans at every venue prior to sessions starting this includes the location of fire extinguishers, the exit doors, evacuation procedures. Staff and volunteers should ensure at all times that no fire exits are obstructed in any way.

At Fitzjohns Primary School (our main site) the procedures are:

On the sounding of the alarm, people should evacuate the hall in an orderly manner either through the back, disabled access door or through the main hall door entrance. They should proceed to the assembly point located in the middle of the playground beside the tree house.

In the studio, people should evacuate in an orderly manner either down the fire escape. Wheelchair users should follow signs to refuge point, the lift should not be used in the case of fire. Assembly point is as above.

In all other venues that icandance runs satellite clubs, after school clubs, or other sessions/projects, staff and volunteers should familiarise themselves with evacuation procedure.

7. Use of Equipment

icandance staff takes sole responsibility for the use of all equipment. No equipment should be used without a member of the icandance team present. icandance will provide necessary training for all staff required to use specialised equipment. Equipment is checked and approved as is necessary.

Reviewed and amended by Freyja Winterson on 21st June 2017

icandance, Green Man Community Centre, Strawberry Vale, London, N2 9BA

Tel: 020 8343 2439 (off) or 07973 397604 (Mob)

info@icandance.org.uk www.icandance.org.uk

Company limited by guarantee (England & Wales) Number: 7168545

Registered Charity Number: 1137695