



Katey Leader
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Leaders in Dance - Health & Safety Policy

Overall, and final responsibility for health & safety falls to: Katey Leader - Artistic Director & Founder of Leaders in Dance (LID)

Day to Day responsibility for Health & Safety falls to: LID personnel overseeing community activities.

Leaders in Dance recognises that it has a responsibility to it's personnel, customers and visiting artists under the following legislation:

- Health & Safety at Work Act (1974)
- The Management of Health & Safety at Work Regulations (1999)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995)

This policy sets out the ways in which the organisation will work to ensure that a safe environment is always maintained. To ensure this, the policy will be reviewed annually, or more regularly if required, due to a change in circumstances.

Statement of General Policy:	Action/Arrangements:
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	Carry out thorough risk assessments on all venues and LID activities, ensuring actions out of these assessments are implemented. *Risk assessments are reviewed annually, or before this if working habits or conditions change*
Provide clear instructions and information, including adequate training, to ensure employees are competent to do their work.	LID Personnel and visiting parties given necessary health & safety induction upon arrival, and provided with appropriate training and personal protective equipment if needed. We will ensure that suitable arrangements are in place to cover employees engaged in work remotely from the usual LID venues.
Engage & consult with employees on day-to-day health and safety conditions.	Formal consultations with personnel to ensure regular health & safety procedures are being followed and maintained at review meetings, or sooner if required.
Implement emergency procedures - evacuation in case of a fire or other significant incidents.	Ensure escape routes are well signed and keep clear at all times. Evacuation plans are tested seasonally and updated as necessary. All LID personnel are briefed on escape routes, and procedures before engaging in any activities.



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Maintain safe & healthy working conditions, provide and maintain equipment and storage areas (where applicable) and ensure safe storage/use of any substances.	Regularly sanitised toilets, washing facilities and drinking water is provided. All venues associated with LID carry out routine inspections and testing of equipment that the company are hiring. If any defects are found during use these are reported and necessary action taken. All venues also follow the latest COSHH regulations and these can be requested if needed.
Report all accidents and ill health to the Health & Safety lead and ensure these are recorded in the appropriate manner.	Ensuring all accidents and ill health are reported as soon as possible under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) through LID's accident report book. All staff will receive training on how to competently fill out this report book.

First Aid

LID currently have two First Aid Trained personnel - Katey Leader & Natalie Hyde.

Where possible, treatment should be given by a trained First Aider and consent to provide this to an individual will be obtained prior. Provided this does not put the injured at risk, staff should always try to administer First Aid with another adult present who can assist to ensure the first aider is providing the most appropriate care. For minor injuries, personnel should not offer any medication, including pills of any kind. If an individual requires emergency services, or a doctor, the correct procedures will be followed.

Health & Safety Law Poster is displayed at:

First-aid box is located at:

Accident Report Book is located at:

Signed (Employer):

Date:

Next review date: