



Exim Health and Safety Policy

1. Statement of general policy

Exim Dance Company is committed to:

- Continually assessing the health and safety risks arising from our work activities
- Provide adequate control of those health and safety risks
- Consulting with all parties on matters affecting health and safety
- Ensuring all associates are competent to do their tasks
- Providing information, instruction, training and supervision on matters of health and safety where necessary
- Preventing accidents and cases of work-related ill health
- Providing and maintaining safe working conditions
- Reviewing and revising this policy at regular intervals and following any significant changes.

What follows are the general guidelines to which members of Exim Dance Company will adhere in order to provide as safe and as healthy an environment as is reasonably practicable for all who work with the company.

The day to day running of the company will take place within five main environments:

- Dance studios
- Community halls
- Theatres
- Schools
- Outdoor venues

Before commencing work within each new environment Exim Dance Company will require health and safety policies to be exchanged with the proposed working environment and will carry out a risk assessment of the proposed venue, familiarising themselves with fire safety procedures and first aid facilities. Exim Dance Company will not work in an environment where health and safety risks are thought to have been inadequately considered and provided for.

2. Responsibilities

2.1 Company Directors shall;

- Carry out risk assessments
- Make arrangements for implementing the health and safety measures identified as being necessary by the assessment (setting up emergency procedures, providing adequate first aid facilities, providing health surveillance as appropriate and ensuring necessary staff receive adequate information, instruction, training and supervision).
- Provide and maintain safe working conditions and to review periodically.
- Ensure that all company members/collaborators are made aware of those health and safety measures.
- Review these assessments annually, or when work activity/environment changes.
- Where appropriate report injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority in accordance with RIDDOR (<http://www.riddor.gov.uk>).



As Exim Dance Company do not have their own premises, it is our responsibility to comply with RIDDOR by informing the owners of the premises on which we work about any occurrences of the above. In addition to this, Exim Dance Company will keep a record of these occurrences, which will include the date and method of reporting, the date, time and place of the occurrence, the personal details of those involved, and the nature of the occurrence.

2.2 In addition, all self employed associates carrying out work on behalf of Exim Dance Company are responsible for ensuring that safe methods of work exist, and are implemented. They must:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Co-operate on all matters of health and safety and complying with procedures.
- Report all health and safety concerns and occurrences to the Company Director.
- Not interfering with anything provided to safeguard their health and safety.

3. Fire Safety

All members of Exim Dance Company will familiarise themselves with the evacuation procedures for each working environment, and comply with those procedures in the event of fire. When working in schools, Exim Dance Company will require a member of staff to be present at all times, and will require that school representative to take charge if it becomes necessary to evacuate school pupils from the working environment.

4. First Aid

Company Directors will:

- Ensure adequate First Aid is available within the working environment.
- Provide support and refresher training to those Certified First Aiders where necessary.
- Familiarise themselves and company members with the location of first aid facilities in each working environment.
- Keep a record of all first aid treatment administered.

Where an appointed First Aider is not present and there is an immediate need for first aid treatment, or any doubt about any accident, it is essential to call a Doctor or Ambulance. When working in schools, Exim Dance Company will require a member of staff to be present at all times, and will require that school representative to take charge if it becomes necessary to administer first aid / prescribed medication to a pupil. No member of the company will take responsibility for administering medication such as an inhaler to children.

5.1 In rehearsal and performance

- Wearing suitable clothing
- Having suitable footwear or bare feet
- Wearing suitable and identified protective clothing as necessary
- Taking responsibility for appropriate warm-up/cool-down
- Working at all times to prevent injury. Company members must inform the relevant Company Director if they are concerned about the risk of injury. The Company Director must take measures to reduce the risk of injury e.g. allowing ample time for thorough warmup/cool-down, ensuring company members take regular



breaks, intervening where there is any concern that a company member is insufficiently trained to be attempting a certain activity.

- Where injury may occur, Exim Dance Company expects that its members will report and obtain treatment for such injuries and not undertaking further rehearsal or performance where this might inhibit the healing process

5.2 In workshops

When working in schools, all members of Exim Dance Company remain responsible for their own health and safety, but are additionally responsible for informing workshop participants about the importance of ensuring safe and respectful practice in the work place:

- Ensuring workshop participants wear appropriate footwear and clothing.
- Leading participants in thorough warm-up and cool-down exercises