

# Dance Creative: Health and Safety Policy

Date updated: 27/9/2023

Date of next update: 26/9/2024

## Part 1: Statement of Intent

Dance Creative is committed to protect freelance artists, assistant artists, volunteers and members of the public that take part in our activities (henceforth known as beneficiaries). We will seek to comply with the requirements of the Health and Safety at Work Act 1974 and associated legislation as far as is reasonably practicable.

### Our Health and Safety Policy is to:

- Prevent accidents and cases of work-related ill health
- Manage health and safety risks during all our activities, including classes, projects, and performances
- Provide clear instructions and information, and adequate training, to ensure that all staff and volunteers are competent to carry out their duties
- Consult with our staff, volunteers, and beneficiaries on matters relating to their health and safety
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or other significant incident
- Review and revise this policy frequently

## Part 2: Roles and responsibilities

### Overall responsibility

Our Board of Trustees has overall responsibility for health and safety. This includes:

- managing the health and safety risks of our activities by writing, agreeing and monitoring our health & safety policy and procedures, with reference to the Health and Safety Executive website.
- providing clear instructions & information, and adequate training, to ensure that freelance artists and volunteers are competent to undertake their duties.
- engaging and consulting with freelance artists and volunteers on ongoing health and safety conditions.
- reviewing our health & safety policy and procedures at least every two years, with reference to changes in legislation and any incidents that have occurred, or more frequently should the need arise.
- delegating responsibility for their day-to-day implementation to a named person within Dance Creative.

### Day-to-day responsibility

Day-to-day responsibility for ensuring this policy is put into practice is held by Caroline Moss, Dance Creative's Artistic Director. This includes:

- ensuring that risk assessments have been carried out for all Dance Creative's activities, including classes, projects and performances & taking the necessary measures to remove or control the hazards identified. This includes online activity and an infectious diseases risk assessment.
- ensuring that all staff, employees, and beneficiaries are aware of emergency procedures, including evacuation in case of fire or other significant incident.
- consulting with all staff and volunteers on health and safety issues, concerns, and training needs.
- reporting all accidents and health and safety incidents to the Board and recording them in the accident form (See Appendix).
- reporting all serious incidents resulting in serious injury/death to HSE according to RIDDOR regulations

All Dance Creative's freelance Lead Dance Artists who are in charge of a particular activity have responsibility for:

- conducting risk assessments & taking the necessary measures to remove or control the hazards identified.
- implementing emergency procedures, including evacuation in case of fire or other significant incident.
- submitting risk assessments to the person with day-to-day responsibility outlined above.
- reporting accidents or health and safety concerns to the person with day-to-day responsibility outlined above and recording them in the accident form (See Appendix).

Dance Creative's freelance assistant artists and volunteers recognise, accept and implement their responsibilities in relation to our health & safety policy and procedures. This includes:

- becoming familiar with relevant health & safety documents including risk assessments.
- identifying their individual training needs and attending health & safety training as required.
- reporting accidents or health and safety concerns to the Lead Dance Artist for the activity they are assisting with.
- co-operating and working with Dance Creative's Lead Dance Artists, Artistic Directors, and Board of Trustees on all matters relating to Health and Safety.
- taking reasonable care of their own health and safety, and that of the beneficiaries they are working with.

## **Part 3: Arrangements for Health and Safety**

### **Risk Assessments**

- Dance Creative will complete risk assessments for all relevant activities including classes, projects and performances. This will include online activities and infectious diseases.
- Dance Creative will carry out all actions required in the risk assessment to mitigate risk.
- Dance Creative will ensure that all staff and volunteers are provided with the relevant risk assessments, and that beneficiaries are informed about the risk assessments, and how they may request a copy. All risk assessments will also be made available through the Dance Creative website.
- Dance Creative will review all risk assessments when working habits or conditions change, or:
  - Classes – reviewed annually
  - Projects & Performances – before each project begins/before each performance is held.

### **Training**

- Induction for newly appointed staff and volunteers will include Health and Safety training. This training will cover general health and safety for Dance Creative's activities, as well as safe practice when working with Dance Creative's specialist market (older people).
- Dance Creative will consider ongoing training needs of staff and volunteers and consult with them regularly to identify those needs. An on-going list of training needs for staff and volunteers will be reviewed and discussed at each quarterly Board meeting.

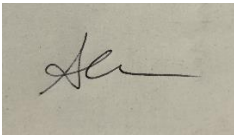
### **Consultation**

Dance Creative will consult with staff, volunteers and beneficiaries on health and safety matters as they arise, and formally when we review this Health and Safety policy.

## Evacuation

- Dance Creative will ensure that staff, volunteers and beneficiaries are advised of evacuation routes and fire exits in rented premises and that these are checked on a regular basis.

**This Health and Safety Policy was approved by the Dance Creative Board of Trustees on 27<sup>th</sup> September 2023.**



**Signed:**

**Date:** 27/09/2023

**Name:** Angela Conlan

**Position:** Chair of Board of Trustees

## Appendix A

### INCIDENT REPORT FORM

Use this form to report accidents, injuries, medical situations, near misses, or other incidents. If possible, a report should be completed within 24 hours of the event.

Date of Report: [DATE]

#### PERSON INVOLVED

Full Name: [NAME] Address: [ADDRESS]

Phone: [PHONE NUMBER] E-Mail: [E-MAIL ADDRESS]

#### THE INCIDENT

Date of Incident: [DATE] Time: [TIME]  AM  PM

Location: [LOCATION]

Describe the Incident: [DESCRIBE THE INCIDENT]

#### INJURIES

Was anyone injured?  Yes  No

If yes, describe the injuries: [DESCRIPTION OF INJURIES]

#### WITNESSES

Were there witnesses to the incident?  Yes  No

If yes, enter the witnesses' names and contact info: [NAMES OF WITNESSES]

## POLICE / MEDICAL SERVICES

Police Notified?  Yes  No If yes, was a report filed?  Yes  No

Was medical treatment provided?  Yes  No  Refused

If yes, where was medical treatment provided?  On site  Hospital  Other: [OTHER]

## OTHER INFORMATION

What could have been done to prevent this incident?

If a near miss, how could you/someone else have been hurt?

## PERSON FILING REPORT

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

## OFFICE USE ONLY

Report received by: [NAME] Date: [DATE]

Follow-up action taken:

Action Taken: DESCRIBE]

## Appendix B – Face to Face Activity Risk Assessment Template

<b>Health and Safety Activity Assessment</b>			
<b>Name of Activity:</b>			
<b>Venue Information and contacts</b>			
<b>Venue Name</b>		<b>Date of Assessment / Review date</b>	
<b>Contact Person / Details for Venue</b>		<b>Person(s) writing assessment</b>	
<b>Address of Venue</b>			
<b>Client/Patient Information</b>			
<b>Maximum number within class</b>	See individual group risk assessments – dependent upon number of support staff and participant needs. More vulnerable participants (eg those with dementia) must have carer present if need one to one supervision. Participants with mobility or balance issues may be asked to remain seated during class.	<b>Any known special requirements of client group i.e. Medical/Overall Risk Stratification /Behavioural</b>	NO  (But refer to separate Infectious Diseases Risk Assessment)
<b>Are support Staff required</b>			
<b>First Aid and Fire</b>			
<b>Location of First Aid Kit</b>		<b>Fire Exits</b>	
<b>First Aider on call during class</b>		<b>Fire Fighting equipment locations</b>	
<b>Location of Telephone</b>	Mobile Phone	<b>Fire Assembly point</b>	

<b>1st Aid procedure</b>	Call 99 in emergency. At least one trained emergency First Aider is present at activity.	<b>Fire procedure</b>	Follow known evacuation routes if fire alarm is sounded.
<b>Defibrillator procedures</b>	<p>See individual activity risk assessments for location of nearest defibrillator to venue, using <a href="https://www.defibfinder.uk/">https://www.defibfinder.uk/</a>.</p> <p>Trained First Aiders are present at each activity and have been trained in recognising the symptoms of SCA (Sudden Cardiac Arrest), CPR, and the use of defibrillators.</p> <p>In the case of SCA, call emergency services on 999 and use the nearest defibrillator to the venue under paramedic instructions.</p>		
<b>Site Information</b>			
<b>Location / Distance of toilets</b>		<b>Wheelchair access</b>	
<b>Car Parking Information</b>		<b>Hearing aid loop?</b>	
<b>Equipment Used: Safety Points.</b>			
<b>Equipment Name</b>	<b>Hazards or Risks Associated</b>	<b>Controls in place (instructor actions) to reduce risk</b>	<b>Likelihood (L) x Severity (S) = Risk (R) Risk Rate</b>

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Resistance bands	Bands could break & injure a participant causing cuts, friction burn, bruising, instability, eye injuries	Participants check own bands before start of session for wear and tear.  Remind participants to close eyes if hear snapping sound.  Monitor technique & remind participants of safety teaching points.	L – 1 X S- 2 = R2 Low
Other equipment, eg wrist bells, scarves, pom poms, gel balls	Equipment may cause trip hazard on floor  Participants may injure themselves through incorrect use of equipment.	Ensure that all equipment is stored safely & out of the way when not being used.  Monitor technique & remind participants of safety teaching points.	L1 x S – 3 = R3 Low



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<p>Chairs/tables</p>	<p>Chairs may have unstable legs or be broken, may have splinters if wooden. Design of chair may be unstable, eg. folding chair is wobbly or back of chair is too high or too low.</p> <p>Legs of chair could stick out causing trip hazard.</p> <p>Space between chairs is insufficient and could cause trips, falls.</p> <p>Participants could fall, trip, or injure themselves if moving chairs.</p> <p>Chairs could be unstably stacked, causing accidents and injuries if participants or staff/volunteers try to move them or lean against them/sit on them.</p> <p>Risk of pinching fingers between tables when moving tables for refreshments at end of class; also risk of injury for participants moving tables unsafely.</p>	<p>Check all chairs before start of session, including suitability of design; participants to check their own chair for instability.</p> <p>Remind participants of specific things to be aware of with the chair, eg legs sticking out at an angle.</p> <p>Ensure chairs are set out with sufficient spacing &amp; check this is maintained.</p> <p>Participants only move chairs/tables themselves if able to do so safely, otherwise staff &amp; volunteers move chairs/tables. Participants/staff/volunteers advised to keep fingers away from spaces between tables when they are being moved. Participants/staff/volunteers advised to not sit or lean against stacked chairs, and to only remove chairs from low, stable stacks. If in doubt, Lead Dance Artist to supervise moving of chairs and to contact venue manager if there are safety issues.</p>	<p>L – 1 x S-3 = R3</p> <p>Low</p>
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## Environmental / Exercise/ Client Based Risk Assessment

Potential Risk	Hazards or Risks Associated	Controls in place (instructor actions) to reduce risk	L x S= R
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<p>Floor</p>	<p>Floor may be dirty or wet due to outdoor shoes being worn in space and could cause trips/falls from slipping.</p> <p>Uneven floor surface – eg, between 2 rooms by sliding doors, could cause trip hazard.</p>	<p>Check floor is clean and dry before session; ensure participants wipe feet or change shoes before coming into the space in wet weather.</p> <p>Inform participants of trip hazard by sliding doors and ensure that they avoid the raised surface where the room is divided.</p>	<p><math>L - 1 \times S - 3 = R 3</math></p> <p>Low</p>
<p>Obstacles</p>	<p>Space may have obstacles on the floor left from previous classes, such as clothing, chairs, equipment, and could cause trips/falls.</p> <p>Participants' own belongings may be left in the space and cause trips/falls.</p>	<p>Check that space is free from trip hazards/ obstacles before session. Remove any obstacles from space.</p> <p>Ask participants to safely store their belongings, eg bags, coats, sticks etc at the side of the room, on chairs/tables around the edges of the room.</p>	<p><math>L - 1 \times S - 3 = R 3</math></p> <p>Low</p>
<p>Temperature / Ventilation</p>	<p>Room may be too hot or cold resulting in injury to participants or could cause fainting from heat.</p> <p>Particular risk with leaving doors open for ventilation (see Infectious Diseases Risk Assessment).</p>	<p>Locate source of temperature control prior to session and ensure that it is at correct level for the session.</p> <p>Ensure participants are not seated directly in front of open doors in cold weather.</p> <p>Locate ventilation points for hot weather and advise participants on drinking water, stopping exercise immediately if feeling unwell. Adapt exercises according to temperature – eg, reduce intensity in hot weather.</p> <p>Ensure that participants warm up and cool down properly.</p>	<p><math>L - 2 \times S - 2 = R 4</math></p> <p>Moderate</p>

Electrical equipment	Electrocution	Ensure any electrical equipment (i.e heaters/speakers/kitchen equipment) has been Pat Tested with the venue duty manager.	L-1 x S-4 = R 4 Moderate
Access to venue (i.e. car loading etc)	Trip and car hazards crossing car parking area.	Advise participants of any trip hazards in and out of venue, including raised surfaces/steps, and advise participants to be careful when walking close to parked cars if necessary.	L - 1 x S -3 = R 3 Low
Privacy / Protection issues	Vulnerable participants may be put at risk through lack of confidentiality or abuse.	<p>Ensure all participants are fully assessed prior to starting the class and allow time for any updates before each session begins. Ensure that electronic confidential participant information is kept securely in password protected documents, that these are only shared with the appropriate staff members, and that passwords are shared separately through an encrypted format. Ensure that original paper registration forms are kept in a locked box. Update safeguarding policy annually or more frequently if needed, and regularly review safeguarding procedures at quarterly Board meetings. Ensure that staff &amp; volunteers have Enhanced DBS checks and are aware of all relevant policies and procedures including Safeguarding, and attend regular Safeguarding training.</p> <p>Ensure that Dance Creative Privacy Policy is reviewed regularly and that participants know how to request information about the policy or themselves, including how to make a complaint.</p>	L – 1 x S – 2 = R 2 Low

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<p>Exercise / Skill Choices</p>	<p>Participants may have varying needs/levels of ability and might cause injury to themselves or others if trying to do something which is too difficult.</p> <p>Participants may injure themselves through doing exercises incorrectly.</p>	<p>Assess participants' needs and abilities before starting the sessions to ensure it is suitable and appropriate for them. Advise not to attend class and refer back to GP/Medical Professional if not able to participate safely.</p> <p>Provide alternative exercises to ensure that all levels / abilities within the class are catered for.</p> <p>Ensure that best practice in leading dance sessions is followed:</p> <ul style="list-style-type: none"><li>- ensure that participants have a thorough warm-up incorporating mobility and circulation exercises</li><li>- adjust exercises according to participants' individual ability and create options for seated alternatives where necessary</li><li>- give clear instructions when leading the movement, clearly explain alternatives, and use volunteers where appropriate to demonstrate alternatives such as seated exercises</li><li>- advise participants of teaching points for each movement through both verbal and physical demonstration</li><li>- be clear on safe practice and of the physical needs of older people and each individual throughout each session</li></ul>	<p>L -1 x S - 3 = R 3</p> <p>Low</p>
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		<ul style="list-style-type: none"> <li>- be aware and make provision for participants with particular needs such as balance and mobility issues or cognitive needs – these are noted on the participants’ details spreadsheet</li> <li>- ensure participants are properly cooled down at the end of the session, including stretching and safe circulation lowering</li> <li>- ensure that all participants are closely monitored throughout exercises and that incorrect technique is corrected</li> <li>-ensure that participants are reminded throughout session to use chair if needed</li> </ul>	
<p>Health/ Suitability of Clients</p>	<p>Participants may not be fit/healthy enough to take part and may become injured as a result.</p>	<p>Ensure all participants are fully assessed prior to starting the sessions and advised not to participate if unsafe to do so. Ensure that if participants do not feel well at the beginning of/during an individual session, they are advised not to participate and to return home/contact their GP. Ensure that participants are informed at the start of the session that if they feel unwell, or something hurts, to stop exercising and inform staff.</p>	<p>L - 1 x S - 3 = 3 Low</p>

<p>Poor Posture</p>	<p>Might result in toppling off the chair, losing balance whilst standing, or causing loss of balance to other participants.</p>	<p>Ensure participants have enough strength to keep head lifted for the majority of the class. If posture is too poor refer back to GP/Medical Professional and advise not to attend class. Remind participants throughout the class of correct posture when standing and sitting.</p>	<p>L1 x S3 = R 3 Low</p>
<p>Medical</p>	<p>Due to age of participants they may have medicine that they need to have close at hand or they could be at risk of:-</p> <p>Angina Attacks</p> <p>Asthma Attacks</p> <p>Low blood Sugar</p> <p>Some medications, or combinations of medication may cause risk of falling or illness.</p> <p>Participants with existing heart conditions or high blood pressure might be at risk of Sudden Cardiac Arrest (SCA).</p>	<p>Ensure all participants' medical history is known and that staff and volunteers know where any inhalers, angina spray, and glucose tablets are if needed. Check participants have these items with them at the beginning of each session and remind participants to update staff on any changes to medication or medical/health conditions. Ensure that particular risk medications or combinations of medication are noted.</p> <p>Ensure that participants' heart conditions and blood pressure are under control through medication and that they have not been advised to avoid exercise. Know the location of the nearest public defibrillator and that staff and volunteers are aware of the procedures in the event of SCA.</p>	<p>L-1 x S-4 =R 4 Moderate</p>
<p>Chemicals</p>	<p>Allergies, choking and reactions</p>	<p>Ensure the room is clean before starting the class, and raise concerns with the duty manager. Be aware on any strong toxic chemicals being used for cleaning and if the smell is strong open windows and inform the duty manager. If necessary cancel class for that day.</p>	<p>L1 x S3 = R 3 Low</p>

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Lighting/Distractions	Lighting may be too bright causing discomfort or too dark making vision difficult.	Check lighting is not too bright or dark prior to start of session and ask participants if they are comfortable with level of lighting.	L - 1 x S -2 = R2 Low
Clothing	Participants may arrive in unsuitable clothing, eg trousers that are too long, or insecurely attached shoes (eg flip flops)/shoes with a heel, or participate in socks only, causing risks of slipping, tripping, loss of balance through instability, or being trod on by others.	Ensure participants are aware of the most suitable clothing and footwear for the class, and advise participants of the risks of participating in inappropriate clothing or footwear, including the risks of insecurely attached shoes. Advise participants to put appropriate shoes on when moving around the space/dancing with others or if there is a risk of slipping.	L -1 x S - 3 = R3 Low
Chewing Gum or other food items in mouth	Choking	Ensure any gum or food items are taken out/finished before the class starts, and remind participants of the risks of participating in exercise with chewing gum/other food in the mouth.	L-1 x S-3 = R3 Low
Weather	Slips and Falls on icy pavements, Heat stroke, getting too wet in rain	Look at weather forecast and consider the journeys people make to class and if necessary cancel if weather severe. Check for slippery surfaces from outside into venue in cold or wet weather.	L-1 x S-3 = R3 Low

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Allergies	Anaphylactic shock	Participants make DC aware of allergies on the registration form. Ensure that staff and volunteers are aware of participants with allergies and know where they keep their epi pen if necessary. Trained First Aiders know symptoms of severe allergic reaction. Make participants with allergies aware of potential risks in ingredients served with refreshments eg nut allergies/Coeliac's disease.	L-1 x S-3 = R3  Low
Illness	Participants, staff or volunteers could become ill during session, including vomiting – risk to individual and of transmission to others	Advise participants not to attend class if they feel unwell before the session, and to stop exercising and inform staff if they feel unwell during the session. If participants, staff or volunteers are suddenly unwell during the session, follow first aid procedures depending on nature of illness, or call 999 in an emergency. Ensure that staff and volunteers have access to disposable gloves and ensure that all staff and volunteers know the procedures for illness.	L-1 x S-3 = R3  Low
Scalds, accidents, or choking during refreshment time	Participants, staff or volunteers could be injured or scalded by hot drinks following class, or choke	Ensure that only staff and volunteers serve hot drinks in the kitchen, and that participants know to avoid entering the kitchen when hot drinks are being served. Ensure that staff and volunteers are aware of procedures in the event of an injury or accident.	L-1 x S-3 = R3  Low



## Medium or High Level Risk Continuation Assessment

Name of Risk	Original Risk Rating	Further Action taken to reduce risk rating	Revised Risk Rating
			Likelihood (L) x Severity (S) = Risk (R) Level
Electrical equipment	R4	Do not use equipment which has not been PAT tested	R 2
Medical emergency	R4	Advise participants not to take part if feeling unwell or if don't have emergency medication with them, eg inhalers/angina spray/glucose tablets. Ask all participants to complete a registration form outlining medical information before starting class and make them aware that it is their responsibility to provide updates of any changes to their medical conditions and medication. Inform participants not to take part if they have been advised against exercise by their GP/Medical professional.	R2
Temperature/Ventilation	R4	In cold weather, prop doors open slightly, or keep closed and open intermittently through class.	R3

Source: St John Ambulance Issue 3 (2007). Level 2 Certificate in Risk Assessment Booklet. BSC Awards.

## Appendix C – Online Activity Risk Assessment Template

Health and Safety Assessment for Dance for Life Online Classes			
Activity Information and contacts			
Activity Name		Date of Assessment / Review date	
Contact Person / Details for Venue	N/A	Person(s) writing assessment	
Address of Venue	Zoom		
Client/Patient Information			
Maximum number within class	12	Any known special requirements of client group i.e. Medical/Overall Risk Stratification /Behavioural	NO
Are support Staff required	Yes		
First Aid and Fire			
Location of First Aid Kit	N/A	Fire Exits	N/A
First Aider on call during class	At least 1 Trained First Aider is present	Fire Fighting equipment locations	N/A
Location of Telephone	Mobile Phone	Fire Assembly point	N/A

Home Procedure for 1 <sup>st</sup> Aid	<ul style="list-style-type: none"> <li>- Call 999 if necessary</li> <li>- Call participant's emergency contact if non-emergency assistance is required</li> <li>- Advise participant to seek medical advice if concerned</li> </ul>	Home Procedure for Fire	In case of fire/smoke alarm, participant to evacuate their premises immediately
Defibrillator procedures	<p>Call 999</p> <p>Contact participants' emergency contact and use AED locator:  <a href="https://www.defibfinder.uk/">https://www.defibfinder.uk/</a></p>		
<b>Equipment Used: Safety Points.</b>			
Equipment Name	Hazards or Risks Associated	Controls in place (instructor actions) to reduce risk	Likelihood (L) x Severity (S) = Risk (R) Risk Rate
Resistance bands	Bands could break & injure a participant causing cuts, friction burn, bruising, instability, eye injury	<p>Participants check own bands before start of session for wear and tear.</p> <p>Remind participants to close eyes if hear snapping sound.</p> <p>Monitor technique &amp; remind participants of safety teaching points.</p>	L – 1 X S- 2 = R2 Low
Other equipment, eg wrist bells, scarves, pom poms, gel balls	<p>Equipment may cause trip hazard on floor</p> <p>Participants may injure themselves through incorrect use of equipment</p>	<p>Ensure that all equipment is stored safely &amp; out of the way when not being used.</p> <p>Monitor technique &amp; remind participants of safety teaching points.</p>	L1 x S – 3 = R3

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<p>Chairs</p>	<p>Chairs may have unstable legs or be broken, may have splinters if wooden. Design of chair may be unstable, eg. Folding chair is wobbly or back of chair is too high or too low.</p> <p>Chairs and especially chair legs could cause trips, falls.</p> <p>Participants could fall, trip, or injure themselves if moving chairs.</p> <p>Getting up from the chair/sitting down could be a fall risk if participants do not have sufficient strength or balance.</p>	<p>Ask participants to make sure that they have a chair which is stable and upright and to check their own chair for instability.</p> <p>Offer seated alternatives for exercises and reiterate that participants can remain seated throughout if they need to.</p> <p>Remind participants of any specific things to be aware of with the chair, eg legs sticking out at an angle.</p> <p>Participants should not need to move chairs during the session – just their own position around the chair. Remind participants to keep one hand on chair if necessary.</p> <p>Verbally assess participants’ ability to get out of chair and sit down before starting sessions and if there are concerns arrange a practice session to observe. Teach and remind participants of correct rising/sitting techniques. Ask all participants to rise/sit at same time and observe throughout.</p>	<p>L – 1 x S-3 = R3</p> <p>Low</p>
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<b>Environmental / Exercise/ Client Based Risk Assessment</b>			
<p>Potential Risk</p>	<p>Hazards or Risks Associated  (i.e. uneven floor surfaces)</p>	<p>Controls in place (instructor actions) to reduce risk</p>	<p>Likelihood (L) x Severity (S) = Risk (R) Risk Rate</p>

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Flooring and Obstacles	<p>Flooring, including rugs and carpet, may be uneven and could cause trips/falls.</p> <p>There may be obstacles in the space such as furniture, other belongings, which could cause trips/falls.</p> <p>Pets may enter the space and cause a trip/fall hazard.</p>	<p>Remind participants to check their flooring is even and the space is free of obstacles before the start of each session.</p> <p>Ask participants to check their floor is clean and dry before session.</p> <p>Remind participants to keep pets away from the space while the session is taking place.</p>	<p>L – 1 x S – 3 =R 3</p> <p>Low</p>
Temperature / Ventilation	<p>Room may be too hot or cold resulting in injury to participants or could cause fainting from heat.</p>	<p>Remind participants to check the temperature of the room prior to starting the session and ensure there is adequate ventilation.</p> <p>Remind participants to keep water nearby throughout the session and advise to stop exercise immediately if feeling unwell.</p> <p>Adapt exercises according to temperature – eg, reduce intensity in hot weather; provide longer warm up/cool down in cold weather.</p>	<p>L – 1 x S – 2 =R 3</p> <p>Low</p>

<p>Privacy / Protection issues</p>	<p>Vulnerable participants may be put at risk through lack of confidentiality or abuse.</p>	<p>Ensure all participants are fully assessed prior to starting the class and allow time for any updates before each session begins. Ensure that electronic confidential participant information is kept securely in password protected documents, that these are only shared with the appropriate staff members, and that passwords are shared separately through an encrypted format. Ensure that original paper registration forms are kept in a locked box. Update safeguarding policy annually or more frequently if needed, and regularly review safeguarding procedures at quarterly Board meetings. Ensure that staff &amp; volunteers have Enhanced DBS checks and are aware of all relevant policies and procedures including Safeguarding, and attend regular Safeguarding training.</p> <p>Ensure that Dance Creative Privacy Policy is reviewed regularly and that participants know how to request information about the policy or themselves, including how to make a complaint.</p>	<p>L – 1 x S –2 =R 3 Low</p>
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<p>Exercise / Skill Choices</p>	<p>Participants may have varying needs/levels of ability and might cause injury to themselves or others if trying to do something which is too difficult.</p> <p>Participants may injure themselves through doing exercises incorrectly.</p> <p>Risk of injury eg muscle strain.</p> <p>Risk of dehydration.</p> <p>Risk of injury/falling from trying to carry out movements which are too difficult/unclear/too intense.</p> <p>Risk of illness caused by exercising too intensely – eg low blood sugar (Diabetes), angina attack, asthma attack.</p> <p>Risk of all of above combined with lone exercising.</p>	<p>Verbally assess participants’ needs and abilities before starting the sessions to ensure it is suitable and appropriate for them. If there are concerns, arrange a practice 1-1 session to observe and assess participants’ abilities.</p> <p>Remind participants to only do what is comfortable for them, and offer adaptations of exercises.</p> <p>Ensure that participants can communicate with the Dance Artist, and that the Dance Artist and Assistant can see them clearly. Check that participants can both see and hear the Dance Artist properly before starting the session.</p> <p>Remind participants to have a phone within reach if they are on their own.</p> <p>Ensure that best practice in leading dance sessions is followed:</p> <ul style="list-style-type: none"> <li>- ensure that participants have a thorough warm-up incorporating mobility and circulation exercises</li> <li>- adjust exercises according to participants’ individual ability and create options for seated alternatives where necessary</li> <li>- give clear instructions when leading the movement, clearly explain alternatives, and use volunteers where appropriate to demonstrate alternatives such as seated exercises</li> <li>- advise participants of teaching points for each movement through both verbal and physical demonstration</li> <li>- be clear on safe practice and of the physical needs of older people and each individual throughout each session</li> <li>- be aware and make provision for participants with particular needs such as balance and mobility issues or cognitive needs – these are noted on medical and health information sheet</li> </ul>	<p>L – 1 x S –3 =R 3</p> <p>Low</p>
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# Dance Creative

Changing Lives Through Dance

		<ul style="list-style-type: none"> <li>- ensure participants are properly cooled down at the end of the session, including stretching and safe circulation lowering</li> <li>- ensure that all participants are closely monitored throughout exercises and that incorrect technique is corrected</li> <li>-ensure that participants are reminded throughout session to use chair if needed</li> </ul>	
Health/ Suitability of Clients	Participants may not be fit/healthy enough to take part and may become injured as a result.	Ensure that if participants do not feel well at the beginning of/during an individual session, they are advised not to participate and to contact their GP if they are concerned. Ensure that participants are informed at the start of the session that if they feel unwell, or something hurts, to stop exercising and inform staff.	L – 1 x S –3 =R 3 Low
Poor Posture	Might result in toppling off the chair, losing balance whilst standing, or causing loss of balance to other participants.	Ensure participants have enough strength to keep head lifted for the majority of the class. If posture is too poor refer to GP/Medical professional. Remind participants throughout the class of correct posture when standing and sitting.	L – 1 x S –3 =R 3 Low



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<p>Medical</p>	<p>Due to age of participants they may have medicine that they need to have close at hand or they could be at risk of:-</p> <p>Angina Attacks</p> <p>Asthma Attacks</p> <p>Low blood Sugar</p> <p>Some medications, or combinations of medication may cause risk of falling or illness.</p> <p>Participants with existing heart conditions or high blood pressure might be at risk of Sudden Cardiac Arrest (SCA).</p>	<p>Ensure all participants' medical history is known. Remind participants to have any inhalers, angina spray, glucose tablets, and other medication nearby during the session.</p> <p>Remind participants to update staff on any changes to medication or medical/health conditions. Ensure that particular risk medications or combinations of medication are noted, and that emergency contact details are up to date.</p> <p>Before starting the sessions, ensure that participants' heart conditions and blood pressure are under control through medication and that they have not been advised to avoid exercise.</p> <p>Remind participants to have a phone within reach if they are on their own.</p> <p>Remind participants to stop exercising if they feel unwell during class, and to contact their GP if they are concerned.</p> <p>Phone 999 in case of emergency.</p>	<p>L – 1 x S –4 =R 4</p> <p>Moderate</p>
<p>Lighting/Distractions</p>	<p>Lighting may be too bright causing discomfort or too dark making vision difficult.</p>	<p>Remind participants to check that their lighting is not too bright or dark prior to start of session.</p>	<p>L – 1 x S –3 =R 3</p> <p>Low</p>
<p>Clothing</p>	<p>Participants may be dressed in unsuitable clothing, trousers that are too long, or shoes with a heel/loose laces/insecurely attached.</p>	<p>Ensure participants are aware of the most suitable clothing and footwear for the session, and advise participants of the risks of participating in inappropriate clothing or footwear. Remind participants to check footwear and flooring and advise not to wear only socks when moving around if there is a risk of slipping.</p>	<p>L – 1 x S –3 =R 3</p> <p>Low</p>
<p>Chewing Gum or other food items in mouth</p>	<p>Choking</p>	<p>Remind participants not to eat or drink hot drinks during session. Remind participants of the risks of participating in exercise with chewing gum/other food in the mouth.</p>	<p>L – 1 x S –3 =R 3</p> <p>Low</p>

## Medium or High Level Risk Continuation Assessment

Name of Risk	Original Risk Rating	Further Action taken to reduce risk rating	Revised Risk Rating
			Likelihood (L) x Severity (S) = Risk (R) Level
Medical emergency	R4	Advise participants not to take part if feeling unwell or if don't have emergency medication with them, eg inhalers/angina spray/glucose tablets. Ask all participants to complete a registration form outlining medical information before starting class and make them aware that it is their responsibility to provide updates of any changes to their medical conditions and medication. Inform participants not to take part if they have been advised against exercise by their GP/Medical professional.	R2

Source: St John Ambulance Issue 3 (2007). Level 2 Certificate in Risk Assessment Booklet. BSC Awards.

## Appendix D: Infectious Diseases Risk Assessment Template

Name (of activity/session etc):			Location(s):			
Updated:			Date(s) & time(s):			
Completed by:			Date of Review:			
Contact Details:						
What is the risk?	Who is at risk?	Risk level	Mitigating action(s)	Action by whom?	Action by when?	Revised Risk level
Transmission of infectious disease through the air or from surfaces in shared space	All participants, staff, volunteers & other centre users	L – 2 S – 3 R - 5	<p><b>General</b></p> <p>1. Inform participants, staff &amp; volunteers that they must:</p> <p><b>a) not attend class</b> if they are feeling unwell, have symptoms of infectious disease, have tested positive for Covid 19, or have had close contact with someone who has tested positive for Covid 19.</p> <p><b>b) know, understand and follow current local guidelines for Covid 19</b>, including rules for self-isolation and foreign travel, at <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p><b>c) inform Dance Creative immediately</b> if they test positive for Covid 19</p> <p><b>d) keep Dance Creative informed if they miss a session.</b> Follow up welfare checks will be carried out for participants who live on their own who miss a session without informing Dance Creative, or for any participants where there are health concerns</p> <p><b>e) discuss with Dance Creative</b> if they are not fully vaccinated against Covid 19 before attending classes</p> <p>2. Have a contingency plan if staff/volunteers cannot attend class – eg, cover teacher/back up volunteer/holding the class online.</p> <p>3. Ask all new participants to complete registration forms with current medical information, including whether participants are up to date with Covid booster and flu vaccinations. Forms should also ensure that participants are not allergic to cleaning and handwashing products,</p>	Artistic Director/Project Manager (PM)	On-going	L – 1 S – 3 R - 4

		<p>and if so, alternatives should be provided. Ask all participants to update forms annually, or if there are changes to medication, health etc.</p> <p><b>4.</b> Ensure that all staff, volunteers and participants have access to this risk assessment through our website (individuals can request electronic or printed version if prefer) and know the procedures to take if they wish to raise concerns.</p> <p><b>5.</b> In case of emergency such as accident or fire alarm, safety should be prioritised but procedures such a social distancing and face coverings should be re-instigated as soon as possible if needed. (eg, once participants have safely exited the building in case of fire alarm) Please refer to separate venue risk assessment for emergency procedures.</p> <p><b>Pre-session</b></p> <p><b>1.</b> Ensure that there is hand sanitizer available for participants' use on arrival and that there are adequate/appropriate handwashing supplies in toilets &amp; sanitisation area, incl. soap, paper towels, hand sanitizer &amp; bins. Ask staff &amp; volunteers to use the hand sanitizer before they start setting up the room. Advise participants to use sanitizer/wash hands at the start of the session and before refreshments.</p> <p><b>2.</b> Ensure that chairs are set out in the designated dance space with a recommended space of at least 1m apart. Ensure that there are cleaning products available such as spray/paper towels/wipes if participants wish to clean their chairs before sitting down.</p> <p><b>3.</b> Ensure that there is cross-ventilation in the area by opening doors/windows into the hall from both sides. Doors may need to be closed again in winter months to prevent injury/illness from low temperatures but should be opened frequently to encourage air flow.</p> <p><b>4.</b> Keep a weekly register of attendance so that participants can be informed if someone tests positive for Covid-19 following class.</p>	<p>Lead Dance Artist (LDA)/ Assistant Dance Artist (ADA)/ Volunteers (V)</p>	<p>Weekly</p>	
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			LDA/ADA/V	Weekly	
			Artistic Director/PM	On-going	

Medium or High Level Risk Continuation Assessment			
Name of Risk	Original Risk Rating	Further Action taken to reduce risk rating	Revised Risk Rating
Transmission of disease through the air or from surfaces in shared space to participants, staff, volunteers & other centre users	4	<ul style="list-style-type: none"> <li>Offer the option of an online class so that highly clinically vulnerable participants or participants who have close contact with someone who is highly clinically vulnerable can choose to stay at home rather than returning to a face to face class</li> <li>Discuss on a case by case basis participants who have not been vaccinated but who wish to attend class. Assess the individual risk and the risk to the group, and the additional measures to put in place to mitigate the risk. If the risk is felt to be too high, advise participating in the online class instead</li> </ul>	L – 1 S – 2 R – 2