



Northern Counties Dance Teacher's Association International

Health and Safety Policy

1. Statement of general policy

Northern Counties Dance Teacher's Association International fully accepts the obligations placed upon it by the various Acts of Parliament covering health, safety and welfare. Northern Counties Dance Teacher's Association International requires its Managers' to ensure that the following policy is implemented and to report annually on its effectiveness.

2. Management of organisation and arrangements

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health, safety and welfare at work and to distribute responsibility for their achievement to all managers, supervisors, other employees and volunteers through the normal line management processes.

3. Management responsibilities

3.1 Director/CEO

The Director/CEO will have overall responsibility for the implementation of Northern Counties Dance Teacher's Association International's policy. In particular they are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

3.2 Senior Managers

Senior Managers are wholly accountable to the Director/CEO for the implementation and monitoring of the policy within the area of their specified responsibility.

4. Health and safety management process

Northern Counties Dance Teacher's Association International believes that consideration of the health, safety and welfare of staff and volunteers is an integral part of the management process. The provision of the Health and Safety at Work Act and associated Codes of Practice and E.C. Directives will be adopted as required standards within Northern Counties Dance Teacher's Association International. Responsibility for Health, Safety and Welfare matters shall be explicitly stated in management job descriptions.

Northern Counties Dance Teacher's Association International requires managers and supervisors to approach Health, Safety and Welfare in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of Health, Safety and Welfare needs will be met from locally held budgets as part of day-to-day management, although many Health and Safety problems can be rectified at little additional cost.



For major additional expenditure, cases of need will be submitted by Managers to the Director/CEO.

If unpredictable Health and Safety issues arise during the year, the Senior Managers must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

5. Health, safety and welfare guidelines

It is the policy of Northern Counties Dance Teacher's Association International to produce appropriate Health, Safety and Welfare policies or guidelines. These should embody the minimum standards for Health, Safety and Welfare for the organisation and the work organised within it.

It shall be the responsibility of the manager to bring to the attention of all members of staff and volunteers, the provisions of the guidelines, and to consult with appropriate Health and Safety representatives about the updating of these guidelines. The model contents of a guideline are:

- a) A clear statement of the role of the department;
- b) Regulations governing the work of the department;
- c) Clear reference to safe methods of working, for example nursing procedures, manufacturers' manuals;
- d) information about immediate matters of Health, Safety and Welfare concern, such as fire drills, fire exits, first aid;
- e) Training standards;
- f) The role and identity of the Health and Safety representative;
- g) Names of specialist advisers who can be approached about the work of the department;
- h) The manager responsible for organisation and control of work;
- i) Accident reporting procedures;
- j) Departmental safety rules;
- k) Fire procedures;
- l) Policies agreed by the Organisation.

6 Identification of health and safety hazards

It is the policy of Northern Counties Dance Teacher's Association International to require a thorough examination of Health, Safety and Welfare performance against established standards, at least annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- a) Standards laid down in the policy;
- b) Organisation guidelines;
- c) Relevant regulations;
- d) Environmental factors;
- e) Staff and volunteer attitudes;
- f) Staff and volunteer instructions;
- g) Methods of work;
- h) Contingency plans;
- i) Recording and provision of information about accidents and hazards.



The information obtained by the Audit will be used to form the basis of the plan for Northern Counties Dance Teacher's Association International for the following year. Audits will be completed each year.

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Senior Managers. Although the Audit remains a management responsibility, managers are required as part of this policy to seek the involvement of appropriate Health and Safety representatives in the conduct of the Audit.

It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with within as timely a manner as is effectively possible.

In addition to carrying out Safety Audits, it is the responsibility of the manager to check, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with. It must be emphasised that managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment. Any hazard which is identified by staff or volunteers must be reported to the departmental head as soon as possible.

7 Training

Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

Three areas of need shall be given special priority:

- a) Training for managers, to equip them with an understanding of the manager's responsibilities under this policy;
- b) Training for all members of staff and volunteers to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
- c) Induction and in-service training for staff and volunteers at all levels to acquaint them fully with new requirements and hazards.

8 Records, statistics and monitoring

Northern Counties Dance Teacher's Association International will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Safety Officer, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Senior Managers.

9 Reports to the Health and Safety Executive

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) to the Health and Safety Executive shall rest with the Senior Managers.



10 Specialist advisory bodies

Certain bodies and the individual members of those bodies have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside of Northern Counties Dance Teacher's Association International.

11 First aid

It is the policy of Northern Counties Dance Teacher's Association International to make provision for First Aid and the training of 'First Aiders' in accordance with the Health and Safety (First Aid) Regulations 2013.

12 Fire

The Senior Managers are responsible for ensuring that all staff and volunteers receive adequate fire training, and that nominated fire officers are designated in all Northern Counties Dance Teacher's Association International premises.

The Director delegates these responsibilities to the Managers.

In addition, Northern Counties Dance Teacher's Association International will nominate a Fire Officer to:

- a) Report and advise on the standard of fire safety in Northern Counties Dance Teacher's Association International's premises and the standard of fire training of its staff and volunteers;
- b) undertake overall responsibility for fire training;
- c) assist in the investigation of all fires in Northern Counties Dance Teacher's Association International's premises and to submit reports of such incidents.

13 Lifting and handling

Senior Managers are responsible for informing staff and volunteers of safe lifting techniques. The Safety Officer will identify specific training needs. Northern Counties Dance Teacher's Association International will ensure training in lifting and handling is provided to staff and volunteers.

14 Smoking on Organisation premises

Northern Counties Dance Teacher's Association International states that there will be no smoking (including the use of e-cigarettes or Vaping) (see Annex 1) in its buildings. The

overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability.

15 Control of substances hazardous to health

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires the Organisation to identify those substances which are in use and which are hazardous to



health (as legally defined) and to assess the risk of those substances. Northern Counties Dance Teacher's Association International must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure or by health surveillance of employees and volunteers; and provide information, instruction and training for employees and volunteers on all these matters. The Safety Officer is responsible for implementing these Regulations.

16 Computer installations and visual display units (VDUs)

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 2002. All new employees and volunteers operating VDUs should be issued with a copy of the Health and Safety Executive Booklet entitled 'Working with VDUs'. New employees and volunteers who regularly use VDUs will be required to undergo sight screening.

17 Control of working time

Northern Counties Dance Teacher's Association International is committed to the principles of the Working Time Regulations (1998). No member of staff or volunteer is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly, all other requirements of the regulations in relation to breaks, night workers etc. will be complied with.

18 Health and safety and the individual

The Health and Safety at Work Act 1974 requires each employee or volunteer 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees/volunteers have equal responsibility with the Organisation for Health and Safety at Work.

The refusal of any employee or volunteer to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee/volunteer should be sufficient. With a continuing problem, or where an employee/volunteer leaves themselves or other employees/volunteers open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

19 People working on Northern Counties Dance Teacher's Association International premises not employed by Northern Counties Dance Teacher's Association International

Persons working in Northern Counties Dance Teacher's Association International premises who are employed by other organisations are expected to follow Northern Counties Dance Teacher's Association International Health and Safety Policies with regard to their personal safety and their method of work. This responsibility will be included in contracts or working arrangements. Similarly,

seconded Northern Counties Dance Teacher's Association International employees working in other host premises will be expected to follow the host employers Health and Safety Policy.



20 Visitors and members of the public

Northern Counties Dance Teacher's Association International wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to all Northern Counties Dance Teacher's Association International establishments will be of the highest standard.

Any member of staff or volunteer, who notices persons acting in a way which would endanger other staff/volunteers, should normally inform their manager. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

21 Contractors

Northern Counties Dance Teacher's Association International wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in Northern Counties Dance Teacher's Association International's establishments will be of the highest standards. In addition, Contractors and their employees/volunteers have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors must also observe the Northern Counties Dance Teacher's Association International's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition, a Northern Counties Dance Teacher's Association International Manager will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, volunteers or visitors at risk. Any member of staff/volunteer, who judges there is a risk where contractors are working, should inform their Manager immediately.

In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. This will be a factor in deciding whether or not to invite the Contractor to tender again.



Annex 1

Definition of Vape/Vaping for the purposes of Northern Counties Dance Teacher's Association International's Health and Safety Policy

- Vape/vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices. These are commonly called e- cigarettes, e-pipes, e-hookahs and e-cigars



[PAGE LEFT BLANK]