



Health and Safety Policy

Written 2010 – Updated 5th September 2024

At Cascade Dance we are committed to providing a safe, healthy, and supportive environment for all students, staff and visitors. Our goal is to ensure that everyone who participates in our classes, events, and activities can do so in a safe and secure environment. This policy outlines our approach to managing health and safety and the responsibilities of all individuals involved in our school.

This policy contains our general guidelines to which all employees of Cascade Dance will adhere to provide as safe and as healthy an environment to work in.

The purpose of this policy is to:

- Ensure the health, safety, and welfare of all students, staff, and visitors.
- Comply with all relevant health and safety legislation.
- Promote awareness of health and safety issues and encourage safe practices in dance space.
- Minimise the risk of accidents and incidents through a range of measures.

The activities running under Cascade Dance will take place within 3 main environments:

- Community spaces (inc studios)
- Theatres/ Performance spaces
- Schools and colleges

1. Statement of general policy

Cascade Dance is committed to:

- maintain safe and healthy working conditions for all employees, freelance staff, volunteers, tutors and artist and service users / participators
- continually assess the health and safety risks arising from our activities
- provide adequate control of those health and safety risks
- consulting with all collaborators on matters affecting health and safety
- preventing accidents and cases of work-related ill health
- ensuring all collaborators are competent to do their tasks and DBS checked
- providing information, instruction and supervision on matters of health and safety where necessary
- reviewing and revising this policy as necessary at regular intervals

Before commencing work within each new environment Cascade Dance 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 and working space. Cascade will familiarise themselves with all fire safety procedures, first aid facilities and first point of contact.

Cascade Dance will not work in an environment where health and safety risks are not in place and thought to have been inadequately considered and provided for.

2. Responsibilities

2.1 Overall and final responsibility for the health and safety of Cascade Dance members is that of Artistic Directors Samantha Blackden and Ricia Taylor, who must:

- carry out risk assessments for all environments.
- make arrangements for implementing the health and safety measures identified as necessary by the assessment (setting up emergency procedures, providing first aid facilities, providing health surveillance as appropriate)
- ensure that all company members/collaborators are made aware of those health and safety measures mentioned above and provide them with adequate resources to ensure health and safety
- review these assessments every year, or when any activity/environment changes for teaching - whichever is soonest
- Keep an accident book and report and record any injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority in accordance with RIDDOR <http://www.riddor.gov.uk>. These entries 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 individuals and employees associated with any Cascade Dance activities are responsible for ensuring that safe methods of work exist, and are implemented:

- taking reasonable care for their own health and safety and that of others who may be affected by what they do or do not do
- co-operating on all matters of health and safety
- reporting all health and safety concerns to the Artistic Director so that this can be reported in the accident book
- not interfering with anything provided to safeguard their health and safety

3. Fire Safety

Overall responsibility for safe evacuation of Cascade Dance members from all Working environments is that of Artistic Directors Samantha Blackden and Ricia Taylor and any employees working under Cascade Dance.



All members of Cascade will familiarise themselves with the evacuation procedures for every working environment, and comply with those procedures in the event of fire.

When working in schools, Cascade Dance 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.

Cascade Dance Members will only assist in the evacuation of school pupils if they are instructed to do so by the school representative.

4. First Aid

All teachers are First Aid trained and when delivering their classes must:

- carry a first aid kit solely for the use of members of Cascade Dance
- keep a record of all first aid cases treated in accident form
- identify Certified First Aiders within the working environment and provide support to those Certified First Aiders where necessary
- take charge in the event of illness or accident, where a fully qualified First Aider is unavailable
- familiarise themselves and company members with the location of first aid facilities in each working environment

Where neither a Certified First Aider nor the company's Appointed First Aider is available and there is an immediate need for first aid treatment, the necessary action should be taken by whoever is available at the time within the four environments stated above in 1.

In most cases however, expert help should be obtained as soon as is possible. In case of doubt about any accident, it is essential to call a Doctor or Ambulance. It is not normally the function of Cascade Dance Appointed First Aider to deal with illnesses or injuries of company members, except where it is necessary to preserve life and minimise an illness or injury until medical help is obtained.

When working in schools, Cascade Dance will require notification of any participant who suffers from any illness or injury. No member of Cascade will take responsibility for administering medication to children. Cascade will require a school representative to take charge if it becomes necessary to administer prescribed medication to a pupil. A member of staff must always be present, and if not present available for a point of contact in emergency

5. The working environment

The activities running under Cascade Dance will take place within 3 main environments:

- Community spaces (inc studios)
- Theatres/ Performance spaces
- Schools and colleges

In each of these working environments, Artistic Directors Samantha Blackden and Ricia Taylor will be responsible for assessing the suitability of the following:

5.1 Space

- Is the space accessible to all members and participants?
- Is the space safe and clear enough to work in? Can any obstacles be removed safely from the space?
- Is the space large enough to accommodate everyone working in it?
- Are all emergency exits clearly marked and not blocked?

5.2 Floors

- Is the flooring suitable for the activity being undertaken? Floors should ideally be sprung, and should not be carpeted.
- Is the floor clean and well-maintained, e.g. without splinters, and without loose floorboards/floor tiles?
- Has the floor been recently cleaned or polished? If so, the area should have been left to thoroughly dry and a hazard warning sign must be displayed as necessary.

5.3 Ventilation, temperature and lighting

- Is the working area well-ventilated and well-lit? Can all members see in space?
- Can the temperature of the working environment be controlled? If not can resources be brought in to assist with air flow?

5.4 Adjacent sanitary, washing and changing facilities

- Are adjacent toilets/changing rooms/rest areas clean and well-kept?
- Are these areas available for company use?
- Are these areas easily accessible?

5.5 Electrical equipment

- Is electrical equipment regularly tested by a qualified electrician?
- How recently has electrical sound or recording equipment been tested?
- Is the working area clear of all cables and wires?



6. Behaviour in the workplace

All members of Cascade Dance are responsible for ensuring safe, respectful practice in the work place. *Please see our Behaviour policy for more information*

6.1 In rehearsal and performance

Cascade will ensure that all members work to the same safe environment by:

- Wearing suitable clothing
- Having bare feet/wearing shoes as appropriate
- Wearing protective clothing such as knee pads (as necessary for the individual and for the nature of the work)
- Taking responsibility for appropriate warm-up/cool-down
- Taking care of others moving in the space and always working to prevent injury.
- Allowing time to replenish and eat appropriately during rehearsals

Company members must inform the Artistic Directors if they are concerned about the risk of injury. The Artistic Director must take measures to reduce the risk of injury e.g. allowing ample time for thorough warm up/ 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 (such as lifts). Where injury may occur, Cascade Dance expects that its members will treat injuries responsibly e.g. seeking advice from a registered physiotherapist or doctor , informing the Artistic Directors of any problems, not undertaking further rehearsal/performance where this might inhibit the healing process

6.2 In workshops and classes

When working in any of the four environments as stated above, all members of Cascade Dance must remain responsible for their own health and safety, but are additionally responsible for informing all workshop participants about the importance of ensuring safe and respectful practice in the work place by:

- Ensuring all workshop participants wear appropriate footwear and clothing. Cascade Dance will refuse the participants involvement if not in correct clothing or footwear.
- Ensuring all members have taken off all jewellery and hair is tightened back

Cascade Dance will require the organisation hosting the workshop and classes to inform them of any practical, cultural or religious reasons why individuals may be given special consideration in this respect. In general, pupils should expect to be allowed to wear their usual school P.E. uniform

- Leading participants in thorough warm-up and cool-down exercises
- Promoting body awareness: informing participants about why certain exercises are necessary, and what affect these exercises have on the body
- Making all participants aware of others in the class when they are moving around – spatial awareness
- Making sure no participant is eating whilst involved in the activity
- Informing themselves in advance of the special educational needs of any individuals taking part in the workshop and classes that may require company members to modify their behaviour towards those individuals e.g. children with autism may have an aversion to being touched, or to new things. If this applies Cascade will be expected to visit the host for the workshop and class venue prior to the event with information about what the workshop will include
- Encouraging honest comment and sensitive criticism. All evaluative comments will be regarded as equally valid, and will be responded to
- Ensuring that Cascade rules for workshops and classes are highlighted to all participants at the start of activity and making sure this is adhered to ensure correct health and safety. If any rules are broken Cascade Will use techniques appropriate to the age range to manage challenging behaviour eg: Sit out of activity for 5 minutes

6.3 DBS Disclosure

Both Samantha Blackden and Ricia Taylor currently hold a Disclosure and barring service. All Cascade Dance members will willingly undergo a DBS check. Cascade Dance expects that a system of checking the suitability of those who come into contact with children will be in place in all prospective working environments but acknowledges that for a one-off meetings this may not always be considered necessary.

Whether or not the institution hosting a workshop or class undertakes these checks, Cascade Dance requires an appropriately checked member of staff to be present or within contactable range when company members are working with young people. In addition, Cascade Dance will under no circumstances enter into a working environment where they believe the children with whom they are working are made to feel vulnerable.

Cascade Dance believes that:

The welfare of the child is essential and that all children without exception have the right to be protected from abuse

In the interests of preserving these beliefs, and of protecting company members from any situations in which they may be susceptible to accusations of inappropriate behaviour, Cascade Dance will not work:



- in environments where there appears to be inadequate provision for child protection (Cascade Dance may request to see a copy of the institution's policy on child protection)
- in environments where an appropriately checked member of staff is not present and there is no point of contact
- in an institution with no windows or rooms that are not situated
- in the main complex or near a point of contact in an area which is not accessible
- with children singly without another Cascade member present
- with children (with or without special educational needs) who Cascade members have reason to believe are unusually uncomfortable in the working environment.
- Where any party does not feel safe

If a Cascade member becomes suspicious that a child may be being abused in any way in school or outside of school, they must report this suspicion to the designated members, who are then responsible for reporting to the Child Protection Officer in the working environment.

Both members will keep a record of such incidents and expects the safeguarding officer to take all suspicions seriously, and to respond to them swiftly and appropriately.

Please see our safeguarding policy for more information

Policy Review and Amendments

This policy will be reviewed annually and is subject to change as necessary. All students and parents will be notified of any amendments in advance.

Signed:

Samantha Blackden, Artistic Director
5th September 2024

Ricia Taylor, Artistic Director
5th September 2024