



IRIE! dance theatre

Health & Safety Policy

Next review date: July 2025

Statement of Intent

These regulations are designed for the proper management of IRIE! dance theatre's operations and affairs. The implementation of these policies serves to protect the interests of IRIE! dance theatre's beneficiaries, Trustees, freelance contractors, volunteers and service users.

THESE REGULATIONS MUST BE OBSERVED AT ALL TIMES.

Having sufficiently rigorous controls in place provides protection for IRIE! dance theatre's property, its Staff, Trustees, freelance contractors, volunteers and service users and so these regulations must be observed at all times.

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1.0 Introduction

This policy sets out the principles and guidelines for the general health and safety of staff, users and the public involved in activities at IRIE! dance theatre's base, The Moonshot Centre. It is of relevance to everyone in the organisation. It will be kept under review to ensure that it remains appropriate to the needs of IRIE! dance theatre and its users.

Legislation

- The Health and Safety at Work etc. Act 1974 (HSWA)
- The Management of Health and Safety at Work Regulations 1999 (MHSWR)
- The Personal Protective Equipment at Work Regulations 2022
- Provision and Use of Work Equipment Regulations 1998 (PUWER)

Throughout this policy, terms such as "staff", "workforce", "contractors", include both paid and volunteer workers.

2.0 Policy statement

The policy of the IRIE! dance theatre is to provide and maintain safe and healthy working conditions, equipment and work methods for all Trustees, freelance contractors, volunteers and service users. In particular, we seek to ensure that the Moonshot Centre, which houses the company is both accessible and safe for people with disabilities and mobility impairments.

Our health and safety policy is to:

- prevent accidents and cases of work-related ill health
- manage health and safety risks in our workplace
- provide clear instructions and information, and adequate training, to ensure employees, freelance contractors and volunteers are competent to do their work
- provide personal protective equipment
- consult with our workforce, volunteers and service users on matters affecting their health and safety
- provide and maintain safe facilities and equipment
- ensure safe handling and use of substances
- maintain safe and healthy working conditions
- implement emergency procedures, including evacuation in case of fire or other significant incident
- review and revise this policy regularly.

We shall provide all necessary information and training to our workforce, volunteers and service users and maintain a program to foster the awareness of health, safety and welfare issues.

The allocation of duties for safety matters and the specific arrangements to implement this policy are set out below. This policy and the way in, which it operates will be reviewed annually by the staff team and the Trustees.

3.0 Responsibilities:

3.1 Safety

IRIE! dance theatre's Board of Trustees delegates overall responsibility for health and safety at IRIE! to the senior staff of the company.

The Artistic Director and Business Director should ensure that the Board of Trustees receives regular reports on health and safety issues, and may call a special meeting of the Trustees where a health and safety matter require the Board's urgent attention.

3.2 Statutory Duty

IRIE! will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure equipment and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Give volunteers/ workforce the information, instruction, training and supervision necessary for their health and safety.

In particular, IRIE! will:

- Assess the risks to health and safety of its volunteers/workforce;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its workers;
- Appoint someone competent to assist with health and safety responsibilities;
- Set up emergency procedures;
- Provide adequate First Aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

The Artistic Director and Director of Operations and Finance are responsible for liaising with London Borough of Lewisham's Cultural and Community Development Service (LBL) over health and safety in areas of shared responsibility within Moonshot.

The Artistic Director and Director of Operations and Finance in liaison with London

Borough of Lewisham's Cultural and Community Development is responsible for ensuring that IRIE! and the centre has adequate cover under the Employers' Liability Act 1969 and Public Liability insurance.

The Artistic Director is responsible for this policy being carried out in Moonshot. In her absence, the Director of Operations and Finance is responsible.

The Senior Management Team is responsible for arranging the following: safety training; safety inspections; monitoring of the maintenance of equipment; first aid training; and investigation of accidents.

The Director of Operations and Finance and Premises Officer are responsible for making sure that Risk Assessments are carried out for all activities practices, use of equipment and other hazards in accordance with HSE Risk Assessment guidelines.

3.3 Employees, freelance contractors and volunteers

All employees, freelance contractors and volunteers have the responsibility to develop, within the organisation, measures to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

All employees and freelance contractors are responsible for health and safety within their area of work. They will put right a hazard or unsafe work practice as soon as they notice it or have it reported to them. If a hazard cannot be put right, it should be reported to the Premises Officer or LBL and the piece of equipment or area of the Centre should be closed down until it is safe to re-use.

All employees and freelance contractors who plan, coordinate or deliver programmes are responsible for the health and safety of participants and tutors and must ensure that they are familiar with the fire evacuation procedure and trained to use equipment (whether for hire or for use in the Centre) correctly and safely.

All employees, freelance contractors and volunteers who plan, coordinate or deliver programs should be aware of the particular needs of service users with mobility imitations.

IRIE! will give staff, volunteers and freelance contractors a health and safety induction and: provide appropriate training where required, provide personal protective equipment, make sure suitable arrangements are in place for employees who work remotely and will consult staff, volunteers and freelance contractors routinely on health and safety matters as they arise and formally when we review health and safety.

3.4 Display Screen Equipment

IRIE! recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Volunteers/Workers are advised to ensure that they take a five-minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Organisation's expense.

3 General arrangements:

4.1 Accidents

The Appointed Person (s) responsible for taking charge in an emergency during public opening hours will be IRIE!'s Artistic Director, Director of Operations and Finance and the Premises Officer. At other times, the Appointed, (according to availability) person will be listed on the events board at the reception area.

A trained First Aider will be on duty at all times. Two members of staff will be trained as First Aiders and undertake regular refresher training.

The Appointed Person responsible for maintaining the First Aid box is the Premises Officer.

The appointed person is responsible for reporting accidents and diseases notifiable under RIDDOR.

All employees, freelance contractors and volunteers have a duty to be familiar with the First Aid manual and in Particular, to be aware of the techniques of resuscitation and the treatment of an unconscious person.

All employees, freelance contractors and volunteers should be aware of the recommended procedure for the treatment of injuries involving the loss of blood in order to avoid the risk of spreading infectious diseases.

There are several First Aid boxes around the building; in the reception office, on the front desk of IRIE!'s main office, in the staff room and in the canteen. Each box will contain the First Aid manual.

The Accident Reporting Book is located in IRIE!'s Admin office.

5. General Fire Safety

The Premises Officer is responsible for Fire Safety arrangements; these include ensuring that there are adequate signed escape routes from the building and that Fire Action notices are kept up to date.

All employees, freelance contractors and volunteers have a duty to be aware of the Fire Action instructions and the location of Fire Alarms.

The Premises Officer, and any IRIE! employee leading in-house activities is responsible for ensuring that, during a fire, all users and visitors follow the Fire Action instructions and leave the building safely.

The Premises Officer is responsible for checking that escape routes and exits are clear and fire extinguishers in place daily while opening up the Centre. They are also responsible for weekly checks of smoke alarms, emergency lighting, fire exit signs and Fire Action notices (in accordance with the Maintenance checklist).

Lewisham Council is responsible for the maintenance and servicing of all firefighting equipment in the Center.

Weekly fire compliance checks are carried out by the Premises Officer and recorded in line with Lewisham Council Fire Management Policy and Procedure.

6. Hygiene and welfare

All employees, freelance contractors and volunteers are responsible maintaining a clean and safe working environment.

The Premises Officer is responsible for carrying out the daily cleaning of the building and implementing cleaning schedules to ensure all areas are maintained at the highest standard. The weekend Premises Office provides additional support including deep cleaning.

Food Hygiene: The Director of Operations and Finance is responsible for ensuring standards are maintained in line with the food Standard Agency guidelines and liaise with the Premises Officer or Director of Operations and Finance for compliance and report any defects or concerns regarding the facilities e.g., refrigeration malfunction, cracked food preparation surfaces.

7. General cleanliness

The Premises Officer is responsible for overseeing the cleaning of floors and work surfaces weekly. All employees, freelance contractors and volunteers are responsible for making sure that their work immediate surface is clean and tidy. The Premises Officer is responsible for keeping public areas tidy and for cleaning up or overseeing the clean-up of any dirt or spillages.

The building will be maintained using revised cleaning measures e.g., COVID-19 cleaning strategy.

8. Floors, gangways and position of furniture & equipment

The Premises Officer is responsible for all public areas, IRIE!, Playhouse and Double Jab are responsible for their staff areas. Floors, gangways and spaces underneath furniture must be kept clear of trailing cables and other obstructions. Furniture and equipment must be positioned so that it does not pose a hazard to passers-by and so that wheelchair users are able to have safe access to all equipment. Filing cabinets and cupboard doors should be kept closed.

9. Safe Practices

All employees, freelance contractors and volunteers should move around the Centre and open doors with due care and generally behave with consideration towards other staff and Centre users.

The Premises Officer and Moonshot hirers leading activities, should ensure that users behave in a safe manner and, in particular, ensure that children do not cause hazards for themselves or others.

All employees, freelance contractors and volunteers should follow Manual Handling procedures and take care that users do not run the risk of injury through bad lifting techniques or failure to appropriate equipment.

10. General welfare

The Premises Officer is responsible for measures to enhance the general welfare of staff and users, including areas such as temperature, ventilation, general noise levels, and lighting in the Centre. The Premises Officer and IRIE! dance theatre staff should ensure that users are aware of the no smoking or vaping policy.

11. Electricity

IRIE! will carry out annual Portable Appliance Testing annually to ensure the safety of electrical equipment. LBL will carry out 5-year electrical wiring inspections.

Main switches are in the services cupboard in the back corridor and in the Premises Officers office. These cupboards must be kept locked. All employees, freelance contractors and volunteers have a duty to be aware of the procedure for Electric Shock Action. In the event of a user or visitor suffering an electric shock, the Premises Officer is responsible for dealing with the emergency.

The Premises Officer ensures that Electric Shock Action notices are in place.

12. Gas

Main switches are located in the boiler room between Double Jab and Playhouse Nursery outside of the main building. The tap next to the red meter will cut off the supply to the building.

All employees, freelance contractors and volunteers have a duty to be aware of the procedure for Gas Leaks. In the event of a leak, the Premises Officer is responsible for handling the situation.

The Premises Officer should ensure that the gas boiler is serviced annually by LBL.

13. Equipment and Machinery:

13.1 Equipment used by groups inside the Centre

The Premises Officer is responsible for the overseeing of checking electrical cables, plugs and connections (in accordance with the Maintenance checklist).

The Premises Officer and Hirers leading an activity are responsible for ensuring that users know how to use equipment correctly and when to ask for help. The Premises Officer and Hirers must check that groups are using the equipment safely and are not causing potential hazards to other users and visitors or to staff.

Equipment must be used and serviced or cleaned in accordance with the manufacturers' instructions or IRIE!'s notes.

13.2 Equipment for hire or loan

The Premises Officer is responsible for checking all hire equipment when it is returned to IRIE! These checks cover electrical and general safety such as broken or damaged parts.

The Premises Officer is responsible for ensuring that the hirer knows how to use and transport the equipment correctly and safely.

13.3 Equipment in staff areas

The Premises Officer is responsible for checking electrical cables, plugs and connections and other equipment (in accordance with the Maintenance checklist).

14. Dangerous Substances

The Premises Officer is responsible for carrying out a COSHH assessment of all substances in use or stored in the Centre and for ensuring that all employees, freelance contractors and volunteers are fully aware of listed substances. Moonshot nor IRIE! use or store any notifiable Major Hazard substances.

The Premises Officer should maintain full details of the usage, storage, disposal, components, hazards and First Aid measures (including Product Safety Data Sheets where appropriate).

15. Personal Safety

The Director of Operations and Finance is responsible for developing procedures and staff training to ensure the personal safety of staff while on duty in the Centre, while locking and unlocking the premises.

The Premises Officer is responsible for liaising with the Director of Operations and Finance over the arrangements for locking-up Moonshot, if necessary and to ensure that lighting in the Atrium, in the external passageway and at the front of the building are kept in good order.

All employees should:

- co-operate with managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

16. Building Contractors

On arrival, contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Premises Officer who will investigate and report to the Director of Operations and Finance or LBL. IRIE!

Employed contractors have Public Liability insurance in line with the organisations Approved Contractors Policy.

17. Health and Safety Inspections

A Health and Safety inspection of the building is undertaken at least every six months by the Premises Officer. One of these inspections may be undertaken at the same time as the annual building maintenance check provided for LBL. Matters noted as not satisfactory, together with any other concerns raised by the inspection, will reported to LBL and the Director of Operations and Finance.

18. Risk Assessments

Risk assessments relate to activities within the premises or at external events. Risk assessments NEED to be carried out in relation to every activity undertaken, whether by groups or individuals and including the work of paid staff, freelance contractors AND volunteers. Special attention should be paid to the circumstances of working with children and young people under the age of eighteen. A risk assessment needs to be carried out whenever a new activity is planned, and assessments need to be repeated whenever circumstances change. IRIE! Has a risk assessment procedure in place and Situational Risk Assessment Templates accessible to workers and volunteers.

19. Monitoring and Review:

IRIE! Will monitor and report Health and Safety management to the Board of Trustees on a quarterly basis and include lessons learned in annual reviews. IRIE! will provide annual reports on Health and Safety compliance to LBL in line with its Premises Management Agreement.