

No Limits Norfolk Health and Safety Policy

1. Purpose of the Policy

1.1 Lauren Rackham (Instructor and Director) takes Health and Safety very seriously and is committed to protect the health and safety of all staff, members, parents and carers throughout all activity taking place throughout the premises that the classes are held., This is continuously monitored throughout all sessions and workshops taking place. This policy is intended to .help Lauren Rackham achieve this by clarifying who is responsible for health and safety matters and what their responsibilities are.

1.2 This is a statement of policy only and does not form as part of your contract of employment/volunteering. This policy may be amended at anytime by Lauren Rackham at it's absolute discretion. Lauren Rackham will review this policy at regular intervals (as of all policies) to ensure that it is achieved effectively.

2. Who is responsible for health and safety?

2.1 Achieving a safe dance/community environment is a collective task shared between Lauren Rackham and the team. This policy, and the rules contained in it, apply to all members of the team and Lauren Rackham, from before the class(es) begin until the team leaves the premises. Specific responsibilities of the team are set out in our 'Code of Conduct' on Page 9.

3. The instructors responsibilities (Lauren Rackham)

- Take reasonable steps to safeguard the health and safety of the team, members and people affected by the Employer/Instructor activities, and people visiting the premises.
- Identifying health and safety risks and finding ways to manage and overcome them.
- Providing a safe and healthy place of work and safe entry and exit arrangements, including in an emergency situation, ensuring everyone knows the exit door and fire evacuation.
- Ensuring all equipment is PAC tested on a yearly basis, and ensuring they are all placed safely and all aware on their location.
- Providing adequate information, instruction, training and supervision to enable all staff to deliver their work safely, removing hazards and to contribute positively to their own health and safety at work. The Instructor (LR) will give you the opportunity at each class to ask questions and offer the most thorough support.
- Providing a health and safety induction and appropriate training to your role.
- Promote effective communication and consultation between the instructor and staff concerning health and safety matters.

- Cleaning and sanitising stations are made clear in the premises, accessible to all throughout the class.
- Regularly monitoring and reviewing the safety of the building, making any necessary changes and bringing those to attention of all staff - and parents and carers if required
- Risk assessment of each weekly community class held under No Limits Norfolk, for the building manager and team to over see. This is monitored on a regular basis.
- Ensure all electronic equipment, wires, chairs, and tables are away from our movement space.
- A first aider and first aid kit is present in the room at all times.
- Ensure the safety of members who have use of mobility aids and wheelchairs have a safe space to participate, and can access the building safely.
- For all to know where personal care stations are located in the building
- For the instructor to ensure to communicate with staff in regards to the additional needs of any members, to support each individual's health and safety.
- To provide a weekly briefing and conclusion with the team, to ensure full communication and support.

Any concerns in regards to Health and Safety should be communicated to the Lauren Rackham, or the owners of the building which is being used.

***David - Sprowston Methodist Church
Christine - Greenfields Community Centre***

***Responsibilities of all team members:
All team members must:***

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions
- Support members participating in classes to their own ability, in a safe and professional manner
- All 1:1 support is carried out professionally and accordingly, discussed with the instructor
- Following all policies in the handbook, including GDPR, Safeguarding and Code of Conduct.
- Co - operate with the Instructor and Site Manager generally to enable compliance with health and safety requirements
- Comply with health and safety instructions rules delivered, from all policies and procedures

- Keep health and safety issues in front of their minds and take personal responsibility for their own health and safety implications of their own acts and omissions.
- Keep the work place tidy and hazard free
- Report all health and safety concerns to the instructor or building site manager, including any potential risks, hazards or malfunctions of equipment, however minor they may seem.
- Co-operate in investigation of any incident, which either has led to an injury or which, in the instructors opinion, led to an injury.
- Ensure supporting individuals in a safe space and ensuring users who use wheelchairs drive at a safe level of speed.
- Familiarise yourself with who the first aider is in the room and the location of the first aid kit.
- Report any accident during the class or on the premises, and first aid care is correctly carried out, with a first aid form signed by the appropriate individuals, including the instructor and staff involved.
- Call emergency help as and when required, giving name, location and details of the problem
- The health and safety lead (LR) is responsible for investigating any injuries or work related illnesses, preparing to keep accident records and submit reports under the Reporting of Injuries, Diseases and Dangerous Occurrences of Regulations 2013 (RIDDOR) when required.
- Sanitise kitchen, equipment and surfaces once used, in protection of COVID-19.
- If you have a sickness bug, tested positive COVID-19 or a contagious illness, however the severity, I kindly ask for you to stay away from classes until you have fully recovered, for your own wellbeing and safety and the safety of our vulnerable members.

Risk Assessments are essentially a careful examination of what in the workplace could harm people. LR will assess any risks and measured to best minimise any risk. LR will carry out general work place risk assessments when required or as reasonably requested by staff.

Non Compliant with Health and Safety Regulations

Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance to our Disciplinary Policy, up to and including immediate dismissal.

Fire Evacuation Policy.

All venues have a different layout and meeting station. Ensure to familiarise yourselves with this procedure prior to your first session with the instructor.

Responsibilities

- Ensure you familiarise yourselves with the fire exits and meeting point, in the event of a fire or emergency.
- Ensure to make our vulnerable members aware clearly and calmly of the situation, supporting their exit of the building safely.
- Comply with instructions of Fire wardens in the event of a fire or fire drill.
- No exits or signs to be blocked or distracted at any time

On discovering a fire, all staff must

- Trigger the nearest fire alarm and telephone emergency services. If you are unable to reach a phone, make yourselves known so another person can do so if possible. Ensure to get yourself out of the building safely.

Upon hearing a fire drill, all staff must:

- Remain calm and leave the building safely, supporting all members of the group. Do not do anything that will startle our members, walking and no running, taking instructions from Fire Wardens.
- Do not collect personal belongings.
- Remain in the safety zone with our members, ensuring their safety and keeping calm. Do not enter the building until you are told to do so by a fire warden.

All health and safety wardens and site managers are responsible for ensuring that a fire risk assessments take place, that changed are made when required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.