



Integr8 Dance

Health & Safety Policy

Health and Safety at Work Act, 1974

Updated: October 2025

Next Review: October 2026

1. Policy Statement

Integr8 Dance recognises its legal and moral duty to ensure, as far as is reasonably practicable, the health, safety and welfare of all employees, freelance teachers, volunteers, students, contractors, and visitors. We are committed to providing safe working conditions across all our locations and activities, including teaching, rehearsals, performances, office work, and events.

This policy is prepared and issued in accordance with the **Health and Safety at Work Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, and all other relevant legislation including:

- The **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**
- The **Control of Substances Hazardous to Health (COSHH) Regulations 2002**
- The **Regulatory Reform (Fire Safety) Order 2005**
- The **Manual Handling Operations Regulations 1992**
- The **Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)**

We aim to create and maintain a culture where safety, wellbeing, and care for others are part of everyday practice at Integr8 Dance.

2. Our Commitment

Integr8 Dance will:

- Provide a safe and healthy environment for all employees, teachers, students, and visitors.
- Identify hazards, assess risks, and take practical steps to prevent accidents and ill health.
- Maintain safe systems of work for teaching, performing, and office administration.
- Ensure that all staff receive appropriate information, instruction, and training for their roles.
- Regularly review and update risk assessments, policies, and working practices.
- Maintain safe and well-kept facilities and equipment.
- Encourage staff to report concerns promptly so that action can be taken.
- Comply with all relevant statutory requirements and codes of practice.

3. Responsibilities

Managing Director

- Has overall responsibility for ensuring this policy is implemented and reviewed annually.
- Ensures sufficient resources are available for health and safety measures.
- Signs and communicates the Health & Safety Policy to all staff.

HR Manager / Director

- Oversees staff welfare, wellbeing, and health and safety training.
- Ensures policies are up to date and risk assessments are completed.

- Manages incident reporting, RIDDOR submissions (where applicable), and reviews lessons learned from incidents.

Health & Safety Officer

- Acts as the main point of contact for safety matters.
- Conducts risk assessments, site checks, and annual policy reviews.
- Keeps accident and incident records.
- Ensures fire safety, first aid provision, and emergency procedures are in place at all venues.

Teachers and Staff

- Take reasonable care of their own health and safety and that of others affected by their actions.
- Follow all safety guidance, training, and emergency procedures.
- Report hazards, accidents, or near misses to the Health & Safety Officer as soon as possible.
- Use work equipment safely and only as instructed.
- Do not misuse or interfere with anything provided for safety purposes.

4. Risk Management

Integr8 Dance will carry out and record risk assessments for all work activities, including dance and cheer classes, performances, events, and office work.

Assessments will be reviewed:

- Annually, or
- After any significant change to working conditions, staff, or venues, or
- Following an accident or near miss.

Special attention will be given to young persons, expectant or new mothers, and those with additional needs.

5. First Aid and Emergency Arrangements

- Each teaching venue must have a first aid kit and a trained first aider present.
- All teaching staff hold valid First Aid training appropriate to their role.
- Accidents and incidents must be recorded promptly in the company's Accident Report Form.
- Serious incidents will be reported to the HSE under RIDDOR 2013 where required.
- Fire evacuation procedures must be clearly understood by all staff working at each venue.

6. Fire Safety

Integr8 Dance will ensure that:

- Each venue used has up-to-date fire safety measures and escape routes.
- Staff are aware of local fire procedures and exits before classes begin.
- Fire drills are carried out periodically at our main premises.
- Fire extinguishers are serviced annually and checked regularly.

7. Equipment and Facilities

- All equipment must be checked regularly for defects and maintained in safe condition.
- Unsafe or damaged equipment must not be used and must be reported immediately.
- Clear walkways and exits must be maintained at all times.
- Venues used for dance or cheer activities must have suitable flooring, lighting, and ventilation.

8. Manual Handling

- Staff should avoid lifting or moving heavy or awkward items where possible.
- Where manual handling is necessary, correct techniques must be used to prevent injury.
- Dance teachers must take care when demonstrating lifts, spotting, or supporting students.

9. Display Screen Equipment (Office Staff)

- Office staff who regularly use computers are entitled to a workstation assessment and regular eye tests.
- Staff should take short breaks away from the screen at least once per hour.

10. Lone Working

- Teachers working alone in studios, hired spaces, or schools should inform their line manager of their schedule and expected finish times.
- Lone working after hours should be avoided where possible.
- If unavoidable, staff should ensure they have access to a working phone and an emergency contact.

11. Mental Health and Wellbeing

Integr8 Dance recognises that wellbeing is an essential part of health and safety.

We encourage open communication and support for any staff member experiencing stress, anxiety, or burnout.

Confidential support is available via the HR Manager or Managing Director.

12. Communication, Consultation and Training

- All staff will receive a copy of this policy and the accompanying Procedures Manual.
- Health and safety will be discussed during inductions, training, and staff meetings.
- Staff are encouraged to raise safety concerns or improvement ideas at any time.

13. Monitoring and Review

- This policy will be reviewed annually, or sooner if significant changes occur.
- The Health & Safety Officer will report any concerns or improvements needed to the Managing Director and HR Manager.
- Updates will be communicated promptly to all staff.

Approved by:

Managing Director: Charlotte Sapey

Date: 01.10.2025

HR Manager / Director: Natalie Foster

Date: 01.10.2025

Integr8 Dance – Health & Safety Procedures Manual (2025)

Applies to: All Integr8 Dance staff, teachers, and volunteers

Reviewed annually – Next Review: October 2026

1. Overview

This manual explains how to put our Health & Safety Policy into practice.

It applies to everyone working for Integr8 Dance, whether at our main studio, in schools, or at other venues.

Your safety and the safety of our students, visitors, and colleagues is everyone's responsibility.

If in doubt — **stop, check, and report.**

2. Key Contacts

- **Managing Director:** Charlie Sapey – charlie@integr8dance.com
- **HR Manager / Director:** Natalie Foster – natalie@integr8dance.com
- **Health & Safety Officer:** Charlie Sapey – charlie@integr8dance.com
- **Emergency:** Dial **999** (ask for Ambulance, Fire, or Police as needed)

3. First Aid

- A first aid kit must be available at every class or session.
- All teachers are first aid trained and must keep certification up to date.
- If an injury occurs:
 1. Give first aid if trained to do so.
 2. Call 999 if urgent or serious.
 3. Inform the parent/guardian if a pupil is involved.

4. Record the incident in the Accident Report Form and send it to the Health & Safety Officer or HR Manager.
- Restock first aid kits regularly — report missing or expired items.

4. Accident Reporting

All accidents, near misses, and incidents (however minor) must be recorded.

Steps to follow:

1. Complete an Accident Report Form as soon as possible after the event.
2. Send it to the Health & Safety Officer or HR Manager.
3. If the injury is serious (hospital treatment, broken bones, unconsciousness, etc.), the Managing Director or HR Manager must be notified immediately.
4. RIDDOR reporting (to the HSE) will be completed where legally required by management.

Remember: if in doubt, **report it**.

5. Fire Safety

Before teaching or working in a venue:

- Identify **fire exits, assembly points, and alarm locations**.
- Keep all **doors and walkways clear**.
- Do not use or block fire exits with equipment or bags.
- In the event of fire:
 1. Raise the alarm.
 2. Evacuate everyone calmly.
 3. Call 999 once safe.
 4. Do not re-enter the building until told it is safe.

6. Risk Assessments

- A risk assessment must be completed for all venues and activities.
- Teachers must review risk assessments regularly, particularly if:
 - A new activity, prop, or piece of equipment is introduced.
 - The layout or environment changes.
 - A near miss or accident occurs.
- Risk assessments should be sent to the Health & Safety Officer for review.

Common risks to consider:

- Slippery floors, uneven surfaces, poor lighting or ventilation.
- Manual handling when moving equipment or mats.
- Students attempting unsafe moves or lifts.
- Allergies or medical conditions (check emergency contacts).

7. Equipment and Studio Safety

- Only use equipment that is safe, suitable, and in good condition.
- Inspect mats, props, and sound systems before use.
- Report damaged or unsafe equipment immediately.
- Keep walkways, exits, and fire doors clear at all times.
- No personal electrical equipment may be used unless PAT tested.

8. Manual Handling

- Avoid lifting heavy or awkward items alone — ask for help if needed.
- Use correct lifting technique:

- Bend knees, not back.
- Keep the load close to your body.
- Avoid twisting.
- Take care when assisting students or demonstrating lifts. Always assess the student's ability and readiness first.

9. Lone Working

If teaching alone or locking up after a class:

- Inform someone (a colleague, friend, or your manager) where you are and when you expect to finish.
- Keep your phone charged and accessible.
- Do not remain in isolated venues after hours unless necessary.
- If you feel unsafe, leave and report it immediately.

10. Working in Schools or Hired Venues

- Follow each venue's fire and safeguarding procedures.
- Respect any site-specific risk assessments or emergency rules.
- Report any building or safety concerns to both the venue and the Integr8 Dance Health & Safety Officer.
- Ensure your register and emergency contact list are up to date before class starts.

11. Child Safety and Safeguarding

- All staff must follow Integr8 Dance's Safeguarding Policy at all times.
- Always work within sight or hearing of others when possible.

- Report any safeguarding concern immediately to the Designated Safeguarding Lead.
- Never physically support or correct a student without clear explanation and consent, and only when appropriate for safe teaching practice.

12. Mental Health and Wellbeing

- Speak to the HR Manager if you are feeling stressed, unwell, or overwhelmed.
- We encourage open communication and flexible support where possible.
- No one should work while unfit through illness, fatigue, or emotional distress.

13. Display Screen Equipment (Office Staff)

- Adjust your chair, screen height, and keyboard to maintain good posture.
- Take short breaks from screens at least once an hour.
- You can request an eye test if you use a computer regularly.

14. Alcohol, Drugs and Smoking

- No alcohol or drugs may be consumed during working hours or before teaching.
- Smoking or vaping is not permitted in any teaching space or near entrances.

15. Emergencies and Reporting

If an emergency occurs:

1. Stay calm and follow emergency procedures.
2. Call 999 if required.
3. Notify your line manager and the Health & Safety Officer as soon as possible.
4. Record all incidents using the correct forms.

16. Review and Feedback

Health and safety is everyone's responsibility.

If you notice a hazard, unsafe practice, or have an idea for improvement, speak to:

- The Health & Safety Officer, or
- The HR Manager (Natalie Foster)

This manual will be reviewed each year and updated as needed.

Approved by:

Managing Director: Charlotte Sapey

HR Manager / Director: Natalie Foster

Date: 01.10.2025