



INSPIRE | ENGAGE | EMPOWER

MAKING STREET DANCE ACCESSIBLE FOR ALL

UDOIT Dance Foundation Health and Safety Policy

June 2026

1. Policy Statement

- 1.1. UDOIT Dance Foundation is committed to providing a safe and healthy environment for all participants, freelancers, employees, and visitors involved in our dance activities and programs. We recognise that the health, safety, and wellbeing of everyone is paramount and take our legal and moral responsibilities seriously.
- 1.2. This policy applies to all activities, events, workshops, classes, and performances organised by or on behalf of UDOIT Dance Foundation, whether held at our premises or external venues.

2. Responsibilities

2.1. Board of Trustees

- 2.1.1. Ensure adequate resources are allocated for health and safety
- 2.1.2. Review and approve health and safety policies annually
- 2.1.3. Monitor health and safety performance through regular reporting

2.2. Senior Leadership team

- 2.2.1. Implement and maintain health and safety procedures
- 2.2.2. Ensure all staff and freelancers receive appropriate training
- 2.2.3. Conduct regular risk assessments
- 2.2.4. Investigate accidents and incidents
- 2.2.5. Maintain health and safety records

2.3. Freelancers

- 2.3.1. Attend mandatory health and safety briefings
- 2.3.2. Follow all safety procedures and guidelines
- 2.3.3. Report any concerns or incidents to staff immediately
- 2.3.4. Assist with emergency procedures when required

2.4. Participants

- 2.4.1. Follow all safety instructions and guidelines
- 2.4.2. Inform staff of any medical conditions or injuries that may affect participation
- 2.4.3. Wear appropriate clothing and footwear
- 2.4.4. Respect the safety of others

3. Risk Assessment and Management

3.1.General Risk Assessment Process

- 3.1.1. All activities will be subject to written risk assessment before commencement
- 3.1.2. Risk assessments will be reviewed annually or following any incident
- 3.1.3. Higher risk activities will require specialist assessment
- 3.1.4. Control measures will be implemented to reduce risks to acceptable levels

3.2.Activity-Specific Assessments

- 3.2.1. Risk assessments will cover:
 - 3.2.1.1. Dance studio environments and equipment
 - 3.2.1.2. Performance venues and stages
 - 3.2.1.3. Outdoor activities and community events
 - 3.2.1.4. Travel and transportation
 - 3.2.1.5. Working with vulnerable groups
 - 3.2.1.6. Equipment use and storage

3.3.Venue Assessments

- 3.3.1. Before using any venue, we will:
 - 3.3.1.1. Conduct a site safety inspection
 - 3.3.1.2. Verify emergency procedures and exits
 - 3.3.1.3. Check adequacy of first aid facilities
 - 3.3.1.4. Assess floor surfaces and space requirements
 - 3.3.1.5. Confirm public liability insurance coverage

3.4.Participant Safety

3.4.1. Medical Information

- 3.4.1.1. All participants must complete a health declaration form
- 3.4.1.2. Medical conditions, medications, and allergies must be disclosed
- 3.4.1.3. Emergency contact information must be current and accessible
- 3.4.1.4. Specific support needs will be identified and accommodated

3.4.2. Age-Appropriate Activities

- 3.4.2.1. Programs will be designed appropriate to participants' ages and abilities
- 3.4.2.2. Supervision ratios will meet or exceed recommended guidelines
- 3.4.2.3. Safeguarding procedures will be followed for all activities involving minors

3.4.3. Physical Considerations

- 3.4.3.1. Warm-up and cool-down periods are mandatory for all dance activities
- 3.4.3.2. Participants will be encouraged to work within their physical limitations

3.4.3.3. Adequate rest breaks will be provided during longer sessions

3.4.3.4. Hydration breaks will be scheduled regularly

3.5. Equipment and Environment

3.5.1. Dance Studios and Facilities

3.5.1.1. Floors will be appropriate for dance activities and regularly maintained

3.5.1.2. Adequate ventilation and temperature control will be maintained

3.5.1.3. Lighting will be sufficient for safe movement

3.5.1.4. Sound equipment will be operated at safe volume levels

3.5.1.5. Regular cleaning schedules will be maintained

3.5.2. Equipment Safety

3.5.2.1. All equipment will be regularly inspected and maintained

3.5.2.2. Defective equipment will be removed from use immediately

3.5.2.3. Equipment use will be supervised by qualified staff

3.5.2.4. Personal protective equipment will be provided where necessary

3.5.3. Storage and Housekeeping

3.5.3.1. Equipment will be stored safely to prevent injury

3.5.3.2. Walkways and emergency exits will be kept clear

3.5.3.3. Spills and hazards will be cleaned up immediately

3.5.3.4. Regular inspection of all areas will be conducted

3.6. High Risk Activities

3.6.1. These include –

3.6.1.1. **Has the potential to cause serious harm or injury**, including long-term health effects or fatalities.

3.6.1.2. **Involves complex or hazardous materials, equipment, or environments** (e.g. working at height, electrical systems, confined spaces, lone working, or manual handling of heavy loads).

3.6.1.3. **Exceeds the competence or training of general staff**, requiring **specialist knowledge, certification, or equipment**.

3.6.1.4. **Triggers legal or regulatory thresholds** for specialist controls (e.g. COSHH, LOLER, PUWER, or asbestos regulations).

3.6.2. If any of these criteria are met, specialist advice should be sourced accordingly, and agreed with the Head of Governance

4. Emergency Procedures

4.1. First Aid

4.1.1. Qualified first aiders will be present during all activities

4.1.2. First aid kits will be readily available and regularly checked

4.1.3. Emergency contact information will be accessible

4.1.4. Serious injuries will be reported to emergency services immediately

4.2. Evacuation Procedures

- 4.2.1. Clear evacuation routes will be identified and marked
- 4.2.2. Regular fire drills will be conducted
- 4.2.3. Assembly points will be designated and communicated
- 4.2.4. Special consideration will be given to participants with mobility limitations

4.3. Incident Response

- 4.3.1. All accidents and near-misses will be recorded in the incident book
- 4.3.2. Serious incidents will be reported to relevant authorities within 24 hours
- 4.3.3. Incident investigations will be conducted to prevent recurrence
- 4.3.4. Parents/guardians will be notified of any incidents involving minors

5. Training and Competence

5.1. Staff Qualifications

- 5.1.1. All dance instructors must hold appropriate qualifications
- 5.1.2. Current DBS checks are required for staff working with vulnerable groups
- 5.1.3. Professional indemnity insurance must be maintained
- 5.1.4. Continuing professional development is encouraged

5.2. Health and Safety Training

- 5.2.1. All staff and freelancers will receive health and safety induction training
- 5.2.2. Annual refresher training will be provided
- 5.2.3. Specialised training will be provided for specific roles or activities
- 5.2.4. Training records will be maintained for all personnel

6. Communication and Information

6.1. Safety Information

- 6.1.1. Participants will receive safety briefings before activities
- 6.1.2. Safety rules and procedures will be clearly displayed
- 6.1.3. Regular safety reminders will be incorporated into sessions
- 6.1.4. Safety information will be provided in accessible formats

6.2. Reporting Systems

- 6.2.1. Clear procedures for reporting hazards and incidents
- 6.2.2. Regular safety meetings with staff and freelancers
- 6.2.3. Annual health and safety performance review
- 6.2.4. Feedback mechanisms for participants and families

7. Special Considerations

7.1. Inclusive Practice

- 7.1.1. Reasonable adjustments will be made for participants with disabilities
- 7.1.2. Individual risk assessments will be conducted where appropriate
- 7.1.3. Specialised equipment or support will be provided as needed
- 7.1.4.

Staff will receive disability awareness training

7.2. Mental Health and Wellbeing

7.2.1. Staff will be alert to signs of distress or discomfort

7.2.2. Supportive environment will be maintained for all participants

7.2.3. Referral pathways to appropriate services will be established

7.2.4. Confidentiality will be maintained regarding personal information

8. Monitoring and Review

8.1.Regular Monitoring

8.1.1. Monthly health and safety inspections

8.1.2. Quarterly review of incident reports and trends

8.1.3. Annual policy review and update

8.1.4. Regular feedback collection from stakeholders

8.2.Continuous Improvement

8.2.1. Action plans will be developed to address identified issues

8.2.2. Best practice will be shared across all programs

8.2.3. External health and safety advice will be sought when needed

8.2.4. Lessons learned will be incorporated into procedures

8.3.Legal Compliance

8.3.1. UDOIT Dance Foundation will ensure compliance with all relevant legislation including:

8.3.1.1. Health and Safety at Work Act 1974

8.3.1.2. Management of Health and Safety at Work Regulations 1999

8.3.1.3. Control of Substances Hazardous to Health Regulations 2002

8.3.1.4. Equality Act 2010

8.3.1.5. Children Act 2004 and associated safeguarding requirements

9. Insurance and Liability

9.1.Comprehensive public liability insurance will be maintained

9.2.Professional indemnity insurance for all instructors

9.3.Regular review of insurance coverage and requirements

9.4.Clear procedures for handling insurance claims

10.Policy Review

10.1. This policy will be reviewed annually or following any significant incident. The next review date is September 2026.

10.2. All stakeholders will be consulted during the review process, and updates will be communicated to all relevant parties.

This Policy was approved at the UDOIT Dance Foundation Board Meeting dated 9th September 2025 - Review September 26

