



Health and Safety Policy

Health and Safety at Work Act, 1975

Dance Co-operative Birmingham CIC

PART ONE

General Statement of Policy, Duties and Responsibilities

Policy Statement

Dance Co-operative Birmingham CIC (DCB) recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Regulatory Reform (Fire Safety) Order 2005 (FSO), the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this statement, terms such as 'staff', 'workers', 'employees' include both paid and volunteer workers.

It is the policy of the organisation to promote the health and safety of its committee members, volunteers and staff and of all visitors to the organisation's premises ('the Premises') and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work that is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to cooperate with the organisation in all health and safety matters, in the identification of hazards that may exist and in the reporting of any condition that may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own health and safety;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg a person appointed as a health and safety officer or representative);
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the organisation's activities;

- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the organisation arising out of or in connection with the organisation's activities and location;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employer's workers on the organisation's premises may be exposed.

This policy statement and/or the procedures for its implementation may be altered at any time by the organisation's management team. The statement and the procedures are to be reviewed in each year, or sooner, in the event of an update due to changes in legislation requiring prompt action, or due to a new health and safety issue becoming apparent.

Statutory Duty of DCB

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

- Make workplaces safe and without risks to health;
- Ensure plant 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/workers the information, instruction, training and supervision necessary for their health and safety.

In particular, the organisation will:

- Assess the risks to health and safety of its volunteers/workers;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and make arrangements for health and safety measures;
- Draw up a health and safety policy statement, including the health and safety of the 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 and 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 for 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.

Statutory Duty of the Organisation's Workers

Employees also have legal duties, and the organisation confidently requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To cooperate with the organisation on health and safety;
- To use work items provided by the organisation correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the organisation;
- Health and safety law applies not only to employees in the workplace; it also applies to organisations and people who occupy or use community buildings to which members of the public have access.

Policy for Visitors and Contractors

On arrival all visitors should be directed to the duty representative of the Management Committee, or a representative of the user/hirer of the building. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, all visitors, including 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 to comply with the Regulatory Reform (Fire Safety) Order 2005 (FSO).

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the duty representative of the Committee who will investigate and report to the organisation.

PART TWO

Organisation of Health and Safety

Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules that the organisation may publish from time to time.

Accident Forms and Book

The book must be kept in a locked drawer once completed.

Any injury suffered by a worker or visitor in the course of employment or otherwise on the organisation's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the organisation.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the organisation in relation to fire.

Equipment and Appliances

No equipment or appliance may be used other than, as provided by, or specifically authorised by, or on behalf of, the organisation and any directions for the use of such must be followed precisely.

Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

Maintenance

Defective equipment, furniture and structures must be reported as such without delay.

Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Food Hygiene

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and especially after using the lavatory;
- Tell your supervisor or representative of the Committee of any skin, nose, throat or bowel problem;
- Ensure cuts or sores are covered with correct waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Remember that smoking in a food room is illegal;
- Never cough or sneeze over food;
- Clean as you go.
- Keep all equipment and surfaces clean;
- Prepare raw and cooked food in separate areas.
- Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C);
- Ensure waste food is disposed of properly. Keep the lid on rubbish bin and wash your hands after putting waste in it;
- Avoid handling food as far as possible.
- Tell your supervisor of any defects or concerns regarding the facilities – eg uncleanness, refrigeration malfunction, cracked food preparation surfaces.

Alcohol, Drugs and Tobacco

Smoking within the premises and the use of drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision).

PART THREE

Arrangement and Procedures

Hippodrome Staff including Health and Safety Advisors can be contacted via Stage Door. All DCB Directors are responsible for collectively ensuring that the safety policy is adhered to and that responsibilities for safety, health and welfare are shared. The details and contact number for Stage Door will be displayed at reception and within the DCB office i.e. Meeting Room 2.

Chris Moore - Chairs Health and Safety Committee of Birmingham Hippodrome

Jenny Wood - Head of Risk and Compliance

First Aid

The current first aiders for the premises is - **DANIEL LUKEHURST and INDIA-ROSE COX**

This information will be made visible at the reception of the studio venue.

First aid boxes are provided in the following location(s): **Kitchen, Reception**

Accidents

In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance – dial 999 and ask for ‘ambulance’;

All accidents must be reported to the DCB Director present in the space and Stage Door immediately or as soon as possible;

All accidents must be reported to Hippodrome via QR code found on the reception wall and/or entered on an accident form, available from DCB Director. The procedures for ‘notifiable’ accidents as shown in Appendix A below must be followed;

The DCB Director will investigate incidents and accidents, reporting it to Facilities at Hippodrome to consider the actions necessary to prevent recurrence.

Fire Drills and Evacuation Procedures

Fire Drills

All workers and volunteers must know the fire procedures, position of fire appliances and escape routes.

The fire alarm points, fire exits and emergency lighting system will be tested by the fire officer/health and safety officer during the first week of each month and entered in the log book provided.

The fire officer will arrange for fire drills and fire prevention checks (see Appendix C below) to be carried out at least once every three months and entered in the log book. In addition, these drills will be carried out at different times and on different days, so that all users/hirers know the procedures.

The last person securing the premises will ensure that fire prevention close down checks are made of all parts of the premises at the end of a session (See Appendix C).

In the Event of Fire

Persons discovering a fire should sound the nearest alarm;

The first duty of all workers is to evacuate all people from the building by the nearest exit immediately the fire is discovered;

All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed;

The assembly point for the building is: **OUTSIDE THE BANK OF CHINA ON THE JUNCTION OF THORP STREET AND HORSEFAIR/BRISTOL ROAD**

No-one should leave the assembly point without the permission of a member of staff;

If any fire occurs, however minor, the fire brigade must be called immediately by dialling 999 and asking for 'Fire';

When the fire brigade arrives, advise whether all persons are accounted for and location of fire.

Bomb Warnings

If you receive a warning try to find out from the caller:

The approximate location of the bomb and likely time of detonation;

Whether the police and fire brigade have been notified;

Try to RECORD EXACTLY WHAT IS SAID:

Notify the police immediately on 999;

DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning;

Assembly point:: **OUTSIDE THE BANK OF CHINA ON THE JUNCTION OF THORP STREET AND HORSEFAIR/BRISTOL ROAD** unless the bomb warning implies otherwise.

Theatre – and Public Entertainment – Licensed Events

In addition to the general conditions of the licence(s):

Hirers/users must be aware of the health and safety policy;

Emergency lights in the areas used must be kept illuminated;

Advise the representative of the management committee of any defects or concerns regarding the facilities, eg uncleanness, refrigeration operation, cracked food preparation surfaces.

Cleaning Materials, General Machinery and High Risk Areas

All portable machinery must be switched off and unplugged when not in use;

Wandering cables are a hazard; use with caution and safety in mind;

Slippery floors are dangerous; use warning signs;

Use protective clothing and equipment provided and as instructed on machinery/equipment/material.
It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

General

All thoroughfares, exits and gates must be left clear at all times;

Corridors and fire exits must not be blocked by furniture or equipment;

Vehicles must not be parked near to the building so as to cause any obstruction or hazard;

Hazards or suspected hazards or other health and safety matters should be reported to the health and safety officer or the staff member on duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

PART FOUR

Appendices

APPENDIX A – ACCIDENT REPORTING

Accidents

All accidents that occur during work for the organisation and/or for the user/hirer, or on premises under the control of the organisation, must be recorded.

Accidents to Workers or Contractor's Staff

For ALL accidents

Complete accident form and give to health and safety officer

For accidents reportable to the Health & Safety Executive (for contractors see c):

If an accident results in incapacity for work for more than three calendar days, complete the online form F2508 with copies shared with DCB Directors.

If accident results in fatality, fracture, amputation or other specified injury (see section 4, below) then immediately notify:

- Health & Safety Executive on HSE's Infoline Tel: 0845 345 0055
- And the Chair of the Management Committee

Follow up within seven days with completed online form F2508 with copies shared with DCB Directors.

If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor, the person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor, it is the contractor or someone acting on their behalf who is responsible for reporting the accident.

Accidents to Members of the Public

For ALL accidents

Complete accident form and give to Hippodrome Stage Door

For accidents reportable to the Health & Safety Executive;

If an accident results in fatality, fracture, amputation or other specified injury (see section 4 below) then immediately notify:

Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

Health and Safety Executive, Birmingham Office

19 Ridgeway

9 Quinton Business Park

Quinton

Birmingham

B32 1AL

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow-up action is carried out.

Definition of Specified Major Injuries or Conditions

Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.

Amputation of a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed

Other specified injuries and conditions:

The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye

Injury (including burns) either requiring immediate medical treatment or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact

Loss of consciousness resulting from lack of oxygen

Decompression sickness requiring medical treatment

Either acute illness requiring treatment or loss of consciousness resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin

Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material

Any other injury that results in the person injured being admitted immediately into hospital for more than 24 hours

IF IN DOUBT REPORT IT

Appendix B – FIRE PREVENTION

Has the fire brigade been consulted on:

The number and width of escape routes so as to provide a ready means of escape from all parts of the premises?

Emergency lighting and its maintenance?

The most suitable way of raising an alarm in the event of fire?

The content of fire instruction notices?

The numbers and types of fire extinguishers or other fire-fighting appliances that should be provided?

Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes?

The desirability of battening or clipping seats together in sets of four where moveable seats are used for large audiences?

The maximum number of people who should be allowed on the premises at any one time?

Are seating and gangways in the hall/rooms so arranged as to allow free and easy access direct to fire exits?

Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?

Are escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out?

Are escape routes and exit doors never allowed to become obstructed or hidden by chairs, stage props, curtains, etc?

Is fire equipment properly looked after?

Are fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms?

Are staff/duty officers trained to use this equipment?

Is equipment kept in its proper position and always clearly visible and unobstructed?

Are thorough close-down checks made of all parts of the premises at the end of an evening or session?

No smouldering fires or cigarettes left burning?

Heaters and cookers turned off?

Televisions and other electrical apparatus turned off and unplugged?

Lights off?

Internal doors closed?

Outside doors and windows closed and secured?

Are all reasonable steps taken to prevent fires?

Smoking not allowed in storerooms and backstage?

Substantial ashtrays provided in areas where smoking is permitted?

Heating appliances fitted with adequate and secure fireguards?

If portable heaters have to be used, are they securely fixed and kept away from combustible materials?

Precautions to ensure that convector-type heaters are not covered with clothes and curtains?

Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?

Sufficient socket outlets provided to obviate the need for long trailing flexes?

Damaged leads replaced regularly?

Cooking operations supervised by a reliable person?

Scenery, decorations and costumes for stage performances treated to make them flame retardant?

All parts of the premises kept clear of waste and rubbish, particularly staircases, space under stairs, storerooms, attics and boiler rooms?

Appendix D – HEALTH AND SAFETY INSPECTION

Inspection

A health and safety inspection of the building should be undertaken at least every six months. One of these inspections may be undertaken at the same time as the annual building maintenance check.

Appointed members of the management committee, or a sub-group, should arrange to meet and carry out the inspection.

This inspection group will need to agree how each question needs to be answered.

When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the management committee.

The inspection group should be authorised, where URGENT action is necessary, to make immediate reasonable response.

The whole form should be made available to members of the management committee.

The forms should be preserved in a file maintained for this purpose. As required action is taken, the responsible person should initial the form in the appropriate box.

Risk Assessment

Risk assessments relate to activities within the premises or grounds.

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 AND volunteers.

Special attention should be paid to the circumstances of workers under the age of 18 and to expectant mothers and women who have given birth within the past six months or who are breastfeeding.

A risk assessment needs to be carried out whenever a new activity is envisaged.

Assessments need to be repeated whenever circumstances change:

Changes in layout of equipment

Observing trends on the accident form

Changes in staff

Introduction of new procedures, processes or materials

We request that our staff, volunteers, members and visitors respect this policy, a copy of which will be available on demand.

Updated: 09/05/25

Next review date: 09/05/26