

# NYB

National Youth Ballet

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## **National Youth Ballet Health and Safety Policy Updated January 2018**

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Registered Charity No. 1000932  
Registered in England NO 2557811 whose registered office is at:  
Betchworth House, 57-65 Station Road, Redhill, Surrey RH1 1DL

## **HEALTH and SAFETY POLICY**

It is the policy of National Youth Ballet (NYB) that its operations shall be conducted in such a way as to ensure, so far as is reasonably practical, the health, safety and welfare of its employees, volunteers, young people and any other persons who may be affected by its operations. The Board of Trustees and management will actively pursue the policy.

The company requires that a high standard of health, safety and welfare be achieved. As part of this, the company must do a risk assessment at all venues that work is taking place.

The company acknowledges that the use of safe working practices and accident prevention techniques are a most important role of management.

The requirements of the **Health & Safety at Work etc. Act 1974, Fire Precautions Act 1971**; together with all relevant regulations; shall be the minimum standard of health, safety and welfare to be achieved.

All employees shall be encouraged to submit suggestions and ideas for improving the standards of health, safety and welfare.

Under the **Health and Safety at Work etc. Act 1974** employees have a duty to take reasonable care of their own safety and the safety of other persons who may be affected by their acts or omissions. They must also co-operate with the company in its arrangements to conform or comply with statutory safety obligations. This includes adherence to the company Health & Safety Policy. The board and management have responsibility for ensuring:

- emergency procedures are in place
- provision of relevant information required by health and safety legislation
- that any planning and organization of training required by health and safety legislation takes place
- health and safety consequences of introducing new technology are assessed

### **Health and Safety Guidelines**

- do not administer any medication other than pre-existing medication with parent authorization. The person administering medication must have received training in "*Control and Administration of Medicine*"
- take a register at every session and ensure that all young people are accounted for
- ensure you know where the fire exits are, and the procedure for evacuation
- ask the children if they are under medication or experiencing any aches or pains
- carry out any performance/workshop space risk assessment if necessary
- report any concerns you have about a child to the company's Safeguarding Officer
- no prescription drugs or headache pills can be given to a young person without written parental consent
- any injury sustained must be logged in NYB's accident and incident book found inside the first aid box, and in the on-site accident book if necessary

## **In General**

Solvents must be used with care and, where appropriate, personal protection should be worn. Always ensure there is good ventilation.

If you are required to work with smoke ensure that the smoke machine is in a ventilated area and that the minimum possible amount of smoke is employed for the effect.

Always alert people in the space to possible hazards including non-kite marked windows.

All employees found to be deliberately and consistently negligent in the performance of the company policy on health, safety & welfare shall be subject to disciplinary action, which could include termination of contract without notice.

## **Disclosure and Barring Service**

Under Child Safeguarding regulations, NYB must see evidence of a disclosure

This policy was written by Nichola Packham

**Head of Pastoral Care**

12<sup>th</sup> December 2016

Adopted by and on behalf of NYB.

Mikah Smillie  
Artistic Director  
Signature and Date

Member of the Board of Trustees  
Signature and date

Review Date 31 January 2019

**APPENDIX 1**

**RISK ASSESMENT CHECKLIST**

**VENUE:**

**EVENT:**

**PREPARED BY:**

**DATE:**

<b>FACILITIES</b>	<b>COMMENTS</b>
<p>Where is the phone onsite or is a mobile required?</p> <p>Name and contact number of the site manager</p> <p>What are the emergency procedures (e.g. fire) evacuations procedures and where are the assembly points?</p> <p>Is First Aid available on site or brought in? Who will be responsible for First Aid during NYB's rehearsals and performances?</p> <p>Where are the accident report sheets kept?</p>	
<p>Room / Hall / Dressing Rooms / Theatre please comment on condition and location of facilities when necessary:</p> <ul style="list-style-type: none"><li>• cleanliness?</li><li>• are there any trip hazards?</li><li>• furniture – is it a suitable layout?</li><li>• electricity – how many points and where? (Theatre only)</li><li>• fire extinguishers – how many and where?</li><li>• fire exits – how many and where?</li><li>• what type of flooring is used? Is it suitable for dance?</li><li>• accessibility – number of loos?</li></ul>	
<p>Event Equipment – only if used</p> <ul style="list-style-type: none"><li>• hazardous materials – e.g. paints?</li><li>• tools?</li><li>• portable electrical equipment (PAT tested)?</li><li>• catering equipment?</li></ul>	

<p>Group Size</p> <ul style="list-style-type: none"> <li>• will there be a member of staff supervising the session?</li> <li>• helpers / support staff?</li> <li>• parental consent forms (note any medical conditions or special needs)</li> </ul>	
<p>Facilities – comments</p> <p><b>Inside</b></p> <ul style="list-style-type: none"> <li>• building security</li> <li>• what are the security measures for the prevention of intruders / children wandering off?</li> <li>• what are the procedures during breaks / lunch breaks? Who is responsible for the children?</li> <li>• who is responsible for child protection on site?</li> </ul> <p><b>Outside</b></p> <ul style="list-style-type: none"> <li>• grassed areas free from dog fouling, glass etc</li> <li>• condition of concrete / tarmac areas</li> <li>• security – as per building security</li> </ul>	

OTHER HAZARDS?	WHO MIGHT BE HARMED?	ACTION?

Signature and Date

