NYB
National Youth Ballet

Health and Safety at Work Policy

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1. Introduction

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 team members, volunteers, young people and any other persons who may be affected by its operations.

2. Purpose

This policy sets out the approach of NYB to managing Health and Safety within the organisation.

3. Aims

National Youth Ballet 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 (HSW), Management of Health and Safety at Work Regulations 1999 (MHSWR), Fire Precautions Act 1971; together with all relevant regulations; shall be the minimum standard of health, safety and welfare to be achieved.

The Board of Trustees and management will actively pursue the policy. NYB requires that a high standard of health, safety and welfare be achieved through the following undertakings;

a. to maintain safe and healthy working places and systems of work and to protect all team members, participants and others including the public in so far as they come into contact with foreseeable work hazards;
b. to ensure that a safe and healthy teaching environment is provided for all team members and participants with adequate facilities and arrangements for their welfare;

c. to provide all team members and participants with the information, instruction, training and supervision that they require to work safely and efficiently. To seek out relevant information from properly qualified third parties and to disseminate resultant information to team members as appropriate;
d. to promote practices for mental health and wellbeing within the organisation including having trained mental health first aiders;
e. to develop safety awareness amongst all team members and participants and, as a result of this, create individual responsibility for health and safety at all levels;
f. to ensure that this policy is used as a practical working document and that its contents are publicised fully;
g. to constantly review the details of this policy and to keep it in line with changes in current legislation.

4. Definitions

Team Members - the term 'team members' is used to refer to all contractors working with NYB irrespective of their specific employment contract.

Activity Lead refers to the person responsible for leading an activity and will be identified by name in the Activity Template and identified by name at the Activity Kick Off Meeting. This is usually the Creative Director or Artistic Director RPC.

5. Scope

This policy applies to all team members and trustees working with NYB and governs all NYB activity.

6. Responsibilities

The Board of Trustees will	a. monitor the effectiveness of the implementation of this policy; b. provide robust challenge to the management team in order to ensure that health and safety remains an organisational priority.
The CEO will	a. undertake the role of Health and Safety Officer (HSO); b. maintain an awareness of changes to current legislation; c. ensure that this policy is up to date and reviewed by trustees annually; d. ensure that team members are kept up to date with health and safety legislation and organise any necessary training; e. nurture a 'this is the way we do things around here' culture f. ensure that external expertise is sought in matters of health and safety as appropriate; g. ensure that all team members are suitably prepared to be able to fulfil their roles and fully comply with health and safety legislation; h. ensure that risk assessments are undertaken for all NYB activity including seeking risk assessments from external contractors as appropriate; i. establish a system for the reporting back of all accidents, incidents, near misses and damage to property and investigate accordingly; j. ensure that there is adequate and qualified supervision in place for all participants on NYB activity;

	k. ensure that team members are aware of fire procedures and lockdown procedures at hired venues and are able to follow these in the instance of an emergency; l. work with the Safeguarding and Support Team Manager and Support Team Health Care Worker on residential activity to ensure that Health and Safety considerations are embedded into the planning and implementation phases; m. encourage team members to submit ideas for improving the standards of health, safety and welfare; n. ensure that there are medical forms circulated to participants prior to any activity o. lead on any critical incident following the procedure in the Critical Incident Response form
The Creative Director, Artistic Director RPC and/or Activity Lead will	a. work within the activity template to ensure that an appropriate risk assessment is in place for all activities. The risk assessment must identify all risks, particularly fire procedures and lockdown procedures at hired venues b. Follow the procedures identified in the risk assessment in the instance of an emergency; c. ensure that any health and safety concerns raised during artistic activity are passed to the CEO (as HSO); d. ensure that workshop leaders take a register at all NYB activity and ensure that all young people are accounted for; e. ensure that workshop leaders have access to appropriate medical and health information for all participants and can tailor activity according to the needs within the group.
Team	a. as part of their duties under the Health and Safety at Work

Members will	Act 1974, take reasonable care of their own safety and the safety of other persons who may be affected by their acts or omissions; b. submit suggestions and ideas for improving the standards of health, safety and welfare where they perceive an area for improvement; c. proactively flag any risks to their welfare and safety, or that of others, whilst working with NYB; d. cooperate with the company in its arrangements to conform or comply with statutory safety obligations. This includes adherence to the company Health & Safety Policy; e. wear and use all Personal Protective Equipment and safety devices that are provided by NYB management for their protection and cooperate fully with NYB management when the latter are pursuing their responsibilities under the above Act; f. will observe all Safety Rules and Regulations statutory and conform to any safe systems of work that may be developed; g. will report all accidents, incidents and damage to the General Manager immediately or as soon as possible, and no later than 24 hours from the time of the incident.
The General Manager will	a. log all accidents or incidents in the First Aid and Accident Reporting Log no later than 24 hours from any incident and, if necessary, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) escalate to Chief Executive as soon as possible for further escalation to HSE.

7. Risk Assessments

a. All risk assessments will be prepared using the guidelines provided by Health and Safety Executive (see Section on "Additional Resources). A template risk assessment form for NYB activity is available on the Google drive.

b. Each activity will be risk assessed on a case by case basis, by a team member with a thorough understanding of how to identify, recognise and record risks. Risk Assessments are checked by the HSO. Risk Assessments are the responsibility of the activity lead but should be undertaken in conjunction with appropriate team members for specific areas e.g. Project Manager, Safeguarding and Support Team Manager, Support Team Health Care Worker.

c. Contractors are required to submit risk assessments for their area of responsibility. An illustrative (not exhaustive) list is given below:

Risk Assessment	**Contractors Responsible**
Working at Height	Production Lighting / Production Sound / Stage Management
Noise Control	Production Sound / MD
Use of Chemicals (COSHH)	Prop Making / Scenic Design / Stage Management
Venue Risk Assessment	Stage Management, Project Managers
Expectant or New Mother	HR expert, NYB Chief Executive and General Manager working with the contractor
First Aid Needs	Designated First Aid, Safeguarding and

Assessments	Support Team Manager, Support Team Health Care Worker
Workplace - Dance Activity	Activity Lead e.g. Creative Director, Artistic Director
Fire	Fire Marshal
Lockdown	Activity Lead e.g. Creative Director, Artistic Director

d. A Hierarchy of Control will be applied to all risks in the following order:

i. Elimination - to remove the risk completely and where this is not possible, will work through the following steps to reduce the risk including (in order)

ii. Substitution

iii. Engineering controls / mechanise

iv. Administrative controls / team training

v. Protective personal equipment (PPE)

e. At NYB the common risks that are most likely to apply to our activities include (but are not limited to):

i. Safeguarding Children and Adults
Specific arrangements for safeguarding for both children and adults can be found in our latest Safeguarding policies which can be downloaded from our website.

ii. Accidents, First Aid and Health Care
Specific guidelines on how First Aid is needs assessed as part of a risk assessment can be found in the NYB First Aid and Health Care Policy which can be downloaded from our website

iii. Manual Handling and Lifting

Over a quarter of all accidents reported nationally each year are associated with injuries caused during lifting and handling work and the Manual Handling Operations Regulations 1992 are designed to reduce this total. NYB takes seriously the need to comply with its statutory duty to avoid the need for manual handling operations involving a risk of injury, so far as is reasonably practicable. Health and Safety training resources are all stored in the google drive including Manual Handling, How to Lift and Lower Properly and Avoiding and Reducing Risks of Manual Handling

f. The activity lead must conduct their own risk assessments prior to scheduled activity. Assessments of the risks in unavoidable manual handling operations should be carried out and will consider the following:

The task	• How will the load be manipulated? • What posture will be adopted? • Is stooping or stretching involved? • What distance is the load to be handled? • How many similar tasks are to be carried out? • How many people are involved?
The load	• Weight • Bulk or size • Stability, centre of gravity • Is it sharp or difficult to grasp?
The environment	• Amount of space around the operation

- Type of floor or work surface
- Lighting etc.

Individual capability

- Adequacy of training
- Strength of person
- Existing health problems of the team member
- Possibility of pregnancy / recent pregnancy

The assessment will indicate the best way to reduce the risk of injury. The Hierarchy of Control measures to be considered is:

- Eliminate
- Automate
- Mechanise with handling aids
- Share the load
- Reduce the weight of individual items
- Train the team members concerned

8. **Security and Lone Working**

NYB takes security and associated risk assessment arrangements seriously. Lone working at the Wintersell Farm costume store and the separate scenery store on the same site is permitted only after discussion and agreement with the General Manager. Anyone wishing to visit the store facilities must notify the General Manager. Visitors should be aware that phone and wifi signals can be weak at this location.

In line with our safeguarding commitments, no lone working is permitted with children or young people.

If a situation arises where lone working is inevitable and all potential options to avoid this have been exhausted, the contractor should seek permission from their line manager and notify another member of the NYB team (Project Manager / Creative Director / General Manager or CEO), telling them where they will be working and for

how long they expect to be working there. Contractors should always follow manual handling guidance, as noted in 3c, particularly if working alone.

9. **Dance Activity**

Risk Assessments of hired venues must be requested from the venue in advance of any activity. The activity lead must also conduct their own risk assessments prior to scheduled activity. A template risk assessment form for NYB activity is available on the google drive. The risk assessment should consider factors, such as:

i. the safety of apparatus and space being used
ii. slips, trips and the condition of the floor
iii. the suitability of participants' clothing, removal of jewellery and watches
iv. the suitability of the planned exercises & activities for the capabilities of the intended participants
v. how to ensure the safety of any valuables that a member of staff may accept responsibility for during the course of scheduled activity
vi. how to ensure that participants are unable to access the studio unless they have direct supervision
vii. how to ensure that sufficient breaks for hydration and rest are incorporated into the activity schedule
viii. whether there will be any food and measures for choking and allergic reactions, including no nuts to be brought into the space
ix. how to accommodate participants' access needs, as identified through participant information questionnaires sent out no later than 2 weeks in advance of the start of activity
x. how to mitigate the impact of any specific access requirements on the group as a whole
xi. First Aid needs assessments
xii. Fire evacuation procedure
xiii. Lockdown procedure

10. Accident Records and Notifications at NYB activities, residential or non-residential

i. An entry into the confidential Digital First Aid and/or Accident log must be completed as soon as possible after any accident occurs and no later than 24 hours after the incident has occurred.

ii. National Youth Ballet follows the guidance given by the HSE. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), National Youth Ballet must notify the Health & Safety Executive (HSE) as soon as possible of:

   i. Any accidents to employees/volunteers causing either death or major injury;

   ii. Certain industry related diseases suffered by employees/volunteers;

   iii. Dangerous occurrences;

   iv. Any accidents to members of the public ("the public" includes students), where any is killed or taken from the premises to a hospital for treatment.

iii. To make a report, call the HSE Incident Contact Centre on 0845 300 99 23 (Monday to Friday, 0830 - 1700). An ICC Operator will complete a report form and send a copy.

iv. Accidents to participants, which are attributable in some way to events organised by National Youth Ballet, or the condition of premises, or lack of or defective supervision, where injury is suffered and where the participant is taken to hospital for treatment, must be reported. An investigation should be carried out as soon as possible after any accident occurs, so that problem areas or procedures are identified and remedial action can be taken if necessary. The reportable major injuries, reportable dangerous occurrences and reportable diseases relevant to the employer are as follows:

Reportable Major Injuries	• Fracture other than to fingers, thumbs or toes; • Amputation • Dislocation of shoulder, hip, knee or spine • Loss of sight (temporary or permanent) • Chemical or hot metal burn to the eye or any penetrating injury to the eye • Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours • Any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours. • Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent • Acute illness requiring medical treatment or loss of consciousness arising 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 biological agent or its toxins or infected material.
Reportable Dangerous Occurrences	• Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment • Collapse or bursting of any closed vessel or associated pipe work • Electrical short circuit or overload causing fire or explosion

	• Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion • Accidental release of a biological agent likely to cause severe human illness • Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning as a result • Dangerous occurrence at a well (other than a water well) • When a dangerous substance being conveyed by road is involved in a fire or released • Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls, including a wall or floor in a place of work, any false work • Explosion or fire causing suspension of normal work for over 24 hours • Sudden, uncontrolled release in a building of 100kg or more of flammable liquid, 10kg of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg of these substances if the release is in the open air • Accidental release of any substances, which may damage health

Reportable Diseases	• Poisonings • Skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne • Lung diseases including occupational asthma, farmer's lung, asbestosis, mesothelioma • Infections such as leptospirosis, hepatitis, anthrax, legionellosis and tetanus • Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

All team members / volunteers must notify the CEO of all reportable incidents i.e. those reportable to HSE under RIDDOR.

The CEO is responsible for reporting to the HSE all notifiable incidents. The CEO and/or a member of the Board of Trustees must investigate all major incidents.

11. **Additional Resources**

    This policy should be read in conjunction with:

    - First Aid and Health Care Policy
    - Safeguarding Policy
    - Safeguarding Adults Policy
    - NYB Infectious Disease Outbreak Plan
    - Health and Safety Executive Managing Risks and Risk Assessments at work
    - Health and Safety Executive First Aid at Work

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NYB Values	
DIVERSE	We make ballet accessible to young people from all backgrounds and levels of experience.
AMBITIOUS	We present bold new works and push the boundaries of performance and production.
NURTURING	We prioritise the wellbeing and creativity of every dancer, building kind communities where they can be their authentic selves.
CHALLENGING	We reframe how ballet is created, taught, and experienced, inspiring a more accessible art form.
ETHICAL	We seize every opportunity to champion fairness, equity and the environment to make a positive impact.