



HEALTH AND SAFETY POLICY

FEBRUARY 2025



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MovementWorks® has adopted this Health & Safety policy to ensure that all students can dance safely and healthily during our workshops. Dancing involves, amongst other things, stretching, jumping, running and lots of physical movement. During our workshops, staff will adhere to this policy to ensure students are kept safe..

This policy sets out a code of practice to safeguard the welfare of all participants in our activities, projects and general care, and in particular provides a set of guidelines for our staff who lead the classes.

MovementWorks® Designated Personnel: Responsibilities for health and safety

Overall and final responsibility for Health and Safety

Ali Golding, Founder and Director

Risk Assessment Visits and Reports

Ali Golding, Founder and Director

Day-to-day responsibility for ensuring this Policy is put into practice

Juliette Davies, Administration and Operations

Note: Everyone who works with us (staff, associates, interns, volunteers etc.) has a responsibility to ensure that they are compliant with this policy and have a responsibility to check their working area and equipment prior to starting delivery of services.

They should also:

- Co-operate with supervisors and managers on all Health and Safety matters
- Take reasonable care of their own Health and Safety
- Report all Health and Safety concerns to an appropriate person (as detailed above)

1.0 First Aid

1.1 First Aid Qualifications

All MovementWorks® practitioners hold appropriate first aid qualifications.

1.2 Educational/childcare settings

1.2.1 Onsite first aid

MovementWorks® workshops usually take place in educational or childcare settings. Should a first aid issue arise during a workshop in such a setting, it will be referred to the designated onsite first aid lead for that setting as set out below.

1.2.2 Accidents and Injuries

Should an accident or injury occur during our workshops, we will record the incident in line with the school/setting's procedures. The school/setting staff will contact parents/carers if necessary..

1.2.3 Applying First Aid

For any minor accidents that may occur during a MovementWorks® workshop, the school/setting's designated first aid person will apply any first aid required.



1.2.4 **Medical Emergency**

In the event of a medical emergency or accident, MovementWorks® staff will follow the procedure of the school/setting where the workshop is taking place. The school/setting's designated first aid person will be notified immediately to advise on/take any action needed.

1.3 **Other Venues**

1.3.1 Should MovementWorks® workshops take place outside an education or childcare setting, MovementWorks® staff will follow the first aid policy of that venue.

1.3.2 MovementWorks® staff will be responsible for contacting parents/carers where necessary.

3.0 **Lesson Planning**

Lessons will be planned in accordance with the health and needs of the students. For example, extra supervision or support may be needed for a child with special needs.

4.0 **Physical Safety**

4.1 To ensure physical safety during our workshops, MovementWorks will:

- Agree a maximum number of attendees prior to the workshop starting.
- Ensure the space is adequate for the number of attendees before agreeing a maximum number.
- Require all practitioners to do a risk assessment prior to commencing any workshop to consider the risk of accidents including slipping.

4.2 **To ensure physical safety in the schools/settings/other venues in which we deliver our workshops, we require a signed agreement from the venue to cover:**

- Confirmation that the school/setting/other venue complies with all legal requirements regarding health and safety
- Confirmation that the school/setting/other venue has an up-to-date health and safety policy that complies with local fire, health and safety and licensing policies.
- Confirmation that the school/setting/other venue's equipment (e.g. plug sockets) has valid test certificates/guarantees and, where applicable, complies with relevant health and safety laws.

5.0 **Safe Practices**

MovementWorks® aims to develop student attitudes that support safe practices. Teachers, student teachers and volunteers will model and discuss safety procedures and regulations with students and will consistently enforce safe practices clearly and constructively in order to facilitate effective dance teaching.

5.1 **Student Footwear**

Where possible, students dance barefoot. Hard footwear is discouraged.

5.2 **Preventing Injury**

- Students are warmed up as part of the lesson. Tendons and muscles are more flexible when warmed up and injury is less likely during the workshop
- At the end of the class, the body is cooled down in similar fashion to the warm up as a standard part of the workshop



- Staff have a practical working knowledge of safe and effective dance teaching practice and how to tailor these principles to the needs of individual participants
- Teachers or anyone responsible for the use of sound equipment must take care that the level of sound used in a workshop is compliant with noise level restrictions. The needs of students with hearing problems or those sensitive to loud music must also be considered.
- Numbers of students allowed during a workshop will be confirmed with the school/setting/other venue prior to the workshop taking place and will not exceed the maximum referred to in section 4.1 above.

6.0 Nutrition and Hydration for Dance

Drinking water is accessible if required during all sessions.

7.0 Personal Hygiene

Dancing often requires that students are physically close to others. Therefore, personal hygiene is very important and can be a sensitive issue. Dance classes are also a great place to catch colds, the flu and other bugs. For health reasons and to avoid social embarrassment, MovementWorks® encourages these basic hygiene practices:

- Hand washing before, during and after dance classes, especially if a student has a cold
- Hair worn tied back for safety reasons but also to keep head lice at bay
- Jewellery to be kept to a minimum and children with pierced ears to wear only ear studs in a dance class
- Soft fluffy toys to be kept outside of the dance space
- Spare wet wipes, deodorant, elastic bands and clips will always be at hand.

8.0 Risk Assessments: Visits and Reports

Purpose

To ensure the safety and wellbeing of our staff and the participants of our classes/workshops; to identify any hazards, evaluate the risk and put appropriate controls in place.

Procedure

Prior to the commencement of the delivery of our services in any venue, our designated person, will visit the premises and carry out an inspection then create a report on the findings, any remedial requirements and recommendations.

The results are recorded and the document is saved for future reference and where appropriate to schedule a further visit to check controls are in place.

This report is then shared with the Commissioning Agent for our services and/or the Venue Management Team.

8.1 Risk Assessment Process

- Hazard Identification: observing potential hazards such as items obstructing the area, trip hazards, lighting etc. which could impede the delivery of the sessions and/or cause harm to those taking part and the MovementWorks® staff teaching
- Risk Evaluation: assessing the hazard and assessing the potential harm and the likelihood of occurrence to determine the level of risk



- Control Measures: detailing the control measures need to mitigate risks such as elimination, administrative controls etc.
- Documenting: completion of the Risk Assessment report including all hazards identified, control measures needed, responsible persons and review dates

9.0 COVID-19 Health and Safety Policy Update (Added June 2020)

As a result of the COVID-19 outbreak this section has been added to our Health and Safety Policy with the aim to put in additional measures to:

- Protect employees, associates and clients from risk of infection of COVID-19
- Provide employees associates and clients with guidance in creating secure workplaces / delivery of classes and sessions to clients
- Provide employees, associates and clients with guidance to safe and secure workplaces / areas where they feel comfortable and not at risk of infection

9.1 Government Guidelines

This policy is based on the government's guidelines as set out in 'Working Safely During Coronavirus' first published in May 2020 and covers:

- Carrying out a Risk Assessments
- Support employee's / associates working from home
- Support online delivery of classes and workshops where possible
- For face to face delivery of classes and workshops to develop cleaning, hand washing and hygiene procedures, maintenance of the 2 metre social distancing rule where possible and where people cannot be 2 metres apart, manage transmission risk

9.2 COVID-19 Risk Assessments

Employees / Associates working from home

- Employees and associates working from home are required to carry out their own risk assessments to ensure that they are following the current Government guidelines to protect themselves and others within their household from risk of infection

Clients: Delivery of classes and workshops

- Online delivery – Client premises: The risk assessment must be carried out by the client's nominated responsible person, and this must include the organisation's own requirements for social distancing, hand washing and the wearing of mask plus also involve the guidelines we have set out in section 9.4
- Online delivery – Student homes: We have created guidelines for the parents/responsible adults of students joining our classes and workshops and these can be found in section 8.4
- Face to face delivery – Client premises: A senior representative will arrange to visit the premises prior to the delivery of any classes and workshops to carry out a full risk assessment of the area designated for delivery of the classes

9.3 Working from home

- Discuss working from home arrangements with employees/associates to establish requirements
- Ensure that they have the right equipment to carry out their tasks and duties



- Making sure that there is adequate communication in place
- Consideration of physical and mental wellbeing

9.4 **Online delivery of classes/workshops**

- The nominated/responsible person at the remote venue (home/school etc.) must ensure that all students have clear view of the screen during the session and can clearly hear the instructions provided by the MovementWorks® teacher, so they are able to take part.
- The area must also be free of trip hazards and obstructions to enable the student to follow the instructions safely
- A responsible adult must be present throughout the sessions to support the student and ensure the safety of the participating students

9.5 **Face to face delivery of classes/workshops**

The MovementWorks® teacher attending must ensure that they are following the current guidelines as provided by the Government and identified by the risk assessment carried out.

- All equipment provided by the use of the students participating must be sanitised with anti-bacterial cleaning products both after and prior to the classes and use by the students
- Hand cleaning and sanitising must form part of the session, both prior to and after the class and when handling equipment that has been shared with the students
- Facemasks should be worn by all participants to reduce risk of transmission of the virus during the class unless medical reason are provided.
- Social distancing should be observed between all those present in the session i.e. the MovementWorks® teacher, the students and responsible adults
- Where available and appropriate, classes can be conducted outside
- Where classes are delivered indoors, adequate ventilation (open doors and windows) are encouraged

POLICY REVIEWED: FEBRUARY 2025

NEXT REVIEW DATE: FEBRUARY 2026

Note: MovementWorks® policies, procedures and supporting documents are reviewed annually or more frequently if there are changes to legislation, guidance or good practice guidelines.





A MovementWorks® Policy

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