

Health and Safety Policy for Coalesce Dance Theatre (inclusive of DanceConnect and CYD)

Introduction

Coalesce Dance Theatre is committed to ensuring the health, safety, and well-being of all employees, artists, participants, and the public while working, participating, or attending any events organised by the company. This policy applies to all dance classes, rehearsals, performances, workshops, auditions, and community outreach activities, both indoors and outdoors, and across all venues used by the company.

1. Responsibilities

The responsibility for health and safety is shared between the company, its staff, and all participants. Each individual is expected to take reasonable care for their own health and safety and the safety of others around them. This includes adherence to any safety instructions provided by the company, venue staff, or other relevant persons.

Company Responsibility:

- Provide safe and well-maintained venues and equipment.
- Ensure all staff and participants are properly trained in health and safety procedures.
- Conduct regular risk assessments and implement appropriate actions based on findings.
- Ensure all legal and regulatory health and safety requirements are met.
- Promote a culture of safety and well-being through clear communication, training, and support.

Staff Responsibility:

- Follow all company health and safety protocols and procedures.
- Report any unsafe conditions or incidents immediately.
- Be vigilant in maintaining a safe environment during all activities.
- Ensure that all participants are informed about safety practices before classes, performances, and workshops.

Participant Responsibility:

- Take personal responsibility for their own health and safety while participating in any dance-related activity.
- Follow all safety instructions given by staff members or venue staff.
- Report any pre-existing injuries, medical conditions, or concerns to the instructor or staff before participating.
- Maintain personal fitness levels necessary for safe participation and avoid overexertion.
- Wear appropriate attire and footwear for the activity being undertaken.

2. Risk Assessments and Safe Working Practices

Risk assessments will be conducted regularly for all spaces used by the company, including rehearsal spaces, performance venues, outdoor community activity locations, and any other locations where the company conducts its activities. The risk assessment process will identify potential hazards and outline measures to mitigate those risks, including:

- Flooring conditions (slippery or uneven surfaces)
- Lighting conditions (adequate and safe)

- Fire exits and emergency procedures
- Emergency first-aid kits and qualified first-aid personnel availability
- General equipment and props (safe handling and storage)
- Specific risks associated with outdoor activity, such as weather conditions, terrain, and outdoor structures.

All participants and staff must be made aware of the outcomes of risk assessments and must adhere to the guidelines set forth in these documents.

3. Health and Well-Being

- **Pre-Activity Health Checks:** Participants are encouraged to have regular health checks to ensure they are fit and able to undertake the activity. Those with medical conditions or injuries must inform the instructor before participating.
- **Warm-Up and Cool-Down:** All sessions, including classes, rehearsals, and performances, will include appropriate warm-up and cool-down routines to reduce the risk of injury.
- **Hydration and Rest:** Participants are advised to stay hydrated during all activities and take regular breaks as needed to prevent fatigue.
- **Injury Management:** In the case of an injury, immediate first aid should be administered. All injuries, no matter how minor, must be reported to staff and documented.

4. Emergency Procedures

In the event of an emergency, the following steps should be taken:

- **Fire Safety:** Fire exits must be clearly marked and kept free from obstruction. All participants and staff should familiarise themselves with fire evacuation procedures.
- **Medical Emergency:** In case of a serious injury, the appropriate emergency services should be contacted immediately. All staff must have access to first-aid kits and know how to use them.
- **Weather and Outdoor Activities:** In the case of severe weather conditions affecting outdoor activities, events may be canceled or rescheduled. Staff must ensure participants are informed promptly.

5. Specific Considerations for Different Activities

- **Dance Classes and Rehearsals:**
 - A clear and appropriate warm-up will be conducted before starting.
 - Participants must be given the opportunity to rest during long sessions.
 - Choreography and movement sequences will be adapted to suit participants' skill levels to prevent injury.
- **Performances:**
 - The venue will undergo a safety inspection to ensure that all equipment, lighting, and props are safe for use.
 - All performers will be briefed on the safety procedures specific to the performance space.
 - A first-aid kit will be available at all performances, and at least one staff member will be trained in first-aid.
- **Workshops and Auditions:**
 - Clear instructions will be provided at the start of each session, outlining safety practices and expectations.

- Activities will be suitable for the skill and fitness level of the participants.
- Emergency contact details will be gathered for all participants before the session begins.
- **Community Outreach (Indoor and Outdoor Activities):**
 - Outdoor activities will be assessed for potential environmental hazards such as uneven terrain, inclement weather, or insufficient lighting.
 - Indoor community activities will follow the same health and safety guidelines as the regular dance classes and workshops.
 - Public areas will be kept clear of obstacles, and the general public will be made aware of any potential hazards.
 - Proper hydration provisions and rest areas will be provided at outdoor events.

6. Training and Awareness

Coalesce freelancers and employees, including teachers, choreographers, and technical crew, will undergo health and safety training relevant to their roles. Training may be formal (course/classroom environment) or informal (verbal instruction from the company/venues etc). This training may include:

- Basic first aid and emergency response procedures.
- Risk assessment awareness.
- Proper handling and storage of equipment.
- Specific safety measures related to performance, rehearsal spaces, and outdoor activity.
- Ongoing communication and updates about health and safety guidelines.

7. Reporting and Monitoring

It is essential that any safety incidents, near misses, or unsafe conditions are reported as soon as possible. An incident report form will be made available for documenting any such occurrences. The company will review all reported incidents regularly to identify trends or areas requiring improvement.

8. Review and Revision of the Health and Safety Policy

This Health and Safety Policy will be reviewed annually or sooner if needed, especially after a significant incident or change in regulations. Feedback from staff and participants will be considered in these reviews to ensure that the policy remains relevant and effective.

By working together, we can ensure that all participants, staff, and members of the public involved with Coalesce Dance Theatre can enjoy a safe and healthy environment for creativity and performance.

Signed:



Dated: 31/01/25

Next revision check to be conducted no later than 31/01/2026, or after a significant incident.

Revision 1	Author/Appraiser: Fern Wareham	Published: 31/01/25	Next check due: 31/01/26