

Drum n Bounce & Dubstretch Fitness



Health & Safety Policy

1. Statement of general policy

Drum n Bounce & Dubstretch Fitness is committed to:

- Always keeping people safe
- Continually assessing the health and safety risks arising from our work activities
- Use adequate control of those health and safety risks
- Consulting with all parties on matters affecting health and safety
- Ensuring all associates are competent to do their tasks
- Providing information, instruction, training and supervision on matters of health and safety where necessary
- Preventing accidents and cases of work-related ill health
- Providing and maintaining safe working conditions
- Reviewing and revising this policy at regular intervals and following any significant changes.

What follows are the general guidelines to which members of Drum n Bounce & Dubstretch Fitness will adhere to in order to provide as safe and as healthy an environment as is reasonably practicable for all who work with the company.

The delivery of sessions take place within four main environments:

- Community spaces
- Outdoor venues
- Festivals and Events
- Private classes such as prisons, probation and recovery centres

Before commencing work within each new environment Drum n Bounce & Dubstretch Fitness will require health and safety policies to be exchanged with the owner/ manager of the proposed working environment and will carry out a risk assessment of the proposed venue, familiarising themselves with fire safety procedures and first aid facilities. Drum n Bounce & Dubstretch Fitness will not work in an environment where health and safety risks are thought to have been inadequately considered and provided for.

2. Responsibilities

2.1 The founder shall;

- Carry out risk assessments
- Make arrangements for implementing the health and safety measures identified as being necessary by the assessment (setting up emergency procedures, providing adequate first aid facilities, providing health surveillance as appropriate and ensuring necessary staff receive adequate information, instruction, training and supervision).
- Provide and maintain safe working conditions and to review periodically.
- Ensure that all company members/freelancers are made aware of those health and safety measures.
- Review these assessments annually, or when work activity/environment changes.

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- Where appropriate report injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority in accordance with RIDDOR (<http://www.riddor.gov.uk>).

As Drum n Bounce & Dubstretch Fitness operate out of various locations, it is our responsibility to comply with RIDDOR by informing the owners of the premises on which we work about any occurrences of the above. In addition to this, Drum n Bounce & Dubstretch Fitness will keep a record of these occurrences, which will include the date and method of reporting, the date, time and place of the occurrence, the personal details of those involved, and the nature of the occurrence.

2.2 In addition, all self-employed associates carrying out work on behalf of Drum n Bounce & Dubstretch Fitness are responsible for ensuring that safe methods of work exist and are implemented. They must:

- Take responsibility to help maintain the safety and security of the clients and the working and dancing environment. This includes being aware of the risks, knowing the appropriate action to take and identifying any potential safety issues.
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Co-operate on all matters of health and safety and complying with procedures.
- Report all potential hazards affecting health and safety to the Company Director.
- Report all accidents in the appropriate manner and record in the accident book.
- Not interfere with anything provided to safeguard their health and safety.
- Each carry their own First Aid kit.
- Safeguard themselves from any vulnerability or potential risk or threat.
- The Founder will review health and Safety incidents.

3. Fire Safety

All members of Drum n Bounce & Dubstretch Fitness will familiarise themselves with the evacuation procedures for each working environment and comply with those procedures in the event of fire. When working in private settings such as prison and probation, Drum n Bounce & Dubstretch Fitness will require a member of staff to always be present and will require that a representative from the establishment to take charge if it becomes necessary to evacuate clients from the working environment.

4. Accidents & First Aid

Drum n Bounce & Dubstretch Fitness will:

- Ensure adequate First Aid is available within the working environment.
- Carry a first aid kit to community run sessions
- Familiarise themselves and company members with the location of first aid facilities in each working environment.
- Keep a record of all first aid treatment administered.

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Where an appointed First Aider is not present and there is an immediate need for first aid treatment, or any doubt about any accident, it is essential to call a Doctor or Ambulance. No member of the company will take responsibility for administering any medication

5. Safety Checks

5.1 Equipment

Correct storage of equipment is vital in the role of minimising risks. Any equipment not being used is a potential risk. Every piece of equipment that is being used must be checked at the beginning of the session to ensure its safety. In addition, care must be taken regarding:

- Storage of equipment– make sure that all equipment/resources used are safely and securely stored after each session
- Any damaged equipment should be dealt with immediately, for repair or replacement
- Setting up - setting up of equipment must be comprehensive, correct and safe
- Equipment use - when using equipment, ensure that clients are shown how to use the equipment correctly and safely
- Supervision - ensure that no client can access equipment without supervision

5.2 Venues

Checks to be made before clients enter the venues:

- Floor – ensure floors are clean with foreign bodies removed
- Plug sockets – ensure they are safe with no wire showing
- Doors and exits –ensure doors and exits are secure and that there is nothing blocking emergency exits

5.3 Clients

- Ensure all clients are wearing appropriate active wear and footwear to minimize accidents or risk

5.4 Festivals and events

- Drum n Bounce & Dubstretch Fitness instructors will adhere to all Health & Safety Policies at festivals and events and provide Risk Assessments when required

6.0 Licensed instructors

All members of Drum n Bounce & Dubstretch Fitness remain responsible for their own health and safety in classes.

Date of adoption: 1st July 2024

Review date: 1st July 2025

Signed:

Signed: