Health and Safety Policy

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Health and Safety Policy

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CEO/Chair of Trustees	September 2026

Signed by : Juliet Diener

Date : November 2025

Health and Safety Policy

icandance (ICD) believes that when thorough Health and Safety measures are in place, staff, children, young people, and their families can perform at their best and without the threat of danger.

Statement of Intent

ICD is committed to meeting in full its duty to ensure, as far as is reasonably practicable, the health, safety, and welfare of staff, volunteers, contractors, and members of the public. ICD complies with the Workplace (Health, Safety and Welfare) Regulations 1992.

Staff and volunteers are a key resource, and their commitment to our community is an essential cornerstone of the business plan of ICD. ICD's commitment to their Health and Safety is recognised by this Policy document.

ICD will provide the training, assistance, and resources necessary to ensure that all the requirements of this Policy can be met in full. Everyone must accept their role and responsibilities and undertake them to the best of their ability. In this way, all can play a part in creating a safe, well-managed environment for everyone.

Health, safety, and welfare will, as far as is reasonably practicable, take precedence over all other objectives. ICD is committed to meeting all Health and Safety requirements specified in law and to further demonstrate its commitment by adopting codes of practice and industry best practice as appropriate to ensure a safe environment for staff, volunteers, contractors, and members of the public. In this document, we refer to the icandance team, which includes employees, volunteers, students on placement and contractors.

This Policy reaffirms ICD's commitment to providing the appropriate level of resources in terms of workforce and finance to ensure compliance with its duty in terms of Health and Safety at work. ICD is also committed to liaising fully with other professional bodies, as relevant, regarding Health and Safety. ICD is committed to providing the resources necessary to ensure a high standard of safety.

General Guidelines

- Health and Safety checks are monitored by the icandance leadership team and are reviewed on a yearly basis or as new information is received
- The Team Leads on each site undertake checks at certain icandance led events
- It is the responsibility of icandance to ensure that the work environment where services are delivered, is safe
- It is the responsibility of all team members to adhere to Health and Safety guidelines and to take reasonable care for their own health and safety and that of others who may be affected by their actions
- It is the responsibility of all team members to report any concerns or breaches of Health and Safety to the Team Leads immediately
- It is the responsibility of all parents to inform icandance of any matter regarding their child or young person (c/yp) which could impact their safety and that of others

Responsibilities for Health and Safety

1. Overall and final responsibility for health and safety:
Juliet Diener CEO

2. Day-to-day responsibilities for ensuring this policy is put into practice:
Head of Programmes - Agnes Dewhirst & Ourania Sitra
Operations Coordinator - Hoi Ching Leung
Team Leads or Lead Facilitators of the site, project or event.
The Team Leads on each site undertake checks at icandance led events. A Lead will be named for each site/event.

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:
Juliet Diener covers both sites.
Ourania Sitra for the Young People's site.
Agnes Dewhirst for the Children's site.

4. All team members should:
- Co-operate with the leadership team and managers on other partners sites on 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).

5. Incident and Accident Documents

- The Incident and Accident Registers are located on the One Drive.

- Members of the icandance team must report and document any incident or accident to their Team lead or as soon as is practical, and in any event, no later than the end of the day in which the incident occurred.

- A Team Lead will make initial investigations and enter the details on the Incident and Accident Record Sheet. The Chief Executive will confirm the investigation and take the necessary action to ensure the incident/accident is controlled and will not occur again.

- The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, lies with the Chief Executive.

Health and Safety Procedures

The following Health and Safety procedures are to be followed:

1. Training
All new staff and volunteers will be provided with relevant Health and Safety regulations, updates and induction training. During the training, they will be advised of likely hazards and controls in place.

There will be an annual refresh of Health and Safety awareness for all staff and volunteers in the month of September. This includes being informed of the up-to-date risk assessments for the spaces used and the children and young people with whom we work.

2. Risk Assessments
Risk assessments are to be reviewed annually or as needed. Risk assessments are completed for:

a) Environment
A checklist is used to inspect the environment prior to every session. This is completed by Team Leads or a team member assigned to complete the task.

b) Participants
Prior to enrolling at icandance every parent/carer must complete a personal information form which gives details of the participant's needs. From this, staff can prepare to make the environment accessible and offer the correct amount of support. Further formal risk assessments are then completed once the participant begins icandance which is discussed as a team. Risks and other helpful information re: health and safety are noted in each dancers 'All about me' document.

c) Outings/ Guest Performances
Risk assessments are conducted prior to any outing. This is completed in conjunction with the icandance team, parents/carers, and a contact at the venue.

d) Theatre
Whilst we adhere to the risk assessment of the theatre, icandance conducts its own risk assessment of the theatre taking into consideration the specific needs of our participants.

3. Intimate Care Plans
Intimate care plans are completed with parent/carers as required and form part of each dancer's 'All about me' document.

4. Incident and Accident Reporting
All necessary incidents and accidents, including injury, are recorded on the incident and accident record sheet by a Team Lead.
An investigation into how future incidents/accidents can be avoided will be conducted by the Executive Team and where necessary, checks will be addressed or amended.

5. First Aid
A first aider will be on site at every icandance session. Up-to-date first aid kits will be onsite and accessible in a designated area i.e. by the music system. The kit is to be reviewed by the First Aider every 6 months. Used equipment is to be replenished immediately. First aid skills by the named member of the team are renewed every 3 years.

In the case of an incident involving bodily fluids, staff should wear appropriate Personal Protective Equipment (e.g. gloves) and use bodily fluid kit provided next to the First Aid Kit, others in the session will be moved away from spills whilst clean-up takes place.

6. Fire and Emergency Evacuations
icandance staff will inform themselves of the fire and emergency plans at every venue prior to sessions starting. This includes the location of fire extinguishers, the exit doors, and evacuation procedures. This is clearly stated in the site risk assessment or other operational documents. The team should ensure at all times that no fire exits are obstructed in any way.

7. Use of Equipment
The icandance team takes sole responsibility for the use of all equipment. No equipment should be used without a member of the icandance team present. icandance will provide necessary training for all staff required to use specialised equipment. Equipment is checked and approved as is necessary.

8. Visitors

icandance staff are responsible for ensuring that all guests and visitors are aware of the evacuation procedures currently practiced. Visitors are also made aware of the safeguarding procedures and are provided with a visitors' information sheet.

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