Associated Board of Dance Ltd (ABD)

Health and Safety Policy

Version 2.0 | June 2025

Review Date: January 2028

Company Name: Associated Board of Dance Ltd

Location: Unit 212, Jubilee Centre, 130 Pershore Street, Birmingham B5 6ND

Effective Date: January 2025

Review Date: January 2028

PART A — ABD HQ: POLICY FOR STAFF AND OPERATIONS

1. Policy Statement

ABD Ltd is committed to providing a safe and healthy working environment for all employees, visitors, contractors, and members of the public who may be affected by our activities.

We recognise our responsibility to comply with all relevant health and safety legislation and to actively prevent accidents, injuries, and work-related ill health. We aim to achieve this through risk assessment, safe working practices, training, and continuous improvement of our health and safety systems.

Management will ensure that adequate resources, information, instruction, training, and supervision are provided to maintain a safe workplace.

All employees share responsibility for health and safety and must cooperate with management to ensure this policy is implemented effectively.

2. Responsibilities

Management Responsibilities

Management will:

- Provide and maintain safe equipment and working environments.
- Carry out regular risk assessments.
- Ensure employees receive appropriate training and supervision.
- Investigate accidents and incidents and take corrective action.
- Maintain emergency procedures including fire safety and evacuation plans.
- Ensure compliance with health and safety legislation.

Employee Responsibilities

Employees must:

- Take reasonable care of their own health and safety and that of others.
- Follow all company safety procedures and instructions.
- Use equipment and materials safely.
- Report hazards, unsafe conditions, accidents, or near misses immediately.
- Cooperate with management on health and safety matters.

3. Risk Assessments

The company will conduct risk assessments to identify potential hazards in the workplace and implement appropriate control measures.

Risk assessments will be reviewed:

- Annually
- After any significant workplace changes
- Following accidents or incidents

4. Workplace Safety

To maintain a safe office environment:

- Work areas must be kept clean and free from hazards.
- Electrical equipment must be properly maintained and inspected.
- Walkways and emergency exits must remain clear at all times.
- Display screen equipment (DSE) assessments will be provided for employees using computers regularly.
- Manual handling tasks should be carried out safely and assistance sought when necessary.

5. Fire Safety

The company will:

- Maintain fire detection and alarm systems.
- Provide fire extinguishers where necessary.
- Clearly mark emergency exits and evacuation routes.
- Conduct fire drills periodically.

Employees must familiarise themselves with evacuation procedures and assembly points.

6. Accident Reporting

All accidents, injuries, and near misses must be reported to management immediately and recorded in the company accident log.

Where required by law, incidents will be reported to the appropriate authorities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

7. First Aid

The company will provide:

- Adequate first aid facilities
- Appointed first aiders
- Clearly marked first aid kits

Employees should report injuries immediately so appropriate treatment can be given.

8. Training and Communication

Employees will receive appropriate health and safety training, including:

- Induction training for new staff
- Fire safety procedures
- Safe equipment use
- Manual handling where applicable

Health and safety information will be communicated regularly.

9. Policy Review

This policy will be reviewed annually or sooner if:

- There are significant changes in operations
- New legislation is introduced
- Following incidents or accidents

PART B — GUIDANCE FOR TEACHER MEMBERS AND CENTRES

10. Introduction — Guidance for Teacher Members and Centres

This section sets out the ABD's expectations of its teacher members and dance centres with regard to health and safety. It is recognised that every dance school operates in its own individual context — in different buildings, with different student profiles, and under different local arrangements. This guidance is therefore general in nature and is not intended to

replace the specific policies and procedures that each centre is responsible for developing and maintaining to suit their own circumstances.

ABD teacher members and centres are expected to take health and safety seriously as part of their professional responsibilities and as a condition of their ABD membership. Where a member operates as a business employing staff, they will also have statutory duties under the Health and Safety at Work etc. Act 1974 and associated regulations.

> *The guidance below identifies the key areas in which centres should have appropriate policies and procedures in place. It is not an exhaustive list — members should seek appropriate professional advice where needed and ensure their arrangements are suited to their specific venue, activities, and student group.*

11. Risk Assessments

All teacher members and centres should carry out written risk assessments for their teaching activities and premises. A risk assessment identifies what could cause harm, who might be harmed, and what steps are taken to reduce the risk to an acceptable level.

Members should consider risk assessments for:

- General classroom and studio activity
- Specific dance disciplines and techniques that carry a higher risk of injury
- Use of props, costumes, or equipment (e.g. pointe shoes, lifts, acrobatic elements)
- Events, shows, and competitions held at external venues
- Children and vulnerable persons attending classes
- Any visiting or temporary staff or volunteers

Risk assessments should be reviewed regularly and updated whenever there are changes to the activity, venue, or student group.

12. Dance Studio and Venue Safety

Members are responsible for ensuring that the spaces in which they teach are safe and fit for purpose. Where a member rents or hires a venue, they should satisfy themselves that the venue meets the necessary safety standards before use.

Key areas to consider include:

- Floor surfaces — dance floors should be appropriate for the style of dance taught, free from trip hazards, splinters, and uneven surfaces, and not overly slippery or sticky.
- Space — sufficient space should be available for the activities taking place, with no overcrowding.
- Temperature and ventilation — studios should be adequately heated and ventilated, particularly important for warming up and cooling down.
- Mirrors and barres — where fitted, these should be securely fixed and regularly checked.
- Lighting — adequate lighting must be provided throughout, including for emergency exits.

- Storage — equipment and props should be stored safely when not in use.
- Changing facilities — safe, supervised, and appropriate changing facilities should be available for students.

13. Fire Safety

Teacher members and centres should ensure that appropriate fire safety arrangements are in place at every venue in which they operate. Where a centre occupies its own premises, it will have legal responsibilities as a 'responsible person' under the Regulatory Reform (Fire Safety) Order 2005.

All centres should, as a minimum, ensure they are aware of and can communicate the following to students, parents, and staff:

- The location of fire exits and evacuation routes at the venue
- The location of fire extinguishers and alarms
- The designated fire assembly point
- The procedure to follow in the event of a fire alarm

For centres operating from their own premises, a fire risk assessment should be carried out and reviewed regularly. Fire drills should be conducted at least annually.

14. First Aid

All dance centres should ensure that adequate first aid provision is available during classes and events. Members should consider:

- Having at least one person on site who holds a current first aid at work or emergency first aid qualification
- Maintaining a stocked first aid kit that is accessible and regularly checked
- Keeping a record of any first aid treatment given
- Knowing the location of the nearest hospital with an accident and emergency department

For larger events or performances, additional first aid provision (such as a qualified first aider in attendance) is strongly recommended.

15. Accident and Incident Reporting

All accidents, injuries, and near misses occurring at a member's dance school or at ABD events should be recorded. Members should maintain an accident log which records the date, nature of the incident, persons involved, and any action taken.

Where a member employs staff and an incident meets the threshold for reporting under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), they must report this to the Health and Safety Executive (HSE). Further information is available at www.hse.gov.uk.

Any significant accident or incident involving a child or vulnerable person at an ABD event must also be reported to the ABD Compliance Officer.

16. Insurance

ABD teacher members and centres are expected to hold appropriate and adequate insurance for their activities. This should include, as applicable:

- Public liability insurance — covering injury or property damage to third parties (including students and their parents) arising from your activities
- Professional indemnity insurance — covering claims arising from your professional teaching activities
- Employer's liability insurance — a legal requirement for any member who employs staff, including part-time or casual workers

Members should ensure their insurance cover is reviewed annually and is appropriate for all activities undertaken, including events, competitions, and performances at external venues. The ABD is not responsible for the adequacy of individual members' insurance arrangements.

17. Safeguarding and the Welfare of Children

Health and safety in a dance centre cannot be separated from the broader welfare and safeguarding of children and vulnerable persons. Members should refer to the ABD Child Protection and Safeguarding Policy for full guidance on their responsibilities in this area.

From a health and safety perspective, members should additionally ensure:

- Adequate supervision ratios are maintained at all times during classes and events
- Students are not left unsupervised on the premises
- Any medical conditions or additional needs of students are recorded and relevant staff are made aware
- Emergency contact details are held for every student and are accessible during classes

18. Health and Wellbeing in Dance Training

The ABD encourages all members to promote a positive and healthy approach to dance training. This includes:

- Ensuring warm-up and cool-down routines are incorporated into all classes
- Adapting training to the age, stage, and physical capabilities of each student
- Being alert to signs of overtraining, fatigue, or injury and responding appropriately
- Promoting positive body image and mental wellbeing as part of a healthy dance education
- Encouraging students to communicate if they are in pain or discomfort

Members should ensure that their teaching practices are informed by current best practice in safe dance training for their relevant discipline and age group.

19. Members' Own Health and Safety Policies

Teacher members and centres who operate as businesses — particularly those employing staff or working from their own premises — are required by law to have a written health and safety policy if they employ five or more people. Even where this is not a legal requirement, the ABD strongly encourages all members to have written policies and procedures in place covering the areas outlined in this guidance.

Members should review their own health and safety arrangements regularly and update them when circumstances change.

> *The ABD may from time to time ask members to confirm that appropriate health and safety arrangements are in place as part of membership renewal or in connection with specific activities or events.*

20. Sign-off

Name: Colin Lang / Joanne Sullivan / Mark Elsbury / Clare Palethorpe / Darren Hodson

Position: Directors

Date: 1st January 2025 (updated June 2025)

Signed: