



Curious Motion – Health & Safety Policy

All staff, participants and volunteers have a right to operate in an environment where risks to their health and safety are properly controlled. Curious Motion aims to maintain safe and healthy working conditions, equipment and systems of work for everyone involved, and to provide such information, training and supervision as necessary for this purpose.

All activities organised and delivered by Curious Motion will also comply with all Health and Safety procedures of the activity venues, such as community settings, schools, and event sites. All practitioners working on the project must adhere to this policy alongside those of any host venue where applicable.

Where reasonably practicable, this policy will seek to provide and encourage:

- A safe place to work and safe environment for all related activity, with safe access to and from it.
- Safe arrangements for the use, handling and storage of equipment.
- Sufficient information, instructions, training and supervision to ensure any/all employees are well equipped to avoid hazards and contribute positively to effective Health & Safety at work.
- The policy will be kept up to date, particularly as the organisation changes in nature and size, to ensure our responsibilities are met in relation to:
 - Health & Safety at Work Act (1974)
 - Management Regulations (1999)
 - Other relevant current legislation

The policy will be reviewed annually.

Health and Safety officers are responsible for:

- Deciding what could harm staff/participants and the precautions necessary to stop it.
- Ensuring all practitioners are skilled in planning their sessions and completing all necessary risk assessments for the activities undertaken.
- Explain how risks will be controlled and tell staff/participants/volunteers who is responsible for this (either Samantha McCormick or an appointed Health and Safety officer at the host venue).
- Consult and work with any staff in order to protect everyone from harm in the workplace/studio environment.
- Provide necessary Health & Safety training for any staff employed.
- Have the appropriate insurances in place.
- Work with any other organisations sharing the workplace/studio environment to ensure that everyone's health and safety is protected.

The health and safety officer is Samantha McCormick, and the relevant officer(s) at host venues.

It is the responsibility of all staff and volunteers to:

- Help maintain the safety and security of the participants involved and the working environment.
- Be aware of the risks, knowing the appropriate action to take and identifying any potential safety issues.
- Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, participants and other people in the vicinity.
- Follow any training they have received when using equipment or materials in sessions.
- Observe all safety instructions and procedures incorporated in this document.

KEY POLICY GUIDANCE AND INSTRUCTIONS

1. ACCIDENTS AND FIRST AID

- All accidents should be recorded in the accident book of the host venue and reported directly to Curious Motion. Curious Motion will retain a separate record alongside this.
- A First Aid kit will be provided where necessary.
- Unless there is good reason, First Aid should not be administered without a participant's permission or, if they are under 18 years old, without the permission of their parent/carer or accompanying adult [See Appendix 1 for guidance on first aid and children/young people/adults at risk].
- If a participant needs a doctor or hospital, call the emergency services. It is nearly always best to stay with a participant and wait for the ambulance.
- You should only take the risk of taking a participant to hospital yourself if the emergency services ask you to do so because of exceptional circumstances.

2. SAFETY CHECKS

a) Equipment

Correct storage of equipment is vital to 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 to:

- make sure all equipment/resources used are safely and securely stored after each session.
- any damaged equipment is removed from use.
- set up equipment correctly and safely.
- identify when/where safety mats should be used and ensure that they are used correctly.
- ensure that participants are shown how to use the equipment correctly and safely.
- ensure that no participant is able to access equipment without supervision.

b) Project Venue

Before participants and/or visitors enter, practitioners should:

- ensure floors are clean with foreign bodies removed.
- check mirrors are unbroken.
- check plug sockets are safe with no wires showing.
- check any curtains and/or blinds are in a stable condition and not falling/ fallen down.
- ensure doors and exits are secure and there is nothing blocking emergency exits.
- identify any light fittings/ light switches that are not working or loose.
- refer to the risk assessment for their class/ project.
- ensure COVID-Secure measures are always followed where applicable.

c) Participants

- Ensure all participants are wearing appropriate clothing and footwear to minimise accidents and risk.
- Safety/protection clothing must be worn when appropriate (i.e. knee pads).

3. FIRE SAFETY

- A no smoking policy is in operation at all times.
- It is crucial that any artist/ staff member/ volunteer involved in activities maintains a working knowledge of the fire procedure for the building in which they are working, including the location of fire alarms and fire exits. All team members from Curious Motion should familiarise themselves with a building's fire procedure and the location of fire alarms and fire exits before their session/activity starts.

- A register of participants must be taken at the start of each session – this may be recorded online where applicable and appropriate.
- In the event of a fire/fire alarm, all participants must gather at a designated meeting place, and either the artist or venue officer must complete a roll call and liaise with Fire Service personnel. [See Appendix 2 for general fire safety advice].

4. SECURITY

- A member of staff must escort anyone wishing to enter the session that is not a participant, parent/carer or volunteer.
- Any unidentified person seen on the premises must be reported to the staff member leading the session/project and the lead member of staff of the host venue immediately.

APPENDIX 1: FIRST AID AND CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK

If you are working with children and young people who are under 18 years old or with adults at risk:

- Remember that a child/ young person cannot give consent and an adult at risk may not be able to give informed consent.
- For community-based projects, a parent/ carer or support worker should be onsite at all times.
- If a child/ young person/ adult at risk is seriously injured or unconscious, the situation will need to be dealt with immediately. Phone the emergency services.
- If at all possible, treatment should only be given by a trained First Aider, preferably from the host organisation (if applicable).
- Always try to administer First Aid with another adult present.
- Always tell the child/ young person/ adult at risk exactly what you are doing and why.
- Unless it is irrelevant, ask the child/ young person/ adult at risk if they use medication (e.g. for asthma, diabetes, and epilepsy) or have any allergies. Some people have allergic reactions to stings, for example.
- For minor injuries, you may not offer any medication, including antiseptics or pills of any kind. If you have any doubts about helping someone to use their own medication, phone the emergency services.
- Any treatment should be as little as necessary without threatening the child/young person/adult at risk's wellbeing.

APPENDIX 2: FIRE EVACUATION GUIDELINES

If you discover a fire:

- Activate the fire alarm if there is one.
- Supervise the safe and orderly evacuation of participants and any other people in your vicinity.
- Keep calm. Try to keep others calm.
- Without prolonging your evacuation, do a quick check of corridors, toilets etc. on your way out, to check they are empty (where applicable).

In the event of hearing a fire alarm while leading an activity:

- Staff from Curious Motion and staff from the host venue are responsible for everyone involved in the activity.
- Evacuate participants from the building immediately using the nearest fire exit. If possible, take a quick head count. Under no circumstances must you stop to collect any personal belongings or equipment.
- Assemble at the agreed fire point.
- Take a register of participants and liaise with any Fire Service personnel – any absences or concerns should be reported immediately. This will be led by the designated Health and Safety/ Fire Officer of the host venue – please follow their instructions.
- Do not re-enter the building until a designated Health and Safety Officer or the Fire Service personnel inform you to do so.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed in March 2022

Signed:



Samantha McCormick (Artistic Director)