

**ELIOT  
SMITH  
DANCE**

**Eliot Smith Dance (ESD)**

**Policy and Procedures on  
Health and Safety**

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<b>Name</b>	<b>Date</b>	<b>Reason for update</b>	<b>Signature</b>	<b>Version</b>
Eliot Smith	06/02/2024	<b>All pages:</b> Compiling docs to create the introduction of Health and Safety Policy	<b>E.Smith</b> (approved at Board Meeting 23 Feb 2024)	<b>V01</b>

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## Introduction

ESD's Health and Safety policy is to:

- Prevent accidents and cases of work-related ill health.
- Manage health and safety risks in our workplace.
- Provide clear instructions and information, and adequate training, to ensure workers and participants are competent to do their work.
- Provide personal protective equipment, if needed.
- Consult with workers and participants on matters affecting their health and safety, injuries occurred.
- Provide and maintain safe equipment and First Aid Kit
- Ensure safe handling and use of equipment.
- Maintain safe and healthy working conditions.
- Implement emergency procedures, including evacuation in case of fire or other significant incident.
- Provide workers and participants of other venues risk assessments and emergency procedures.
- Review and revise this policy.

## Responsibilities for Health and Safety

**The overall and final responsibility for health and safety at ESD:**

Eliot Smith (Creative Director) and report to the ESD Board.

**Day-to-day responsibility for ensuring this policy is put into practice:**

Eliot Smith (Creative Director)

**To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:**

Eliot Smith (Creative Director) – safety, risk assessments, informing workers and participants, accidents, first aid, maintaining equipment, fire and evacuation.

Yamit Salazar (Rehearsal Director and Guest Dancer) – first aid.

ESD Board – informing workers and participants.

**All workers and participants should:**

- Co-operate with supervisors on health and safety matters.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to appropriate supervisor (as detailed above).
- Workers and participants to read and act on other venues risk assessments and emergency procedures.

# Arrangements for Health and Safety

## Risk Assessment

- ESD will complete relevant risk assessments and act.
- ESD will review assessments before a new project commences and when working conditions change.

Risk Assessments available upon request.

## Training

ESD will give workers, participants and subcontractors health and safety induction and provide awareness of trip hazards, electrical safety, working at height, dance floors, stage and set designs.

ESD will advise good practise when workers, participants and subcontractors work remotely, online.

## Consultation

ESD will consult and inform workers, participants and subcontractors on health and safety matters as they arise and formally when review health and safety policy.

## Evacuation

- ESD will make sure escape routes are well always signed and kept clear.
- Evacuations plans are tested from time to time and updated if necessary.

## First Aiders

Eliot Smith (Creative Director)

Certificate "Emergency First Aid at Work" Awarded by: British Red Cross

Date Awarded: 03 August 2021

Date Expires: 03 August 2024

Date for next training: Before August 2024

Yamit Salazar (Rehearsal Director and Guest Dancer)

Certificate "Emergency First Aid at Work" Awarded by: British Red Cross

Date Awarded: 03 August 2021

Date Expires: 03 August 2024

Date for next training: Before August 2024

Certificates available upon request.

## Review

We undertake a review of this policy at least once every year and to communicate changes. The next review date is **January 2025**. To obtain further copies of this policy, or if you have any questions or comments about it, please contact [info@eliotsmithdance.com](mailto:info@eliotsmithdance.com)