



HEALTH AND SAFETY POLICY

MOOV with Oona is responsible for maintaining a working environment that is safe and with a minimum risk to all employees, students, visitors and members of the public. MOOV with Oona will fulfil its responsibilities by taking steps to work in accordance with the relevant Health & Safety legislation, approved code of practice and good working practices.

Health & Safety Officer at MOOV with Oona is: Oona Thompson

The main responsibilities set out for the Health & Safety officer are:

- Maintain overall responsibility for Health & safety by ensuring that Health & Safety policies and procedures and monitoring are in operation and that all necessary risk assessments are carried out within the business and that any necessary control measures are implemented and monitored;
- Ensure that adequate resources, reviews, procedures and records are identified and maintained;
- Ensure that all members of staff are made aware of the contents of this policy and their responsibilities in relation to Health & Safety;
- Ensure that a system of recording and reporting accidents is maintained within the workplace;
- Ensure that the information from the local Health & Safety Executive/Authority is given to the relevant people;
- Ensure that no member of staff is instructed to operate machinery or carry out any action that they have not been trained to do;
- Ensure that all students, visitors and contractors are made aware of the risks that may affect them and the necessary preventive action required;
- Organise and annual safety audit of the business's activities and ensure that any necessary safety improvements are implemented;
- Ensure that any suggestions made to improve Health & Safety are considered and implemented when necessary;
- Ensure that there is access to a competent person as defined by The Management of Health & Safety at Work regulations 1999

Employees and Voluntary Staff at MOOV with Oona

Health & Safety affects all persons no matter what level they are within MOOV with Oona. To help achieve a safe and happy environment at MOOV with Oona all staff are required to:

- Be aware that they have a duty under legalisation and codes of practice to take reasonable care of their own Health & Safety, safe practice and the safety of others that may be affected by their acts or omissions.
- Comply with the safety policy and procedures and regulations designed to protect the health, safety and welfare of everyone affected by the business's undertakings.

- Neither intentionally or recklessly interfere or misuse any equipment provided for the protection of Health & Safety.
- Be aware of emergency procedures including the evacuation and fire precaution procedures;
- Conduct themselves, whilst at work, in a manner as not to compromise themselves or others who their actions may affect;
- Co-operate with managers and supervisors in preventing accidents or health risks to themselves, other employees, students or members of the public;
- Wear personal protective equipment whenever instructed to do so or in circumstances that require them to use it;
- Report any work conditions that they consider to be unsafe or unhealthy at once to their manager;
- Any employee, whether voluntary or paid, who fails to comply with the Health & Safety policy, or who intentionally or recklessly interferes with or misuses any equipment provided for the protection of Health & Safety will be subject to disciplinary action.

Accident/Injury reporting procedure

- All accidents and near misses will be recorded in the MOOV with Oona accident report book located with Oona. This information will be analysed by the Health & Safety manager on a regular basis in order to take any further action.
- Accidents in which the local authority requires notice the following forms will be completed F2508/F2508A (alternatively visit www.riddor.gov.uk and complete online). The accidents which require reporting are: fatalities/major injury/accident which results in absence from work for over 3 days/an injury to a member of public which requires them to be taken from the scene of the accident to hospital/an injury which results in unconsciousness/an injury which requires resuscitation/an injury that result in any person staying in hospital for more than 24 hours/any violence towards members of staff
- An accident involving a young person must be reported to the parent or legal guardian

First Aid

- MOOV with Oona will comply with the requirements of the Health & Safety (First Aid) Act 1981.
- Sufficient personnel will be nominated as First Aiders/Appointed Persons and will be suitably trained and certified by attending a HSE approved course in first aid. Copies of certificates will be held with Oona . Training will be refreshed every 3 years.
- First Aid boxes will be located with Oona in each class with MOOV with Oona and one will be kept as a travel first aid box for competitions etc.
- First aid boxes will be checked on a monthly basis any stock will be replenished to meet the required standards

Fire

- A Fire Risk Assessment has been completed for the premises. This details the controls in place in order to minimise risk of life in the event of a fire.
- Action on discovering a fire:
 1. 1 – Raise the alarm by shouting FIRE FIRE FIRE
 2. 2 – If a trained fire warden attempt to put out the fire if it is safe to do so
 3. 3 – Ensure that all occupants exit the building
 4. 4 – Once clear of danger call the fire brigade
 5. 5 – DO NOT RE-ENTER THE BUILDING UNTIL TOLD IT IS SAFE TO DO SO

Risk Assessment

- It is our policy that formal risk assessments are carried out before any work is undertaken which may be potentially harmful to health.
- An annual Risk Assessment is carried out on all objects and activities that take place at MOOV with Oona.
- A daily Risk Assessment is carried out regarding general Health & Safety at MOOV with Oona in order to maintain our Health & Safety standards.
- Risk Assessments will include the following information:
 - 1- The nature of the potential risk
 - 2- Who is at risk
 - 3- The control measure present
 - 4- Details of any further control measures required

Control of Substances Hazardous to Health (COSHH)

- No work will be undertaken which involves the use of substances classes as hazardous to health unless a formal COSHH has been undertaken and documented by a competent person
- The COSHH assessment sheet shall include the following:
 1. 1 – Material/substance identification and purpose
 2. 2 – Potential Hazard
 3. 3 – Person/s at Risk
 4. 4 – Exposure limits (where applicable)
 5. 5 – Precautions and protective equipment required
 6. 6 – Storage and disposal requirements
 7. 7 – Emergency and First Aid requirements

Office/Reception Safety

- Smoking is not permitted in any areas inside or outside the premises used by MOOV with Oona
- Electrical and phone cables will be placed so as not to cause risk of slip or trip
- If any bulky or heavy items of office furniture or similar have to be moved trolley and/or castors will be provided in accordance with Manual Handling training
- Electrical Sockets will not be overloaded
- All areas of the premises will be kept clean and tidy. In particular gangways and escape routes will be kept free from obstruction
- Any faulty electrical equipment will be reported immediately to Oona.

Manual Handling & Lifting

- Manual Handling will be eliminated wherever possible within MOOV with Oona.
- Employees shall not attempt to lift any object which is beyond their strength
- The correct lifting technique shall always be adopted, i.e. by bending at the knees and keeping the back as straight as possible
- Where required, assistance should be given to those who need in order to move heavy or awkward items
- If any staff are continually required to lift heavy and awkward items sufficient training should be provided
- All manual handling injuries should be reported immediately

Medical/Infectious Diseases

- Employees must disclose any medical condition from which they suffer. This information will be kept in strict confidence
- Any medical conditions that may affect a student/client of MOOV with Oona should be reported on the registration form so that staff are aware of any requirements/medication the dancer may need to take during a lesson. This information will be kept in strict confidence

Training

- All new employees will receive Health & Safety training as part of their induction
- Refresher training will be provided
- Records of all training will be kept with Oona.

Electrical Safety

- A competent person will inspect all electrical equipment on an annual basis for electrical safety
- A visual inspection of all electrical items will be carried out within the daily risk assessment

- Employees shall not attempt to fix or modify any electrical equipment within the premises. All problems should be reported immediately to Oona.

Lone Working

- MOOV with Oona will ensure that whenever possible no person works alone
- Lone workers should be considered for any medical conditions which make them unable to work alone
- Lone workers must be suitably trained and have received suitable Health & Safety training
- If lone working is the only option sufficient supervision must be given in the form of phone calls etc.

Noise at Work

- MOOV with Oona will comply with all current legislation with reference to Noise at Work
- Risk Assessments will be amended when any new equipment/procedures are introduced to MOOV with Oona.

Working at Height

- MOOV with Oona will comply with all current legislation with reference to working at height
- Suitable risk assessments will be carried out before undertaking any work at heights.

If required, training will be provided by MOOV with Oona.

Communication

- The Health & Safety Policy will be brought to the attention of all staff and members of MOOV with Oona.
- Employees who have any suggestions to improve Health & Safety at MOOV with Oona are encouraged to report the matter to Oona Thompson.

Overall

- MOOV with Oona aims to keep the working environment clean, tidy and free from hazards. Our teachers endeavour to conduct classes in a safe and proper manner, encouraging good warm-up and cool-down practices and supplementing the syllabus exercises by keeping abreast of the most up to date thinking in dance/sport medicine.

First Aid

- MOOV with Oona will comply with the requirements of the Health and Safety (First Aid) Regulations 1981.

First aid boxes are located throughout MOOV with Oona premises and checked on a monthly basis by Oona and where necessary the contents replenished. The minimum legal provision of a suitably stocked first aid box will always be met.

- **Fire Risk Assessment**

Fire Risk Assessments have been completed for the premises, which gives details of the controls in place in order to minimise risk to life in the event of fire. All employees are instructed on the action to be taken in the event of a fire or other emergency. All employees will be fully conversant with procedures for fire prevention, detection and evacuation.

- **Risk Assessments**

It is MOOV with Oona's policy that formal written risk assessments will be undertaken prior to commencement of any work, which is potentially harmful to health.

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- **Training**

- All new employees will receive health and safety induction training. A record of this training will be maintained within the HR Department. Periodic refresher training will be provided and records of such training will be maintained within the HR Department. Departmental Managers will ensure that all personnel under their direct supervision have received suitable and sufficient training for the tasks that they will be expected to undertake. Where new processes/procedures are introduced training will be provided as required.
- Training in respect of fire and emergency evacuation procedures will be mandatory for all employees and will be practised on a regular basis.

This Policy was issued by MOOV with Oona 3/1/24

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