

# Cambridge Dancers' Club

## Health and Safety Policy

### 1. Introduction

Cambridge Dancers' Club is a non-profit organisation, run by its members, promoting dancing around Cambridge, UK

The Club is a large university society providing a relatively low risk activity, namely dancing. As such, whilst the risks are low the high number of users implies the possibility for injury, harm or liability which must be minimised.

The purpose of this document is to set out what Cambridge Dancers' Club will do to reduce the risks to those participating in or acting as spectators to its activities. The expectations of the club with regard to service providers such as venue owners and bands in this regard are also outlined. Finally, it includes a generalised risk assessment for all regular activities of the club and notes where additional risk assessment may be necessary for exceptional activities. Particular responsibilities of committee members performing given roles are specified.

### 2. Definitions

- a. The "Club" or "CDC" shall be taken to mean Cambridge Dancers' Club
- b. The "CDC Committee" "CDC Executive Committee" "CDC Executive Officer" and all titles of Executive Officer shall be defined as found in the Club Constitution.
- c. Club Activity is the term used for any activity run by Cambridge Dancer's club made up of classes and events where "Class" shall be defined as any class, workshop or other event run by CDC where the emphasis is on teaching. "Event" shall define any other type of event including competition, practice or general dancing session.
- d. "Participants" shall be defined as those taking an active part in the given Club Activity. This may comprise Members, Non-Members, Teachers, Coaches and Demonstrators.
- e. "Spectators" shall be defined as those not taking an active part in the given Club Activity.
- f. "Members" shall be defined as those that have paid the membership fee for the current academic year at or before the start of the Club Activity or are Life Members of the Club. Records of membership shall be obtainable from the CDC Secretary.
- g. Activity Organiser shall be the relevant CDC Executive Officer (normally VP(Classes) or VP(Events) or their delegated representative who has been tasked with organizing the activity.
- h. "Teachers" "Coaches" and "Demonstrators" shall be defined as those taking active participation in a Club Activity for material or monetary reward.
- i. "Venue" shall be defined as a fixed location at which a Club Activity may occur and "Venue Manager" shall be defined as the third party(ies) that administer the Venue.
- j. A "Door Duty" is conducted by a CDC Committee Member for the purpose of overseeing admission to the CDC Activity and taking fees for the Activity where necessary.

### **3. Approval & Areas of Interface with University**

The Club is registered with the Societies Syndicate of the University. This, chaired by the Junior Proctor, requires that:

- a. The Director of Physical Education approves the safety procedures of the Club
- b. The Club ensure adequate insurance is in place to cover its activities and reduce expose of officers and members.
- c. The Club have a policy which meets legislative requirements under the Disability Discrimination Act 1995, the Protection of Children Act 1999 and the Protection of Vulnerable Adults Act 2002.
- d. All electrical equipment is checked yearly by a suitably qualified person.

Additionally, the Societies Syndicate notes that the Club is an unincorporated members' club and as such all health, safety, liability and insurance policy must be voted upon and accepted at least yearly by the Members at a General Meeting.

### **4. Risk Categories & Insurance Held or Sought**

- a. The Club seeks Public Liability Insurance for its Activities from the University Insurance Section (pending approval of this Health, Safety, Liability & Insurance document).
- b. The Club contracts Teachers, Coaches, and Demonstrators on a self-employed basis and requires them to ensure they have adequate Public Liability Insurance and Coaches Liability Insurance for the services they provide. The Club does not therefore require Employers' Liability Insurance.
- c. The Club chooses not to commercially insure material property, e.g. sound equipment, instead preferring to ensure adequate provision for replacement costs from within its own finances. The Club owns no property.

### **5. Responsibilities**

- a. The Members shall approve the Health, Safety, Liability & Insurance Policy yearly at the Annual General Meeting of the Club, including motions to ratify any amendments made since the last Annual General Meeting.
- b. The CDC Committee shall review the Health, Safety, Liability & Insurance Policy at least once per year. Any amendments shall require review by the CDC Committee and a two-thirds majority vote to approve. Amendments shall be subject to ratification at the Annual General Meeting. Additionally, the CDC Committee must vote to agree by two-thirds majority that the amendments made are not significant or substantive. Failure of such a vote shall cause an Extraordinary General Meeting of all Members to be held whereat the amendments proposed shall be voted upon requiring two-thirds majority to approve.
- c. The CDC Committee shall appoint a non-Executive member of the CDC Committee to hold the post of Safety Officer. The Safety Officer shall maintain the Health, Safety, Liability & Insurance Policy and be point of contact for all Health and Safety matters.
- d. The Safety Officer shall liaise with the VP Classes and VP Events to ensure that all venues booked are assessed against the framework of the Risk Assessment
- e. The Safety Officer shall ensure that the policy is available on the CDC website for all members, teachers and committee members.
- f. The VP (Classes) should make sure that any committee members doing door duty are aware of the policy.
- g. For each venue/event the Activity Organiser will determine the maximum numbers of participants/spectators not exceeding any limits set by the venue itself. The Activity Organiser should refuse

entry once these numbers have been reached. In case of classes, the CDC Committee Member doing the Door Duty has the authority to limit entry to a venue in line with agreed limits set by the Club.

h. Any accident or near miss should be reported in the first instance to the Activity Organiser who should then report it to the CDC Safety Officer. Again, in the case of classes, this should be reported to the Committee Member doing the Door Duty who should report it to the VP(Classses) and CDC Safety Officer.

i. All regular Teachers contracted by the CDC shall be deemed competent as long as the CDC Executive committee deems the teacher to have enough qualification and/or experience as required for the Activity

j. If any Participant or Spectator demonstrates gross misconduct or deliberate disregard for the Safety Rules or instructions given by the Activity Leader, endangering the safety of themselves or others, they may be expelled from the Activity. This should be reported (see Reporting Section) to the CDC Committee whereat expulsion from all Club Activities and appeal from the Participant or Spectator concerned shall be considered.

k. Individual Participants and Spectators shall by their entry to the Activity implicitly accept:

- i. To comply at all times with the Safety Rules and any instructions given by the Teacher/Activity Organiser/CDC Committee Member as appropriate.
- ii. Failure to comply with the Safety Rules and instructions may result in their expulsion from the Activity or Club as detailed above.
- iii. The Club accepts no liability for damage to or loss of personal property of Participants or Spectators however caused.

n. The Club shall display the Health, Safety, Liability & Insurance policy publicly on the CDC website and shall draw Participants and Spectators attention to it in publicity for all Activities.

o. The Club does not allow those under the age of sixteen to participate in Activities. For those aged 16-18 we welcome any parents/guardians who wish to spectate during classes.

p. The Club shall include in its publicly available policy documentation and FAQs that those with disability or vulnerable adult status should contact the Club for guidance before participating in order that the Club can make sufficient provision and meet the requirements of the Disability Discrimination Act 1995 and the Protection of Vulnerable Adults Act 2002.

q. The Equipment Officer shall have, or may delegate to a suitably qualified person, the responsibility to test (PAT) all electrical equipment at least yearly and keep a record of latest test results. If needed, the Equipment Officer shall receive appropriate training to allow the discharge of this responsibility.

## **6. Safety Rules for Participants & Spectators (resulting from Risk Assessment)**

1. Participants to follow instructions of Committee Members/Teachers/Activity Organisers with respect to:

- a. Fire protocols
- b. Any trip hazards/spillages in the Venue and cordoned off areas thereby created.
- c. Putting personal belongings at perimeter of room and not allowing them to encroach onto main dance area (e.g. bag straps, etc).
- d. Avoiding other dancers and spectators by use of appropriate floorcraft.
- e. Heel protectors and appropriate footwear for higher levels of dancing.
- f. Warming-up/down for the Activity.

2. Participants shall personally ensure:

- a. Personal belonging are safely positioned at side of room without straps and other elements extending onto main dancing area.
- b. Avoiding collisions with other dancers, stopping dancing where necessary or altering steps danced in order to dance around other couple (floorcraft).
- c. Sufficient warm-up/down is done at the start and end of the Activity to prevent muscular and/or ligamentous injury.

3. Spectators shall personally ensure they do not encroach onto the dance area and at all times pay attention to dancers in close proximity to them to ensure they do not cause any interference.

These Safety Rules shall be made publicly available prominently on the CDC Website.

An A4 poster with these Safety Rules shall be available at each Venue used for an Activity. In addition, this poster shall detail the Medical Advice and conditions that might be adversely affected by dancing, mirroring that information provided on the CDC Website.

## **7. Reporting (Real & Near-Miss)**

Reporting accidents and near misses is not a way of apportioning blame. It ensures that lessons are learnt and prevents similar accidents happening again. These lessons can be shared throughout the Club to help everyone. Reporting near misses (events in which, in the there was a potential for harm to be caused) is as important as reporting accidents.

Where an accident or near-miss occurs the Activity Organiser or CDC Committee Member should complete the University's "Accident, Dangerous Occurrence and Incident Report Form" (found in Annex I of this document) as well as a written "Incident Report" detailing the accident or near-miss concerned. Both of these should be done at the earliest opportunity, and if necessary, notes made in the interim to ensure all relevant details of the accident or nearmiss are recorded and not forgotten.

The Activity Organiser should notify the CDC Committee at the earlier opportunity of the accident or near miss and pass the "Accident, Dangerous Occurrence and Incident Report Form" and written "Incident Report" to the President or Safety Officer.

The CDC Committee will at its earliest opportunity review the accident or near miss and consider whether further steps are needed to minimise future risks, as well as considering any immediate issues surrounding the accident or near miss with respect to injury to a Participant, liability, and negligence/failure of duty of care.

The CDC Committee will, immediately following its review of the accident or near miss, send a copy of the "Accident, Dangerous Occurrence and Incident Report Form" to the University PE Department if it determines that it is a "reportable" occurrence (as defined in Annex II).

## **8. Auditing**

The Safety Officer shall include in his termly report to the CDC Committee a list of all accidents or near-misses together with any steps taken at the time by the Committee or the Safety Officer to reduce the future risks. A yearly summary of accidents and near-misses shall be presented to the Members at the AGM of the Club for review

## 9. Risk Assessment

Risk	Likelihood	Severity	Combined	Measures Taken to Reduce Risk	Action Plan
Fire in a venue	1	3	3	Teachers and committee members to ensure they are familiar with exits, fire alarms and marshalling points and to ensure fire exits, doorways, and stairways remain unlocked and unobstructed during an Activity.	In the event of a fire alarm sounding, everyone is to leave the building. Teacher/committee member to liaise with Venue Manager
Venue Overcrowding	2	1	2	CDC Committee to set recommended limits for each venue, (may be obtained from Venue Manager)  CDC Committee Member doing Door duty has the authority to control admission in line with the recommendations	Teacher/committee member to revise activity content if appropriate.
Electric shock from equipment	1	3	3	CDC Equipment Officer to PAT test all electrical equipment at least yearly.  Committee members to report any hazardous/faulty equipment to the Equipment Officer and such equipment should be removed from use until repaired and/or deemed safe	In the event of electric shock, first aid procedures to be followed
Tripping/falling	2	2	4	Committee member setting up venue to ensure equipment is positioned tidily and securely with no trailing wires etc.  All equipment and personal possessions to be positioned at edges of room, such that straps etc are not encroaching on the dance floor.  Spectators to be advised of the delimitations of the dance floor and to be reminded not to encroach during dancing.	In the event of a fall, first aid procedures to be followed

					Any trip hazards/spillages to be clearly marked and cleared where possible.  Trip hazards within the venue should be reported to VP(Classes) to contact the Venue Manager to liaise and effect repair...	
Carrying equipment	3	1	3	3	No person to carry equipment which they feel is too heavy for them.  All heavy equipment shall be marked as such by the CDC Equipment Officer.	Any person required to carry equipment should first check to see how heavy it is and if necessary to ask for assistance.
Organised transport accident (e.g. coach for transport to Ball)	1	3	3	3	Names of those traveling to be carried by a nominated person in the group and also held by a member of CDC committee  The nominated person for the Organised Transport shall contact the CDC Committee member not traveling with the Organised Transport to confirm safe arrival at destination.	In the event of an accident, nominated person to contact the CDC committee member with the contact details, and provide full details of the incident.
Collisions on the dance floor	3	2	6	6	Teachers to include elements of "floorcraft" (the ability to dance around other couples and avoid collision) in lesson content as appropriate.	Individual Participants showing disregard to other dancers and frequently hitting other couples to be cautioned by the Activity Organiser/Teacher and if necessary excluded from the Activity.  Activity Organiser/Teacher may review the content of the Activity and require Participants not to dance specific moves/steps.
Foot trodden on	3	1	3	3	Teachers to teach appropriate material for the Participants.  Heel protectors to be required by all dancers dancing above the	Normal first aid procedures apply.

				Improver standard.	
Spraining ankle & other foot injuries.	2	2	4	Advice given by Activity Leader and on CDC Website as to appropriate footwear for dancing to minimise risk of ankle sprains or other foot injuries.	Normal first aid procedures apply.
Dehydration	2	2	4	CDC Website to advise Participants to bring water to Activities. For Activities involving 100 or more Participants, the Club shall provide water. CDC Website to publicly display guidance on warming up/down correctly when dancing.	Normal first aid procedures apply.
Muscular or ligamentous injury	2	2	4	Guidance given on the CDC Website and on information posters at Venues about the sometimes strenuous nature of dancing and the fact that Participants should consider existing medical conditions before deciding to participate in a given Activity.	Normal first aid procedures apply.
First Aid incident (general)				If the Activity has more than 100 participants or is more than 3hrs in duration the CDC Committee shall ensure that trained first aid personnel are always present during the Activity.	See below
First Aid incident (minor)	2	2	4	As above	Normal first aid procedures apply.
First Aid incident (major)	1	3	3	As above	Activity Organiser/Teacher/CDC Committee Member to immediately cease the Activity on occurrence of serious accident and Emergency Services contacted as appropriate.  Any Venue first aid personnel to be immediately contacted and engaged.

## 10. Document Version History

<b>Date</b>	<b>Changes</b>	<b>Author</b>	<b>Approvals</b>
17 <sup>th</sup> May 2008	Initial Document Created	C Marriage	CDC AGM
8 <sup>th</sup> June 2008	Updated to review definition of Teacher and to allow delegation of PAT testing	C Marriage	CDC Committee
20 <sup>th</sup> Jan 2009	Document formatting changes	C Marriage	n/a