



HEALTH & SAFETY POLICY AND PROCEDURES

REVIEW DATE: JANUARY 2026

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1. Introduction

DYDC recognises its legal and moral responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, freelance contractors, volunteers, children, young people, and members of the public who engage with the organisation. This policy outlines DYDC's commitment to health and safety, integrating compliance with national legislation and best practice standards in Ireland. DYDC operates remotely without fixed premises and conducts its activities in rented studio spaces.

2. Legal Framework

This policy is governed by and complies with the following legislation:

- Safety, Health and Welfare at Work Act 2005 [1]
- Children First Act 2015 [2]
- General Application Regulations 2007 [3]
- Code of Practice for the Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2020 [4]

3. Roles and Responsibilities

Artistic Director (AD): Responsible for implementation of all health and safety procedures.

All Staff, Volunteers, Freelancers: Must familiarise themselves with and comply with the policy.

Board of Directors: Ensures policy oversight and annual review.

4. Venue Safety and Risk Assessments

DYDC operates in rented studio spaces such as Dance House, Dublin 1. These venues provide their own Health and Safety Policies which DYDC adheres to. DYDC conducts risk assessments for all activities involving children and young people. Hazards are reported directly to venue managers.

5. Emergency Procedures

- Fire drills: Conducted twice annually.
- Emergency contact registers maintained for all classes and events.
- Staff to remain with injured parties until medical care is secured.
- First Aid kits are present at all venues/locations.

6. Supervision and Participation Safety

- Appropriate staff-to-participant ratios enforced.
- Age-appropriate and ability-appropriate programming is mandatory.
- No participation by staff who are ill with communicable diseases.
- Smoking, drug and alcohol use are strictly prohibited on site.
- Manual handling instruction provided for all young people handling equipment.

7. Incident/Accident Reporting Procedures

All incidents must be logged using DYDC's Accident or Incident Report Forms. Severe accidents are reported to emergency services and to the Designated Liaison Person (DLP). Child protection concerns must be escalated per the Child Protection Policy.

- Staff members/teachers/volunteers are provided with details of hospitals and other local emergency services such as the Gardaí
- Staff members/teachers/volunteers are provided with emergency contact details for parents and also details of any dietary/medical requirements a participant may have. **(This information is to be managed as outlined in our Data Protection and Confidentiality Policy).**
- We will inform parents/guardians of illness and/or injuries suffered by their son/daughter
- Depending on the severity of the illness/injury, the following steps may be taken:
 - it may be decided that it is sufficient for the participant to sit out the session.
 - it may be decided that the best course of action is for the young person to leave the session early. If this is the case, we will contact the parents/guardians. We will request that they collect the member in question. If they are unable to do so, the staff member /volunteer must ask them if they are agreeable for the young person to make their own way home.

- it may be decided that the young person requires the attention of a medical professional. In this case, the parents will be asked to come to the venue as soon as possible.
- If the illness/injury is thought to be serious and/or life threatening, an ambulance should be requested immediately. A staff member/ volunteer should accompany the young person to the hospital if a parent/guardian is not present. The parent/guardian will be asked to go to the hospital as soon as possible so that the staff member/ volunteer can leave.
- If the Designated Liaison Person is not present, he/she should be informed also.
- An **Accident Report Form** should be completed by the appropriate person as soon as possible if an accident occurs.
- Staff or volunteers should contact the Designated Liaison Person if they are unsure how to proceed with this.
- An **Incident Report Form** should be completed by the appropriate person as soon as possible if an incident occurs. The best person to complete this will usually be the most senior staff member / volunteer present. The staff member / volunteer should contact the Designated Liaison Person to communicate the incident so the DLP can consider any welfare or child protection implications.
- In the case of DYDC staff, any workplace accident/incident reports will be furnished as soon as practicable to the Artistic Director along with an accident/incident report form.

Retention:

- Risk Assessments: 10 years
- Incident Reports: 10 years

8. Insurance

DYDC holds comprehensive Employer and Public Liability Insurance via Allianz.

Programme updates are communicated to the insurer as needed.

9. Policy Review and Training

This policy is reviewed annually by the AD and Strategy & Policy Subcommittee. Training is delivered to all new staff, freelancers, and volunteers during induction.

10. Endnotes

[1] Safety, Health and Welfare at Work Act 2005 (No. 10 of 2005)

[2] Children First Act 2015 (No. 36 of 2015)

[3] Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299/2007)

[4] Code of Practice for the General Application (Amendment) Regulations 2020, Health and Safety Authority (HSA)