



BODY POLITIC

Health, Safety and Well-being Policy

Date: 29th October 2025

Author/s: Emma-Jane Greig, Rachel Gildea

Date for next annual review: October 2026

Monitoring & Review

The policy will be reviewed annually. All individuals in a position of trust should have access to this policy and sign to the effect that they have read and understood its contents.

Review Date	Changes Made	By Whom	Approved by
May 2022	Annual update	E J GREIG	
October 2023	Annual update	E J GREIG	
July 2024	Annual update	E J GREIG	
October 2025	Annual update	Rachel Gildea	

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At Body Politic, we aim to ensure that we provide a safe and healthy environment for all our employees, freelance staff, service users we work for and any other visitors to the premises.

We recognise the importance of prioritising the well-being and safety of our community, both physically and mentally. Therefore, our Health, Safety and Well-being Policy aims to establish clear guidelines, procedures, and practices to prevent accidents, minimise risks, and promote overall wellness within our company.

Through continuous evaluation, education, and adherence to best practices, we strive to create an atmosphere where everyone can fully engage in the transformative experience of dance with peace of mind.

Although most are freelance, for the purpose of this policy, all teachers, managers, assistants, or other people occupying the studio in a professional capacity, representing Body Politic, will be referred to as "staff".

Body Politic procedures:

- Identify work-based hazards and put control measures in place to reduce as much as possible or eliminate the risks they pose.
- Consult with staff to ensure our health, safety and wellbeing policy and procedures are appropriate and sufficient
- Have effective first aid, accidents and incidents resources and procedures in place including when accidents and incidents need to be reported according to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Ensure emergency procedures for instances such as fires are put in place
- Work to maintain a good level of working conditions
- Provide our staff with Personal Protective Equipment to undertake tasks which require it
- Ensure we have the appropriate insurances in place
- Service and maintain equipment
- Undertake risk assessments
- Log all accidents and incidents clearly
- Provide staff reviews and training
- Ensure the activity lead is always available to assist with health, safety and well-being concerns
- Annually, as well as where necessary, report on health, safety and well-being to the Board of Trustees.

Staff Responsibilities:

Body Politic and staff members commit to maintaining following responsibilities:

- Ensuring the implementation of health, safety and well-being procedures outlined in this policy
- Monitoring the condition of the equipment, and reporting any hazards or damages promptly
- Ensuring knowledge of the evacuation procedures and guiding users safely during evacuations if necessary

- Providing assistance to clients with mobility challenges and ensuring they have access to alternative access options.
- Maintaining cleanliness and hygiene standards in the studio
- Being knowledgeable about emergency procedures and responding promptly and effectively to any health, safety and well-being concerns raised by participants or fellow staff members
- Never accepting cash payments
- Staff may not bring to or consume alcohol or any unlawful drugs in the workplace during work time or during a period prior to work where the effects may carry over to the workplace. This includes business functions where the employee is representing Body Politic.

Everyone's Responsibilities

All individuals who use Body Politic are expected to:

- Follow health and safety procedures outlined by staff members
- Communicate any health conditions or safety concerns to staff members promptly
- Practise good hand hygiene by using provided hand sanitiser stations and washing hands regularly
- Be mindful of others and contribute to maintaining a safe and welcoming environment for all

What to do if you have a Health, Safety or Wellbeing Concern

Staff are expected to follow the accident/incident procedure in the event an accident or incident occurs. An adequate number of first aiders in the organisation will be trained to ensure that a sufficient number are present during activities.

If any individual has a health and safety concern, they should:

- Immediately notify Artistic Director, Emma-Jane Greig at emj@bodypoliticdance.com and 07791905851 providing details of the concern, including location and nature of issue.
- Refrain from engaging in any activities that may pose a risk to themselves or others until the concern has been addressed
- Cooperate with staff members to resolve the concern and follow any instructions or protocols provided
- In the case of emergency and no first aider is available or if the first aider themselves is injured, then another member of staff is able to step in and administer first aid with the support of NHS 111 or call 999 if they feel confident and it is necessary.

Contact details and more information

Emma-Jane Greig (Artistic Director & CEO)
07791905851 | emj@bodypoliticdance.com

Lauren Kendall (Chair of Trustees)

07961205654 | kendall.lauren@gmail.com

This document will be given to every staff member, and made available on the Body Politic Website.

This document was last reviewed on: 29/10/2025 by Rachel Gildea

If you have any comments or would like to speak to us regarding this policy please email info@bodypoliticdance.com