

---

# Health and Safety Policies

---

Effective From: 04.04.2020

---

TRS Franchise and The Right Step Dance  
Company (T0: Medway, Maidstone,  
Sittingbourne and Gravesend)

---



# HEALTH AND SAFETY POLICIES

## Contents

Definitions .....	2
Statement .....	2
Roles and Responsibilities .....	2
Lone Working Policy .....	4
Participation Policy .....	5
Body Adornment and Clothing Policy .....	7
First Aid Policy .....	9
Mental Health and Stress Policy .....	10
Smoking and Tobacco Policy .....	12
Physical Activity Policy .....	14
Healthy Eating Policy .....	16
Alcohol and Substance Misuse Policy .....	17
Health and Safety in Remote Lessons Policy .....	19

# HEALTH AND SAFETY POLICIES

## Definitions

When referring to TRS this includes TRS Franchise and The Right Step Dance Company (T0: Medway, Maidstone, Sittingbourne and Gravesend).

When referring to The Health and Safety Policies this includes this document in its entirety including all of its elements and The Health and Safety Policies should be used in conjunction with all of the TRS Policy and Procedure Documents (TRS policies, procedure documents, risk assessments and code of conducts).

When referring to staff this includes Office staff, TRS Teachers, volunteers and any other person working for TRS.

When referring to individuals this includes those participating in dance or movement facilitated by a staff member.

When referring to the organisation this makes reference to the company who have a contract with The Right Step Dance Company and/or the venue in which the class is being held.

The dance space refers to any space in which a dance class / session takes place as well as the venue surrounding this space that is still applicable to the dance class, e.g. the entrance way that participants arrive / leave through. It must be noted that this dance space is also the responsibility of the organisation and that TRS, staff and individuals will take this into account in all of their actions.

## Statement

As an organisation we are committed to protecting the health, safety and welfare of our staff. The company belief is that all individuals, whilst participating in dance and movement dance or working in other areas of the business(es) should feel and be in a safe environment.

TRS is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its staff and other people who may be affected by its activities.

The successful implementation of this policy requires the commitment and co-operation of all management and staff. Each individual has a legal obligation to take reasonable care of his or her own health and safety and for the safety of other people who may be affected by their acts or omissions.

## Roles and Responsibilities

### TRS:

- Adequate arrangements will be maintained to enable staff and individuals to raise issues of concern with regard to their or another staff member or individual's health, safety and/or wellbeing at work.
- Ensure policies, procedure, risk assessments and codes of conduct are updated regularly.
- Ensure staff are provided with meaningful development opportunities.
- To provide individual staff members with information about specific situations that differ to these policies if the organisation's policy differs to the TRS policies.

## HEALTH AND SAFETY POLICIES

### Staff:

- Each member of staff must ensure they have such information, instruction and training as is necessary to enable the safe performance of their work activities. If they find they are lacking further support should be sort from TRS or outside agencies.
- To ensure they have the relevant insurance etc. requirements up to date at all times and the provide TRS with their most up to date copies. This includes Public Liability Insurance, DBS Checks and other.
- Be vigilant and inform TRS if they have a query or concern about their or another staff member or individual's health, safety and/or wellbeing.
- These policies are often implemented in conjunction with an organisation's policies and procedures. We have aimed for the TRS policies to be as relevant as possible to the organisations' policies so that they can be followed simultaneously, however, where things differ the staff member will use the TRS policies as a first response and will then inform TRS of the difference.

## Lone Working Policy

### Policy Statement

TRS recognises that sometimes the nature of our work requires that a TRS Teacher might be working alone in a room with others nearby and that sometimes office staff may be working alone either on site or in another place.

It is often the organisation's responsibility to ensure the safety of the TRS Teacher and to ensure that he/she is not left to work alone.

### Definitions

Lone working means when the staff member is working where there is no other responsible adult in the room. There may well be other vulnerable adults or children in the room.

### Aims and Objectives

- For staff to feel safe and secure in their workplace(s)
- For the workplace(s) to be safe environments
- For organisations to feel that their policies and procedure have been taken into account in the implementation of this policy.

### TRS Responsibilities

- To ensure the organisation are aware that it is their responsibility to ensure there is a responsible adult available in case of emergency. This will be included in the contract or agreement. This adult should ideally be within shouting distance, but if not they should be in the same building and accessible so that a child could find them if asked.

### Staff Responsibilities

- Where lone working is unavoidable, the staff member who will be working alone should exchange phone numbers with another staff member (preferably a high level member of staff working in the office). This second staff member will make a courtesy call to the lone worker 30 minutes after the end of the activity to check they are safe and well.

### Participation Policy

#### Policy Statement

TRS recognises the importance of equality and has an Equality and Diversity Policy that details who and how participation in dance take place within TRS.

This policy relates to the number of participants in relation to their safety and the safety of staff as well as the ability of the teacher to provide an effective and enjoyable dance session.

The TRS Teacher may sometimes work alone and more information about this is found in the Lone Working Policy.

#### Aims and Objectives

- For participants and staff to feel safe in the dance session
- For organisations to know that the enjoyment of participants is taken into account
- For organisations to feel that their policies and procedure have been taken into account in the implementation of this policy.

#### The Safe Number of Participants

##### *EYFS*

The maximum number of participants for schools applies, but the organisation's policy on adult:child ratio will also be followed. The Intimate Care Policy (See Safeguarding Policies) also applies.

##### *In Schools*

The number of participants is decided after considering the space available, the number of responsible adults supporting the session and the dance style.

For clubs the maximum number of participants is 20. With an assistant the maximum is 30 participants. Occasionally an assistant provided by the school is needed due to the needs and / or behaviour of participants.

For Educating Dance (one off and regular classes) the maximum number is dependent on the space available and number of school staff present. If the TRS Teacher is alone the maximum numbers are the same as within clubs.

If school staff member(s) are present the maximum number is based on how many participants can dance safely in the space and the dance style is also taken into account. For example, an Educating Dance session using a creative approach would have a maximum of 30 pupils because there will be group work and individual ideas need to be taken into account throughout. For a taught dance style such as Bollywood or Street Dance the maximum number may be higher if space is sufficient.

##### *Adult Dance*

The number of participants is decided considering the space available and, if relevant, the number of staff members from the organisation. The number of chairs available may also need to be considered.

The optimum number of participants for Active Armchairs is 10, however this number can increase to 18 if there is just one Facilitator available. There must always be a member of

## HEALTH AND SAFETY POLICIES

staff from the organisation available in case of emergency and it is preferred that a staff member from the organisation takes part in the session, but this isn't always necessary.

For Active Armchairs sessions with over 18 participants further staffing options and available space must be examined, considered and reviewed.

### ***Public Classes, other situations and all situations***

The TRS Teachers must risk assess the situation within themselves, taking into account the space available, number of chairs if applicable, staff members present, dance style, age and ability of participants and other factors before making a decision. The TRS Teacher must always do what they can to ensure the safety of participants and themselves.

### **TRS Responsibilities**

- To ensure the organisation are aware that it is their responsibility to ensure there is a responsible adult available in case of emergency. This will be included in the contract or agreement. This adult should ideally be within shouting distance, but if not they should be in the same building and accessible so that a child could find them if asked.
- To investigate if staff report that the number of participants in session is unsuitable.

### **Staff Responsibilities**

- To report if the number of participants in session is unsuitable.
- To ask for support if they need it.
- To know how many participants are in the class in case of emergency and in order to ensure the fulfilment of this policy.

## Body Adornment and Clothing Policy

### Policy Statement

TRS recognises that body adornment and clothing are a part of showing ones personality and wishes to take this into account in the Body Adornment and Clothing Policy and Procedures which are essential in reducing risk and keeping staff and individuals safe whilst dancing.

It is important that all staff members work to the same policy in case of cover teaching or multiple TRS Teachers working within one organisation, but it is also important to recognise that each organisation may have its own Body Adornment and Clothing Policy and Procedures and that these should be taken into account as well.

### Definitions

Body Adornment refers to items of jewelry and body piercings.

This policy applies to any and all practical dance environment and does not include the TRS office.

### Aims and Objectives

- For staff and individuals to feel safe during whilst dancing.
- For organisations to feel that their policies and procedure have been taken into account in the implementation of this policy.
- For staff to feel their freedom to represent themselves and their personality has been taken into account.

### TRS Responsibilities

- To ensure the organisation are aware of what is their responsibility and what is the responsibility of the TRS Teacher.
- To listen, consider and report back on specific cases relating to Body Adornment and Clothing where the TRS Teacher is not sure what to do and / or where the TRS Teacher and organisation are unable to come to an agreement.

### Staff Responsibilities

- To ensure no individual under the age of 18 is wearing any jewelry including, but not limited to rings, watches and earrings whilst they dance.
- Where an individual who is under the age of 18 arrives to dance wearing earrings, the staff member must not remove them. The participant, if able to, can remove them. The organisation can remove them if this is in agreement with their policy.
- To ensure that all individuals have long hair tied back appropriately.
- During classes other than seated dance, staff members and individuals over the age of 18 may wear an appropriate watch, stud earrings and certain rings (small rings with no protruding aspects and wedding rings) only whilst dancing. All other jewelry (see exceptions below) must be removed. Long hair must also be tied back.
- During seated dance classes the staff member will risk assess each situation based on their lesson plan and may or may not do the above, but will ensure they have done the best they can to ensure safety.
- In all classes clothing worn by staff and individuals should be suitable to the dance class.

## HEALTH AND SAFETY POLICIES

- Bare feet, plimsolls or suitable dance shoes related to the style should be worn. Individuals should not dance in socks.
- Staff are required to wear trousers or three quarter length trousers, not shorts, with their TRS T-shirt/Polo/Vest top at all classes. Where tops are slightly see through a white or pale vest top should be worn underneath. Staff are required to think about the class they are delivering when choosing their clothing. For example, highly patterned leggings are not suitable for an Active Armchairs session and some trousers may not be suitable for rolling around the floor in a class with young children. If in doubt, staff can ask TRS if their clothing is suitable.
- If an issue surrounding this policy arises the staff member should speak to a representative at the organisation to find a solution. If a solution cannot be reached the staff member should contact TRS.
- To communicate with other TRS Teachers working at the organisation to ensure they are all following the same procedure.

### Body Adornments That Cannot Be Removed

#### Religious and Medical Jewellery

Safety is paramount and the lead staff member present must risk assess each situation. Any concessions on religious or medical grounds must be made within the bounds of reasonable safety. The element of risk must be explained to the individual and a representative at the organisation (they may then discuss with the parent).

The staff member will take into account the dance style, number of individuals present, space available, type of jewellery and other aspects that will affect the situation. The staff member might request that a sweatband or similar be worn over a bracelet, for example a diabetes bracelet. The staff member might request that tape be worn over a ring, for example an Allah ring.

#### New Jewellery

In some cases an individual might have new earrings that they cannot remove for a number of months. If this is a case they can be worn if they are studs and they must be covered in tape.

#### The Use of Tape

The organisation should have tape available, but the staff member might like to carry their own. This tape should be micro pore, non-allergen tape. The staff member must ask the organisation before providing tape to any individual in case of allergen. The staff member will not apply tape to individuals themselves, but may show the individual how to do so or allow a representative from the organisation to do so.

### First Aid Policy

#### Policy Statement

It is understood that a staff member will use their training and follow procedures and risk assessments to create a safe environment for work / teaching.

Occasionally, although the staff member has done all they can to avoid the situation, an accident may occur and this policy will be implemented.

This policy will be used in conjunction with all of the TRS Policies and Procedure Documents, especially the Safeguarding Policy as some areas of each policy are similar and procedure may cross over and / or relate.

#### Definitions

First aid is help given to the sick or ill before full medical treatment can be provided.

#### Aims and Objectives

- For accidents to be dealt with safely, effectively and quickly.
- To reduce the effect on participants as much as possible.
- For organisations to feel that their policies and procedure have been taken into account in the implementation of this policy.

#### TRS Responsibilities

- To ensure the organisation is aware that first aid is ultimately their responsibility.
- To ensure the organisation is aware that it is their responsibility to ensure there is a responsible adult available in case of emergency. This will be included in the contract or agreement. This adult should ideally be within shouting distance, but if not they should be in the same building and accessible so that a child could find them if asked.
- To provide TRS Teachers with Accident Report Forms in their teacher packs.

#### Staff Responsibilities

- Ensure the area is safe for themselves, the participants and other individuals.
- Only administer first aid if they are trained to do so and follow their first aid training.
- Only administer first aid until the organisation's designated first aider is able to take over and then follow their instructions.
- Ask a responsible child, your assistant or a nearby adult to get the organisation's designated first aider
- Ensure the emergency services have been called if necessary.
- Complete an accident report form for TRS and, if asked to do so, the organisation. Ensure both forms reach the relevant person. Further sources of information and support

NKTS (North Kent Training Services), training (inc. First Aid) provider in Medway  
<http://nkts.co.uk/>

St John's Ambulance, First Aid Training provider country wide  
[www.sja.org.uk/](http://www.sja.org.uk/)

Counselling Services in Medway

<http://www.liveitwell.org.uk/support-help/nhs-counselling-therapy-kent-medway/counselling-and-psychological-therapies/>

For further information please refer to the Emergency Procedures Document.

## Mental Health and Stress Policy

### Policy Statement

As an organisation, we are committed to protecting the health, safety and welfare of our staff. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. Whilst stress itself is not a mental health condition, we recognise that undue or unmanaged stress can lead to Mental Health conditions. Mental Health conditions can also affect 1 in 6 people in the workplace, and thus should be treated as a valid issue and natural state.

### Definitions

Stress is defined as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Mental health does not mean that you have a mental ill health problem. Mental health refers to our state of mental wellbeing, whether healthy or in ill health. Mental Ill Health, or mental health problems refers to a range of conditions from the worries we all experience as part of everyday life to serious long-term conditions.

Mental health problems affect the way you think, feel and behave. They are problems that can be diagnosed by a doctor, not personal weaknesses.

Mental health problems are very common. About a quarter of the population experience some kind of mental health problem in any one year.

### Aims and Objectives

- Identify workplace stressors to eliminate stress or control the risks from stress in line with the HSE Management Standards (<http://www.hse.gov.uk/stress/standards/>)
- Encourage training for all managers and supervisory staff in good management practices.
- Provide confidential counselling for staff affected by stress caused by work e.g. witnessing an injury, on site harassment etc.
- Provide adequate resources to enable managers to implement the company’s agreed stress management strategy.

### TRS Responsibilities

- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads within TRS to ensure that people are not overloaded.

## HEALTH AND SAFETY POLICIES

- Ensure that at least member of management attends mental health training.
- Promote campaigns to reduce stigma around Mental ill health, such as MIND campaigns.
- Ensure that bullying and harassment is not tolerated.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.
- Encourage staff who may be experiencing a mental health problem to seek help.
- Recognise the importance of positive feedback for mental wellbeing. Reward good work and positive client comments through the circulation of positive feedback, the use of Spot Awards and the undertaking of the TRS Teacher Of The Year Awards.
- Following the HSE Management Standards, TRS promotes active discussion and works in partnership with staff to decide on practical improvements that can be made with regards to eliminating stress or reducing the risks from stress.

### Staff Responsibilities

- Raise issues of concern with management.
- Accept opportunities for counselling or treatment when recommended.
- Be respectful of colleagues who may be experiencing stress or mental health problems, and support them where practicable.

### Further sources of information and support

Kent and Medway offer 24-hour confidential, emotional support, free of charge.  
0800 107 0160.

MIND, working for better mental health for everyone.

[www.mind.org.uk](http://www.mind.org.uk)

The Samaritans

[www.samaritans.org](http://www.samaritans.org) or call 08457 90 90 90 (24 hours a day)

NHS mental health helplines

<http://www.nhs.uk/conditions/stress-anxiety-depression/pages/mental-health-helplines.aspx>

NHS One You Campaign

<https://www.nhs.uk/oneyou>

## Smoking and Tobacco Policy

### Policy Statement

As part of promoting a healthy workplace and to safeguard Children and Vulnerable People, TRS is dedicated to providing a smoke free working environment.

Smoking causes more preventable deaths than anything else - nearly 80,000 in England during 2011. There's also an impact on smokers' families: each year, UK hospitals see around 9,500 admissions of children with illnesses caused by second-hand smoke.

Smoking was banned in the UK for all enclosed workplaces and public spaces in 2007.

### Definitions

The term "smoking" applies to e-cigarettes, traditional tobacco cigarettes and 'roll-ups'.

### Aims and Objectives

- To safeguard children and vulnerable adults.
- To ensure the continued high reputation of professionalism and appropriate behaviour throughout TRS.

### TRS Responsibilities

- TRS will provide reasonable assistance to staff with a smoking/tobacco addiction who would like to quit.
- To enforce disciplinary rules, enforced through disciplinary procedures relating to smoking and tobacco use.
- To display 'no smoking' signs in all workplaces and vehicles that they own or run on a regular basis.

Although TRS does not have the internal resources to provide specialist assistance; such services are provided by GPs, hospitals and other agencies and TRS is committed to assisting a member of staff in obtaining such specialist help.

### Staff Responsibilities

- To safeguard children and vulnerable adults in their care.
- To uphold the high reputation of professionalism and appropriate behaviour throughout TRS.

In line with the Company's disciplinary rules, the following will be regarded as serious misconduct:

- Bringing cigarettes, tobacco or smoking paraphernalia into the workplace.
- Allowing cigarettes, tobacco or smoking paraphernalia to be accessible to participants whilst in the workplace.
- Use of cigarettes, tobacco or smoking paraphernalia whilst on duty.

## HEALTH AND SAFETY POLICIES

In addition, staff should take care when working with individuals after smoking. Smoke lingers on fabric, including clothing for several hours and can therefore cause a health risk or discomfort to those whom a smoker comes into contact with. This is called 'Third Hand Smoke'. Second and third hand smoke is dangerous, particularly for children as it can cause various conditions including inner ear infections, meningitis, asthma and respiratory conditions. Staff should cover their clothes when smoking, or ideally change before starting work.

### **Help and support can be found at:**

NHS Smoke Free Service

<http://www.nhs.uk/smokefree>

Medway Stop Smoking Service

<https://quit.abettermedway.co.uk/>

Tel: 0800 234 6805 Email: [medwaystopsmokingservice@nhs.net](mailto:medwaystopsmokingservice@nhs.net)

Kent Stop Smoking Service

<https://www.kenthealthandwellbeing.nhs.uk/stop-smoking/>

NHS One You Campaign

<https://www.nhs.uk/oneyou>

## Physical Activity Policy

### Policy Statement

The health and wellbeing of all TRS staff is of great importance and our organisation strives to create an environment in which staff members feel valued and supported to maintain good health and wellbeing as part of an effective work-life balance.

TRS recognises that most TRS staff members are also dance teachers and that their work demands a high level of fitness. TRS also recognises that although physical activity is undertaken at work, it is important that staff are able to access the numerous benefits associated with physical activity outside of work and as such we aim to break down barriers to participation, provide support and encourage all staff to be active both during and outside the working day.

We respect the right of all staff to make free choices on whether they wish to engage in physical activity and recognise that every individual has different capabilities. Those who do not wish to engage in physical activity or are unable to do so outside the working day, will not be criticised or disadvantaged in any way and no punitive action will ever be taken on these grounds.

TRS is a supporter of Change for Life.

### Aims and objectives

TRS seeks to provide information, support and encouragement to allow all staff to feel able to engage in physical activity safely during the working day and beyond. In order to achieve these aims TRS will focus on Awareness, Access, Opportunities and Support.

### Awareness

Staff can access information about Physical Activity from the following sources:

- Their own training.
- The Change4Life website  
[www.nhs.uk/Change4Life](http://www.nhs.uk/Change4Life)
- Current physical activity guidelines  
<http://www.nhs.uk/Livewell/fitness/Pages/physical-activity-guidelines-for-adults.aspx>
- The benefits of regular physical activity:  
<http://www.nhs.uk/Livewell/fitness/Pages/whybeactive.aspx>

TRS will post regular updates/trends/information about physical activity on social media where the information is accessible to both staff and other individuals.

### Access

TRS will:

- Promote walking to class and actively attempt to ensure classes are as close to the TRS Teacher's home as possible. Thus allowing them to walk to class if they would like to do so.
- Allow staff to store clothing, shoes etc. in the office whilst they work to enable staff to engage in physical activity before or after work.
- Encourage all staff to walk, cycle or use public transport to travel for business purposes where appropriate.

## Opportunities

TRS will:

- Encourage staff to take opportunities to be active.
- Provide an opportunity for the workforce to engage in physical activity as a group at least once per year as part of a practical training opportunity. Participation in the event will be optional.

## Support

TRS will:

- Break down barriers to participation for all staff who wish to be active, through the provision of supportive measures where appropriate.
- Disseminate information about suitable opportunities for physical activity.

## Further Sources of Information and Support

Fitness tips and more from the NHS

<http://www.nhs.uk/LiveWell/Fitness/Pages/Fitnesshome.aspx>

Medway Health Walks

<http://www.abettermedway.co.uk/getactive/findanactivity/walkinggroup.aspx>

A free, easy to use, online health service that will help you to assess your lifestyle and improve your future health.

<http://www.nhs.uk/Tools/Pages/Lifecheck.aspx>

A wealth of information about physical activity in Kent

<http://www.kentsport.org/>

Change4Life

[www.nhs.uk/Change4Life](http://www.nhs.uk/Change4Life)

Get Active page for Medway

[https://www.medway.gov.uk/info/200234/healthy\\_lifestyle](https://www.medway.gov.uk/info/200234/healthy_lifestyle)

Medway Sports Centres

[https://www.medway.gov.uk/info/200180/sport\\_centres](https://www.medway.gov.uk/info/200180/sport_centres)

NHS One You Campaign

<https://www.nhs.uk/oneyou>

## Healthy Eating Policy

### Policy Statement

At TRS, we believe that healthy eating is essential for good health and contributes to the positive wellbeing of our staff and the individuals we work with. We strive to provide a safe, injury free and healthy workplace.

TRS understands that, although TRS Teachers don't usually eat in the workplace, their food choices affect their work.

Although we have no control over the diets of our staff, we hope that the promotion of healthy food choices will have an influence on their lifestyles both inside and outside of work.

TRS staff will not give food to participants except in exceptional circumstances where prior permission is sought from the organisation and / or parent / guardian.

TRS is a supporter of Change4Life.

### Aims and Objectives

- To support and encourage staff to make healthy eating choices.
- To promote our healthy eating policy that raises awareness of the benefits of healthy eating.
- To appropriately promote awareness of healthy eating to class participants and individuals as well as staff.

### Implementation

TRS will:

- Provide links to educational and resources on healthy eating.
- Regularly review and promote this policy.
- Link to local and national campaigns and organisations.
- Promote 5 A-Day and Change4Life
- Provide access to drinking water in our offices and raise awareness of the importance of taking in fluids when exercising.

TRS Staff will:

- Ensure they uphold the aspects of the Policy Statement that apply to them.

### Further Sources of Information and Support

5 A Day advice.

<http://www.nhs.uk/livewell/5aday/pages/5adayhome.aspx/>

Change4Life

[www.nhs.uk/Change4Life](http://www.nhs.uk/Change4Life)

Healthy Eating and Weight Management in Medway:

[https://www.medway.gov.uk/info/200230/healthy\\_weight](https://www.medway.gov.uk/info/200230/healthy_weight)

NHS One You Campaign

<https://www.nhs.uk/oneyou>

## Alcohol and Substance Misuse Policy

### Policy Statement

TRS recognises that alcohol and drug abuse related problems are an area of health and social concern. TRS also recognises that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour.

It is TRS policy that staff may not bring 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. Special rules may apply in relation to alcohol, where the Company sponsors an event for staff e.g. the Christmas party, client meetings, business events etc. In these circumstances any variation to the no-alcohol policy will be communicated in advance of the event.

TRS recognises that a member of staff with alcohol or drug abuse problems needs help and support from TRS. However TRS also understands that it has a responsibility to all its staff and other stakeholders to ensure that any risks related to this are minimised.

### Aims and Objectives

TRS is committed to:

- Providing reasonable assistance to staff with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem.
- Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work, and where either (1) an alcohol or drug dependency problem does not exist or (2) where treatment is not possible or has not succeeded.

Although TRS does not have the internal resources to provide or arrange treatment or other forms of specialist assistance; such services are provided by GPs, hospitals and other agencies and TRS is committed to assisting a member of staff in obtaining such specialist help.

In line with the Company's disciplinary rules, the following will be regarded as serious misconduct:

- Attending work and/or carrying out duties under the influence of alcohol or drugs.
- Bringing alcohol or any unlawful drugs to the workplace.
- Allowing prescription drugs and/or legal drugs to be accessible to participants whilst in the workplace.
- Consumption of alcohol or drugs whilst on duty (other than where prescribed or approval has been given).

Breach of these rules will normally result in summary dismissal, and only in exceptional cases will either notice or the reduced disciplinary action of a final written warning be applied.

## External Help and Support Services

The Alcohol Test

<https://dontbottleitup.org.uk/>

NHS Choices Website

Alcohol - <http://www.nhs.uk/conditions/Alcohol-misuse/Pages/Introduction.aspx>

Drug Dependence - <http://www.nhs.uk/Livewell/drugs/Pages/Drugtreatment.aspx>

National Health Service advice page, Drinkaware

<https://www.drinkaware.co.uk/>

Drinkaware works to reduce alcohol misuse and harm in the UK.

Al-Anon

<http://www.al-anonuk.org.uk>

Provides support to anyone whose life is, or has been, affected by someone else's drinking, regardless of whether that person is still drinking or not.

National Health Service advice page, Talk to Frank

<http://www.talktofrank.com/>

National drugs awareness site for young people and parents/carers.

Narcotics Anonymous

<http://ukna.org/>

Helpline for the UK: 0300 999 1212 18

Turning Point

<http://www.turning-point.co.uk/medway-active-recovery-service.aspx>

Services local to Medway and Kent.

NHS One You Campaign

<https://www.nhs.uk/oneyou>

### Health and Safety in Remote Lessons Policy

Due to the Covid-19 Outbreak, March 2020, a new way of working has been introduced to The Right Step Dance Company. Some lessons will now be available online in the form of online 'meetings' using software such as 'Zoom Video Conferencing' and pre-recorded lessons available in the form of a DVD or on video sites such as Vimeo. This presents a new set of considerations. It is also a very new approach for the entire industry and, as a result, we will all be learning and developing our approach as we work.

#### Definitions

Remote Lessons refers to any lesson where the TRS Teacher is not in the same physical location as the class. This is achieved through the use of online live lessons, online videos and pre-recorded DVDs.

Application refers to downloadable software for mobile devices.

Meetings refers to the online lessons. This term is used because the software used is adapted from conferencing software that is originally used for business meetings.

#### Aims and Objectives

- For organisations to feel that their policies and procedure have been taken into account in the implementation of this policy.
- For participants and staff to feel safe in the dance session.
- For organisations to know that the enjoyment of participants is taken into account
- To ensure that The Right Step's lessons reach the high standard expected by staff, individuals, organisations and TRS.

#### TRS Responsibilities

- To continually review the processes.
- To support staff in their delivery when they ask for additional help.

#### Staff Responsibilities

- To develop their understanding of what is appropriate for online lessons.
- Staff will follow all relevant Policy and Procedures during remote lessons including the Remote Lessons Policy and Health and Safety in Remote Lessons Policy.
- Staff will promote best practice with regards to Health and Safety.
- To remain vigilant throughout a live lesson.
- To lead by example.
- Consider appropriate measures when planning their remote lessons.
- Staff may only hold TRS remote lessons when appropriately sanctioned by The Right Step.
- Ensure the physical space they are using for remote lessons is appropriate, including an appropriate background and floor space.
- To use the TRS Teacher Code of Conduct in an appropriate way for remote lessons.

#### Further Information and Support:

##### Zoom

The main remote working platform used for TRS remote lessons.

[www.zoom.us](http://www.zoom.us)