

YDance Health and Wellbeing Policy 2024

Policy Statement

YDance is committed to creating a working culture where the physical and mental wellbeing of staff members is supported.

YDance recognises that wellbeing and performance are linked. Improving staff's ability to handle pressure and to balance work and home life will ultimately lead to improved individual and organisational performance.

The purpose of this policy is to:

- Provide details of how YDance is compliant with current legislation around health and safety at work, operating the business in a way that minimises harm to mental and physical health
- Outline measures in place to prevent and minimise risks to staff wellbeing
- Provide clear and useful information regarding physical and mental wellbeing in the workplace
- Promote a working culture that values and prioritises employees' physical and mental health

YDance will:

- Comply with all necessary legislation including:
 - Health and Safety at Work etc Act 1974 / Management of Health and Safety at Work Regulations 1999 (SI 1999/3242) / Mental Health Act 2015
- Ensure fair, equal, consistent and reasonable treatment of all staff in relation to the implementation of this policy
- Consult with staff on matters affecting their physical and mental health
- Promote and maintain safe and healthy working conditions
- Understand and support the needs of staff with menopause related issues
- Treat all staff with respect and confidentiality
- Review and revise this policy annually
- Provide Mental Health officer to oversee staff development and knowledge awareness.

Signed: Anna Kenrick	Date: 12/02/24
Print Name: Anna Kenrick	Date of next review: January 2025
Responsibilities	
Board of Directors:	<ul style="list-style-type: none"> • To assume final responsibility for the Health and Wellbeing policy as employers • To consider and adopt the Health and Wellbeing policy • To discuss health and wellbeing issues at the Board at least once a year • To receive and discuss written reports on Health and Wellbeing work within the company on a yearly basis at first board meet of financial year
Executive Director:	<ul style="list-style-type: none"> • To submit the company Health and Wellbeing policy to the Board at first board meeting of financial year and make revisions when necessary, at first board • To raise new employer responsibilities on Health and Wellbeing with the Board • To schedule annual appraisals for all staff • To ensure the right people are recruited to the right jobs and a good match is obtained between individuals recruited and job descriptions /specifications. • To ensure health and wellbeing policy is used in the recruitment process and throughout their employment.
Line Managers	<ul style="list-style-type: none"> • To keep staff in their teams up to date with developments at work and how these might affect their job and workload. • To ensure staff know who to approach with problems concerning their role and how to pursue issues with senior management. • To make sure jobs are designed fairly and work is allocated appropriately between teams. • To ensure work environments are regularly assessed to ensure they are appropriate and fit for purpose • To ensure staff have the right physical health and mental health training for their roles / project needs. • To ensure staff have regular one-to-one meetings with Line Managers to focus on goals and workload
Projects Co-ordinator	<ul style="list-style-type: none"> • To act as the Mental Health First Aid officer for YDance (Projects Co-ordinator) • To keep up to date with training in the area of mental health

	<ul style="list-style-type: none"> • To ensure day to day compliance with regulations for all YDance events from a wellbeing angle • To ensure wellbeing has been discussed at project development meetings. • To ensure all staff receive a wellbeing induction and are updated on relevant wellbeing issues on a regular basis
All staff:	<ul style="list-style-type: none"> • To take reasonable care for their own physical and mental health and that of others who may be affected by their acts or omissions • To adopt healthy lifestyle choices related to smoking, alcohol consumption and healthy eating • To co-operate with other staff members and the company in the operation of the Health and Wellbeing policy • To speak to their line manager, the mental health first aider or a member of the senior leadership team when they need help and support or become aware of a risk that needs attention.
Arrangements	
Operational Plans	<ul style="list-style-type: none"> • A wellbeing and employment satisfaction survey will be sent out annually. • Wellbeing issues will be discussed at all projects kick off meetings • Wellbeing risks monitored on operational plan and relevant actions will be taken. • Risk Assessments will be reviewed when working conditions change. • Risk Assessments will be sent to all partners.
Training:	<ul style="list-style-type: none"> • Wellbeing policy and guidelines will be covered at all new staff inductions. • Wellbeing focus training will be offered to all staff when needed relevant to the current team members eg menopause, return to work after children. • The Mental Health first aid officer will take part in training regularly.
Consultation:	<ul style="list-style-type: none"> • The Mental Health first aider will lead training at staff meetings when necessary. • The mental health first aid officer will disseminate information when relevant.

	<ul style="list-style-type: none"> • Staff will be consulted routinely at staff meetings and through emails on wellbeing matters as they arise and formally upon each policy review
<p>Information for staff</p>	<p>YDance currently support this staff in the following ways (categorized under Maslow Hierarchy of needs):</p> <p>Physiological needs:</p> <ul style="list-style-type: none"> • Flexible working structure with regard to working hours and working from home. • Paying wages and expenses promptly. • Flexible TOIL system in place for overtime working • Time off for Health appointments and Bereavement, and an empathic attitude to family illness. • Flexible Holidays – number of holidays including public holidays and 2-week closure of office at Christmas time. • Tea/Coffee/Water provided. • Mileage reimbursed. • Quick turnaround of payments for freelancer fees and expenses, and staff expenses • Company credit card can be used where staff are unable to pay and reclaim expenses. • Auditions / Interviews – travel is paid for attendees. <p>Safety and security:</p> <ul style="list-style-type: none"> • Yearly Appraisals for all staff • Bi- weekly full company staff meetings and regular team meetings. • Health care cover for all staff. • Use of company cars. • Living Wage Employer. <p>Love and belonging:</p> <ul style="list-style-type: none"> • Birthdays – all staff birthdays are celebrated. • Christmas lunch and gifts for staff. • Culture of support - family feel to the organisation – supportive culture. • Acknowledgements of success / occasions. • Staff team building days. • Supportive and communicative Board. • Open communication channels between staff. • Culture of Trust.

	<p>Self-esteem:</p> <ul style="list-style-type: none"> • Mental health in the workplace training. • Quarterly TLCs • Creative planning meetings with project partners, enabling a support system for ideas, critical feedback and peer support. <p>Self-actualisation:</p> <ul style="list-style-type: none"> • Regular team training (commercial / contemporary / creative). Technical and research based. • Mentoring offered by Artistic Director to YDance dance artists and sector. • Board and Staff strategic away days. • Team supported to undertake training courses and develop skills. • Plan accordingly for commute time to avoid stress and rushing • Have a contingency plan for travel and session planning
--	---

YDance will promote and adopt the following guidelines for staff:

Office Working

- Health and wellbeing advice posters and leaflets will be displayed
- Ensure there is a private space for wellbeing meetings and conversations
- Encourage active travel to work
- Encourage staff to take regular breaks during the day and stand up regularly.
- Ensure staff use their annual leave throughout the year
- Encourage staff to not overschedule their day with too many meetings
- Encourage staff to take their lunchbreak away from their desk
- Ensure staff understand emotional contagion so they can reset and transition from stressful situations.
- Ensure that staff are aware that in the open plan office they should modulate their tone, pitch, volume of voice and content of conversations accordingly.
- Ensure meeting rooms are used for privacy

Home working – staff will be encouraged to do the following:

- Stay in regular contact with their line manager and colleagues.

- Talk to their line manager about workloads and be open about how they are feeling
- Take regular breaks during the day and stand up regularly.
- Set and stick to a routine – don't revisit their computer or check phone email outside regular hours
- Try and place their workstation in a place they can leave so that it is not in their eyesight when relaxing.
- Take a walk around the block to start and end your day
- Not to overschedule online meetings without breaks and preparation time

Teaching locations

- Speak to your line manager about any mental health issues or concerns about projects / groups
- Ensure training is given for when working with vulnerable groups
- Don't take work calls when driving or have meetings in cars if possible
- Use travel and commuting time to decompress and reflect on session