

Arrangements for Health and Safety

Key Information

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Changes to Document

Section A: 2.2: inclusion of mental health first aid trained staff

Section C: removal of Covid 19 protocol

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Section A: Incident Reporting, First Aid and Fire Safety procedures

1 Definitions of accidents, incidents and near misses can be found in the Appendix

2 Accidents and First Aid

2.1 A first aid box is located in the kitchen area. Centre Administrator is responsible for ensuring it and clean up kits are suitably stocked. Contents of first aid boxes will meet the statutory requirements. First aid at work trained personnel to ensure there is adequate first aid provision. We aim to have a First Aiders on the premises at all times when there are programmed classes (in line with risk assessments

2.2 Trained / qualified first aiders are: Trudi Patient Jamie Lee McNaughton Hannah Lamare and most freelance teachers. Trudi Patient Jamie Lee McNaughton have also received training in mental health first aid.

2.3 Greentop staff and teachers are authorised to take charge of the situation (e.g. to call an ambulance), if there is a serious injury or illness and complete an accident report form that are kept in the locked cupboard. Procedure for accidents and incidents are detailed in the **Greentop Teaching handbook attached below.**

2.4 It is the responsibility of all users to inform the person leading the class or session, of any aspects of their medical history, which they feel may be relevant in case of accident. Medical form completion is a requirement of all class participant sign up. This information will be treated in the strictest confidence and follow GDPR 2016 guidelines.

2.5 For all outreach activity, we will follow the policy and procedures of the venue as appropriate. Where possible we will provide teachers with First aid qualification. For Greentop produced performances off site a trained first aider and first aid kit will be present.

2.6 For childrens parties it is the responsibility of the party booker to forward provided information or a link to all participating parents informing them of the activity and requesting any relevant medical information.

3 Fire safety

3.1 Greentop has a duty to take adequate precautions against fire and other emergencies and has carried out a Fire Risk assessment. Greentop provides information about actions to be taken in case of such emergencies: Emergency exits and exit routes are clearly marked and kept clear of obstruction at all times. Notices concerning emergency and evacuation procedure are displayed on the noticeboard, referred to as fire action notices.

3.2 Greentop teachers, staff & volunteers are inducted in their individual roles in case of emergency, the location of emergency exits and the location of fire-fighting equipment. Only trained personnel will be permitted to use fire extinguishers.

3.3 Event management plan identifies responsibilities in relation to fire at events. The use of fire in performance including juggling or club swinging with flaming torches is not permitted anywhere inside Greentop.

3.4 No smoking policies operate at Greentop premises

3.5 To meet the RRFSO regulations we will ensure the following checks and where appropriate carried out by a certified fire inspection company arranged by the Administrator as specified in the Building Checks folder;

1. Fire alarms will be serviced annually.
2. Fire extinguishers and blankets will be checked annually.
3. Smoke detectors will be tested monthly.
4. Emergency lighting will be checked monthly.
5. Fire door will be checked monthly.

3.6 Fire evacuation procedures will be tested annually

3.7. For all outreach activity, we will follow the policy and procedures of the venue as appropriate

4 In Case of Emergency procedure (ICE)

In case of an incident or accident at the centre where there are no staff available on site the ICE procedure as set out in the related documents will be implemented. This is circulated to all trustees and staff and revised annually. The procedure is posted on the noticeboard and more detailed list of contacts accessible to all teaching staff in the kitchen locked cupboard.

Section B Hazards

1 Activity specific health and safety risks

1.1 Greentop acknowledges that the nature of circus arts is inherently risky, and will take reasonable steps to assess and mitigate against any unnecessary risks and will maintain and keep up-to-date risk assessments of differing circus-arts activities.

1.2 Risk assessments are carried out by competent staff. The definition of competent is 'someone who has skill, knowledge, and experience in the area they are assessing, and have received sufficient training.' It is the responsibility of the Centre Director to ensure that those carrying out assessments are competent to do so.

1.3 All users will adhere to the Principles of Safe Training which will be posted on Greentop Noticeboard, web site and be part of all inductions

1.4 All teachers will adhere to the Greentop Teaching Handbook and the Rigging Policy(see below) which are published on the Greentop web site

1.5 All applicants to undertake independent practice will be validated by a competent person. This will include an induction and introduction to the Principles of Safe Training

1.6 Centre users will be provided with appropriate levels of safety briefings and inductions – see responsibilities section of the Health and safety policy.

1. 7 For activity away from the Greentop Community Circus Centre risk assessments will acknowledge there will be additional hazards that may include:

- a, environmental: nature of the space you are working including outdoors
- b, participant mix: If the session is drop in this may mean control of numbers, how to deal with differing age groups and abilities.
- c, Other activities taking place around you

2 Housekeeping & premises:

2.1 Greentop maintains a spread sheet on all inspection responsibilities for all building, equipment and facilities on. new Zdrive/13Centre/ riggingandcircusequipment/ rigging inspection

2.2 Greentop will provide regular maintenance of the building. This will include regular cleaning of floors and common areas.

2.3 Waste disposal Staff, tutors and volunteers are responsible for safe and correct disposal of waste

2.4 Safe stacking & storage: Heavy or bulky items are not stored above shoulder height. shelves and cupboards will be securely fixed and trolleys used for heavy loads

2.5 All gangways, corridors and exits are clear and free from blockages

2.6 Dangerous substances covered by COSHH Regulations are locked away when not in use.

2.7. The graveyard space around the building is the responsibility of the church and its maintenance responsibility of council subcontractors. Greentop will ensure safe access and egress to the building.

2.8 For all outreach activity, we will follow the policy, practice and procedures of the venue as appropriate.

3 Electrical equipment in office and kitchen area

3.1 Greentop will comply with the Electricity at Work Regulations 1989.

3.2 Greentop will provide information and, where relevant, training on how to use work equipment for paid staff & volunteers.

3.3 It is the responsibility of staff to ensure they are familiar with operating instructions before they operate equipment.

3.4 Staff, volunteers and centre users are responsible for visibly checking electrical equipment prior to use. Any items that have loose connections or faults should be unplugged and clearly marked as not for use. Faulty equipment should be reported immediately to Administrator.

3.5 The use of cube style adapters is not permitted at Greentop

3.6 Portable electrical equipment designed to generate heat e.g. electric heaters, kettles etc. will not be used with extension leads, and will be PAT tested annually.

3.7 All cables for electrical equipment that trail across floors will be securely fixed/ covered.

3.8 The following machinery to be kept in good working order and serviced as appropriate by the Administrator: Photocopier, Boiler server and ICT equipment

4. Communicable medical conditions such as COVID 19

Respond to infectious diseases as directed by government and refer to NHS guidance (website) and WHO for appropriate action . In the case of COVID 19 undertake Covid secure Risk assessment and initiate protocols to implement them.

Section C: Related Documents

1. Equipment and facilities master inspection schedule
2. Greentop Rigging Policy
3. In Case of Emergency Procedure (ICE)
4. Greentop Blood Borne Disease Policy and procedure
5. Greentop Teaching handbook (to include safe training rescue at height policy)
6. Definitions

1. Equipment and facilities master inspection schedule

Document is stored on new Zdrive/13Centre/ riggingandcircusequipment/ rigging inspection

2. Greentop Aerial Rigging Policy

Revised 24/06/19

1. Introduction

Greentop takes its responsibilities with regard to safety very seriously, and has developed this policy in order to create a safe framework for artists, performers, trainees and tutors that ensures equipment and is fit for purpose and where possible and appropriate its use meets statutory requirements in the following regulations:

- Lifting Operations and Lifting Equipment Regulations (LOLER)
- Provision and Use of Work Equipment Regulations (PUWER)

2. Definitions

Greentop equipment- equipment owned and used by Greentop for aerial and rigging.

Personal equipment- equipment brought into Greentop by individuals for their own personal use.

3. Rigging of equipment in the centre

3.1 All rigging must be done by a Greentop Rigger, except in the case of points 3.2 and 4 (see below).

3.2 There are a limited number of drop in lines that can be used for the temporary and immediate rigging of personal equipment, by anyone who has been inducted in their operation. In this case Greentop is unable to inspect the equipment and it is the responsibility of those rigging and using the equipment to ensure that it is inspected in line with LOLER statutory requirements, is fit for purpose, appropriately rated and used in line with manufacturer's guidelines.

3.3 All work at height must be undertaken using the Tallescope, except where this is not feasible. Safe working area will be established with hazard tape or the space booked as closed.

3.4 Greentop aerial equipment is not to be rigged, de-rigged or adjusted by anyone other than the Greentop Riggers.

3.5 All rigging work and changes to rigging, must be logged in the rigging spreadsheet.

3.6 Requests from tutors, centre users and members for support from the Riggers should be sent to rigging@greentop.org. Notice of a minimum of 7 days is required. We will make best effort to respond to shorter requests but cannot guarantee this.

4. Visiting companies

Visiting aerial and theatre companies who are hiring the space for rehearsals or performances may rig their own equipment (at their own risk) if their own riggers can evidence their rigging competency or whose competency is deemed appropriate by an authorised person of the visiting company. They will need to be trained in safe Tallescope use or have another approved method of access. It is the responsibility of visiting company personnel to deem equipment fit for purpose and undertake appropriate inspection of equipment. Greentop to sign off inspection records before equipment can be used.

5. Inspection

5.1 The inspection regime was reviewed in 2017 and revised to meet LOLER statutory requirements. A new monitoring system has been established that will be undertaken by the Riggers.

5.2 We will carry out 6 monthly recorded full equipment inspections and logging of Certificates of Conformity and where these certificates are not in place to make reasonable efforts to identify these.

5.3 Visual inspection of aerial equipment and rigging should be carried out before each use by the teachers and participants.

6. Personal equipment inspection

We apply the same standards of inspection and monitoring to personal equipment rigged at Greentop as we do to Greentop equipment. This has the following implications:

6.1 All private equipment must maintain a 6 monthly recorded inspection regime.

6.2 All private equipment must have accompanying Certificate of Conformity or nearest equivalent documentation where possible.

6.4 All personal equipment: The Riggers have the right to veto the rigging and use of personal equipment and to remove equipment if it is deemed not fit for purpose or does not meet the above inspection requirements or not in regular use.

6.5 We will seek to be fair in allocation of personal equipment as space is limited.

6.6 Personal equipment will not be used without the express permission of the owner.

6.7 Personal equipment will be tagged “private” by its owner and, where possible, to be paged on separate paging lines.

7. Safe Storage of equipment

Greentop aerial and rigging equipment not in use must be kept in a locked store to which only the Rigger has access.

8. Equipment procurement

Greentop is committed to only using equipment that conforms to the relevant regulations and standards of safety, has an appropriate load rating for the task it is selected for and using it in the correct way. If this equipment is borrowed it will be inspected by the rigger prior to rigging

9. Competent person

Greentop will recruit train and support Rigger/s to ensure competent personnel are available to implement this policy in line with the Rigger task description.

10. Liability and compliance

Liability for rigging, as with all activities within the centre, remains the liability of Greentop. Individuals who fail to comply with this policy may be held personally liable. Breaches of the rigging policy will constitute gross misconduct and will lead to summary action in line with Greentop policies and procedures.

Policy revisions June 2019

Teo Greenstreet, Centre Director, Tim Byrom Programme Consultant, Jess Abouzeid former Head Rigger.

3. In Case of Emergency procedure (ICE)

First response role : Richard: 07775561146

Role:

1. To be the person contacted when an emergency is called by staff or Trustees if they are not present on site.
2. To attend the scene as Greentop representative until other member of staff trustee can be present.
3. Authorised to take action appropriate to the emergency: contacting emergency services.
4. To take appropriate steps in response to the emergency that do not create any risk to yourself or others: for example arrange for emergency boarding up in the event of a break in.
5. Where possible to document the emergency to aid incident review.

Action

trustee contacts shared on google drive document	Re circulate annually
Share all mobile contacts between office staff including technical and rigging	Re circulate annually
Circulate emergency contact numbers to all teaching staff to be called in the following priority: Youth circus: Trudi, Natalie, Teo Adult: Jamie Lee, Trudi, Teo	Re circulate annually
Appoint a local person in the role of first response: to be contacted by either staff or trustees.	Richard Gillett

Useful contact numbers:

Greentop office: 0114 2448828

Teo: 07939083954

Trudi: 07967320603

Natalie: 07588892138

Jamie Lee: 07969 561448

Hannah: 07905087972

Richard: 07775561146

Electrician: Rob Allen 0114 2340646 / 07931714156 or Zaf: 07803 246843

Plumber: Chris Lucas SAS 07921 931225

Builder: Doug 07751 663774 (Abbeycliffe renovations) 0114 255 6653/07801 529995

Structural engineer: (Nashmead – Keith or Clare) 01433650979

4. Greentop Community Circus Centre Blood Borne Diseases Policy and Procedure

First drafted 30'9'19

1. Context

Ripped hands, rope burns, grazed skin, cuts, blood and blisters are all part of practising circus. Blood and bodily fluid (eg. from blisters) can transmit disease from one person to another. If an open wound of yours comes into contact with blood, even dried blood, or bodily fluids from someone else then you can catch diseases such as HIV and hepatitis. To minimise the risk of contracting and spreading infection, the following rules must be followed by students.

2. Responsibility

- 2.1. It is primarily the responsibility of the **individual participant** to ensure that the procedures below are carried out, to ensure safety of self and of others. It is also the **responsibility of teachers leading sessions** to ensure that they are being followed, and to ensure that any clean up is carried out effectively and responsibly.
- 2.2. In the case of classes and workshops for under 18 year olds, it is **the lead teacher's responsibility to implement clean-up procedures**.
- 2.3. **It is the responsibility of teachers leading sessions** to ensure that equipment is visually clean at the beginning of each session, or in their absence the **session teacher**.
- 2.4. It is the **responsibility of the programme managers** to induct teachers either by programming a teachers meeting or individually.

3. Precautions

- a. **Cover up** areas of skin that are already grazed or scabbed or might get grazed, scratched or cut to minimise the risk of transfer .

4. Clean-up

- 4.1 All open wounds must be safely covered, including burst blisters, before using any equipment. If an injury takes place in the course of a session, bleeding must be stopped as fast as possible, and the injury must be cleaned and well covered before continuing.
- 4.2 Advice can be sought from staff first aiders. Qualified first aiders are listed on the noticeboard
- 4.3 Clean up of blood or bodily fluid: **Access the clean up kit by the sink using gloves provided in the first aid.**
 - For porous surfaces (e.g. ropes, silks and taped trapeze bars) using supplied latex gloves use Bio-Guard spray and /or wipe until the affected area has been penetrated with disinfectant. Leave for three minutes for the disinfectant to work. The equipment can now be put back into use. bleach should never be used on aerial equipment in case it contaminates a porous bit of equipment-
 - **Or** the equipment must be taken out of circulation immediately, and a teacher or member of the office notified so that the affected area can be re-taped.
 - For non-porous surfaces use Bio-Guard spray and /or wipe until the affected area has been treated with disinfectant. Leave for three minutes for the disinfectant to work. The equipment can now be put back into use. Alternatively, a decontamination solution of one part bleach to 10 parts water can be used only on non – porous equipment – ie NOT on ropes or silks
 - For clothes wash at a temperature of 65 degrees for a minimum of ten minutes or preferably, 71 degrees for no less than three minutes.
 - For any other surfaces please use recommended guidelines.

5. A handbook for teaching at Greentop

Contents

- 1. **Introduction**
- 2. **Preparation**
- 3. **Class operation procedures**
- 4. **Policies**
- 5. **Definitions**

1. Introduction

Welcome.

Teaching is at the heart of what Greentop Community Circus Centre does and we have compiled this booklet to provide you with an induction and support. This guidance was originally drafted for Youth Circus teaching children and youths between the ages of 3–18yrs, circus and performance skills, but now extends to all teaching at Greentop.

Our mission is to promote excellent circus that inspires young people, strengthens communities and develops artists. Our vision is to be a centre for excellence in social circus and we see the region as a creative studio in which we take an active part.

As much of our teaching takes place at Greentop, this handbook is related mostly to on site teaching. However a significant amount of teaching takes place elsewhere

Our teaching and creation programmes intend to promote high quality experiences that welcome all, promotes positive attitudes and is safe. We achieve this through a range policies and procedures that are underpinned by a set of values that we expect everyone to align to:

Quality: Just as we strive to hone incredible skills, we strive for quality in everything we do.

Participants: Circus is our passion, so we create and deliver it with care and appreciation of our participants and audience

Sustainable: The Green in Greentop reflects our founders' aspiration for working as part of a wider natural world. We are making a future where Greentop is financially, socially and environmentally sustainable.

Safe: We provide a safe space for people of all abilities take physical risks, be ambitious and innovative

Collaborative: We work collaboratively – reaching out across the city, across art-forms, activities, cultures and sectors

Staffing

Our relationship with freelance Teachers at Greentop is defined through a contract. Prior to each term or project a contract and work schedule will be emailed to you by the youth circus co-ordinator or Programme Consultant. We cannot engage a circus teacher to work with young people or vulnerable adults unless they have a successful enhanced DBS check.

For Youth Circus Weekly classes benefit from a key teacher attending every class; this gives the participants and parents continuity. This ideal is sometimes hard to create, so session plans and a session log book is used to collate information for the staff team to access, record activity and incidents and concerns.

The Lead Teacher is a role that started October 2018 to support and co-ordinate teaching delivery across youth and adult programmes. They will have responsibility to:

1. Lead youth circus teaching, running regular weekly classes in a range of disciplines and oversee progression.
2. Oversee evening progression courses, and in part teaching
3. Lead development of a Youth Circus troupe
4. Coordinate teaching team and promote quality practice,
5. Be involved in planning and programming design with Youth Circus leader and Programme Manager

The recommended number of staff per session is one teacher to ten children/adults. in aerial classes; it is one teacher to 6 children/adults. Where possible Aerial classes staff are supported by volunteer teachers.

2. Preparation

Before the beginning of the class, the following list of jobs needs to be completed:

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1. Risk Management

In order to maintain a high standard of safety we seek to ensure the space is fit for purpose. you need to check to identify any potential dangers. A Risk Assessment for the activity is carried out annually. Please read this and add any comments. RAs can be found:

Hard copy in the cabinet of policies and RAs.

The Greentop web site <https://www.greentop.org/home/policies/>

By visually scanning all equipment and the area's that participants have access can help minimise accidents. If a risk is identified in the space, then it is crucial to try to resolve the problem before arrivals for the class, otherwise to inform any member of the team. It is the role of each and every one of us to reduce and resolve risks, making sure the equipment and space are clean, clear of hazards and fit for purpose.

2. First Aid Kit

First aid is located on the wall in the kitchen. It is for use by qualified first aiders apart from minor injuries. Please notify the office if there is anything missing from the first aid kit. It is checked weekly by the office. Please note the accident book is located in the first aid kit box on the wall in the café area. There are instructions for use on the inside lid of the Kit.

3. Safeguarding:

Safeguarding of everyone, particularly young people and vulnerable adults, is everyone's responsibility. Be aware of any particular needs of participants before the class so you can adapt

your approach to teaching and the space appropriately. Be aware of the safeguarding policy and incident procedure (copy in the class folder, on the noticeboard and see Greentop web site). Undertake this free mental health first aid training <https://www.gov.uk/government/news/phe-launches-new-psychological-first-aid-training>

4. Planning the class

For adult classes each tutor has their own lesson plans. For youth circus the Lead Teacher will have a plan for the term, developed with the key teacher for each course. It will be kept in the session log book, to inform the rest of the staff team. Recording the activities, games, conditioning, class focused tasks helps tutors who weren't present at the last session understand what activities were practiced last week. Session plans also help to complete monitoring and contributes valuable information for evidencing our impact.

5. Adapting the Space

Once the lesson plan is completed it is necessary to adapt the space to accommodate for the planned learning activities. Adapting the space can take time, particularly when other activities are taking place can be time consuming, therefore accounting for this time may be included in the lesson plan.

6. Kit

Please inform the office if there is kit missing. Keys for general kit are stored on a key hook near the kitchen area (wooden spoon attached) Youth Circus kit keys are in the office.

7. Heating and lighting

Please adapt the heating and lighting to make it suitable for class. The heating is on a timer and controlled by a thermostat below the clock. The **heating must be switched off** before leaving the centre by reducing the temperature to its lowest. Lighting switches are by the toilets.

8. Registration set up

Set the table by the entrance door. The registration sheet (and, where needed float) must be set in place ready for the arrival of the participants.

9. The entrance door

The front door will need to be open 15 minutes prior to the class.

To minimise safeguarding risks we need to control access to the building during classes. During the warm up the door can be left open for latecomers. Once the warm up is complete the door should be closed. Latecomers or parents picking up participants can knock to be let in.

In extreme heat doors maybe left open only if there is enough staffing to monitor doors as well as teach. If in doubt close the door.

3. Class Operation Procedures

The operation procedure below assumes there are no restrictions in place regarding to COVID 19 and no requirement to be Covid Secure to operate. If COVID restrictions are in place you must comply with all Covid RAs and protocols to ensure session is Covid Secure

1. Welcome people into the centre

If they haven't been before please point out the basics to them

- Fire escape
- Toilets
- Kettle
- Racks for belongings
- First Aid kit

Please tell the participants about forthcoming events, encourage use of Greentop tags in social media (on the noticeboard) and point them in the direction of posters and fliers on the tables for more information

2. Registration

The teacher is responsible for signing participants in to class;

- Names are included on a register to be marked as present.
- The cost of classes vary and for most cases are pre paid on line Prices are noted at the top of each class register. Please record any payments on the payment sheet provided; this is normally attached to the registers. In the notes section of the youth circus register it will state either, BW= paid online, Cash weekly, Taster session, Paid.
- For children get a parent/carer signature in the drop of and pick up column of the register
- if these are children this is a good opportunity to communicate with the parents about issues that may need to be taken in consideration on the day or other issues regarding the class. Any information that needs noting down in the session log, and inform other staff and volunteers before the session begins, some information may need to be passed to staff sensitively.
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3. New participants

If a new participant attends, please:

- place their name on the bottom of the register.
- gain an emergency contact number written clearly on the register next to their name.
- Ask them/ carer/parent to complete the medical/consent form
- For adult classes we don't put emergency no on register – it's on Medical form

4. Consent and Medical information Form

These forms give consent for participants to take part, photo consent and relevant medical or behavioural information

When receiving a completed medical consent form, it is essential for the person that has received the form to read it. The reader must search for any significant information that could affect how the leaders approach teaching the participant so that we can respond appropriately to their needs. It is the role of the reader to communicate such information with the other members of the team. If any questions arise, on the information recorded on the form, then it is also the role of the reader to discuss this with the person who has signed the form.

The reader should also check that the form is legible and that a contact name and number in case of emergency are provided. If any sections are left blank the reader should check that this is because there is no relevant info to put in them

Completed forms to be placed in the class folder and placed in the lockable cupboard at the end of the session.

Completed Adult forms to be filed Alphabetically by Forename in one of the 2 folders provided for this purpose, not by course attended as many attend multiple courses

5. Finance

At the end of class any money collected needs to be placed in the folder and locked in the lockable cupboard with the register folders.

6. In case of Emergency

- **Telephones** It is necessary for all teachers to own a mobile phone that is capable of making outward going calls. There is no landline or office phone in the training space; therefore, we rely on mobile phones in the case of an emergency. Telephones should be switched to silent during workshops unless there is a valid reason to do as this does disrupt lessons.

- Fire

In the event of a fire, please sound the alarm, gather at the bus stop on Holywell Road in an orderly manner.

The lead teacher will instruct the teachers and volunteers to collect the register, and the signing in book from the lobby, and exit the building with the participants and parents from the nearest safe exit, and gather at the bus stop on Holywell Road. Lead teacher will check the main space, toilets and other areas are empty as they leave the building. And call the fire brigade, once outside a register will be taken to check everyone is present.

- Safeguarding Incident

Please refer to the safeguarding flowchart procedure attached to this document and on the noticeboard. The policy and written procedure is in the policy file and web site
<https://www.greentop.org/home/policies/>

- **Incidents**

Please apply common sense. If the threat is an immediate danger call 999. If you feel under threat from a participant seek another member of staff, do not remain on your own with them. If the threat is not an immediate danger call Police on 101. Incident forms can be found in the class register folder.

Incident forms: Staff can use these to record anything they feel that is a concern in the session, or an incident regarding participants, staff, equipment, accidents or any safe guarding concerns.

- **Accidents**

Greentop promotes first aid training for all freelance teachers. If you have first aid qualification please take appropriate action, note any action taken in the Accident Report Book in the First Aid Box and inform the office. If you are not first aid trained report to the First Aiders on site if in office hours Hannah Lamare, and Trudi Patient. Most classes happen when the office is unstaffed. Depending on the nature of the injury it might be necessary to call an ambulance or for someone to go to Accident and Emergency (the Northern General Hospital is the nearest A&E department). Any accident that leads to someone using the First Aid kit (even just a plaster) or having to sit out of the session must be written up on an Accident Report form (in the First aid kit). Any injury that is bleeding / weeping must be securely covered before someone starts / continues a session to avoid getting such bodily fluids on any equipment.

7. **Start the class** with your Warm up as appropriate, checking for illness / injury / medical conditions

8. **End of class**

For youth circus At the end of the class please;

1. Open the door to let the parents/guardians in to collect the children.
2. Ensure the children to stay in the space until their adult responsible for collecting them arrives. Late parents, if parents are very late collecting the staff can contact the emergency contact number from the medical consent form.

For all classes:

1. Ensure mats are cleaned using spray mop and left to dry before putting away.
2. all of the staff team are responsible for checking the equipment is tidied away, the space is clean and clear, registers, paperwork and money put in the lockable cupboard, and the heating and lights switched off before locking up.
3. Put equipment away.
4. Make sure that the participants have cleaned up any mugs that they used and have left the kitchen clean
5. Please sign and date the register
6. If there were any issues (including the centre not being left in a suitable state for you at the start of your session) please write this on the register.
7. Lost property At the end of the session, please place any lost property in the lost property box under the pigeon holes. If the owner of the lost item is known, please note down in the session log who has left what.
8. Put the register in the locked cupboard.
9. Turn off heating and lights.
10. Leave the building and lock the door

4. Policies

The following policies are all relevant to the teaching role and can be found as follows: or

- Safeguarding policy and procedure <https://www.greentop.org/home/policies/>
- Health and safety policy and arrangements <https://www.greentop.org/home/policies/>
- Rescue at Height Procedure **in hard copy in the locked cupboard**
- Safe Training Procedure <https://www.greentop.org/home/policies/> and noticeboard and below
- Risk Assessments: Please <https://www.greentop.org/home/policies/>
- Equal opportunities Policy <https://www.greentop.org/home/policies/>
- Blood Borne Disease Policy **in hard copy in the locked cupboard** and above

Safe Training Procedure

Never train if you are alone in the building.

Warm up and warm down properly to avoid injury.

- Ensure that you have prepared your body for physical activity with a warm up. Most taught sessions start with a tutor led warm up, but if necessary augment this with an appropriate individual warm up.
- Keep warm throughout the session and stretch intermittently, and make sure you warm down at the end. Your tutors should be able to offer advice on appropriate warm ups, warm downs and stretching.

Be responsible for your own safety - General:

- Always make a visual check of equipment before using it, even in taught sessions.
- Never train or teach under the influence of any drug. Drugs, including alcohol impair your judgement. For prescribed medicines, check with your doctor before you train.
- Never work or pass underneath anyone working at height.

Be responsible for your own safety – Private training:

- Always use an exclusion zone if working with objects that could invade another's space.
- In line with Greentop Aerial Rigging Policy all aerial equipment used for private training must have evidence of its inspection in line with LOLER statutory requirements, is fit for purpose, appropriately rated and used in line with manufacturer's guidelines.
- Tell other users what you are about to do if there is any risk that it could affect them.
- Use appropriate safety equipment and spotting, including crash mats for all aerial training and other training at height.
- Do not attempt things that you don't know fully how to do, or are beyond your current ability.
- If you are trying something new that you feel is at the limit of your ability please ensure that you are supervised by somebody who is capable of teaching that particular move and consider being spotted.
- Always use low bar for new/unfamiliar moves and ensure that you have sufficient spotters to ensure safety.
- As a beginner, you should only practice moves that have been taught by a tutor at Greentop or other venue until you are capable of judging what moves are appropriate to your level of: strength, flexibility, stamina, and head for heights.
- Accept that not every move is suitable for every aerialist.

Be responsible for your own safety – Taught sessions:

- Always inform the tutor if you have any illness or injuries.
- If you're not sure or don't fully understand something, always ask, don't take unnecessary risks.

Teaching

- Don't teach things that you are not competent to teach to others.
- Do not teach if you are unsure about how to spot or feel that the move is beyond the student's ability.
- Make it clear to your students that they must ask if they are not sure of a particular move and to not attempt a move they have never done before unless supervised.

What to wear

As a general rule (not aerial) loose fitting, comfortable clothing is suitable for training.

No outdoor shoes are allowed for training.

For aerial, wear close fitting garments such as leggings and leotards. Tight fitting t-shirts and tracksuit bottoms are also suitable. Please avoid clothing with belts, studs, sequins, diamante, zips or button fastenings which can get caught in the equipment. It is recommended that legs and arms are fully covered to avoid injury from the equipment.

All jewellery must be removed and any body piercings must be removed or taped. Long hair should be tied back. Also ensure nails are cut short.

Safeguarding

Being aware of the needs of children and vulnerable adults is everyone's responsibility. If you have a concern regarding children or vulnerable adults or staff and team members please in the first instance contact the Designated Safeguarding Officer Trudi Patient or Deputy Natalie Allistone in the office on 0114 244 8828 or ask the office for her mobile number.

5 Definitions

7.1 Accidents

The HSE define an accident as "any unplanned event that resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity".

No business can prevent accidents from happening but can put in place preventative measures and controls to lessen the likelihood of an accident occurring. Greentop puts in place appropriate risk assessments, training and first aid provisions to prevent accidents and preserve health and life when accidents and injuries do occur.

7.2 Incidents

An 'incident' is a single unplanned event which has the potential to or has caused harm to staff, workers, volunteers, visitors or users. Greentop defines incidents into the following categories:

INCIDENT TYPE	DESCRIPTION
WORK-RELATED ILLNESS	An illness which has been directly caused by the work carried out by the employee as a result of an exposure to risk factors arising from work activity.
WORK-RELATED INJURY	Incident resulting in an injury to a member of staff or student that is the result of practices or facilities/premises.
USER INJURY	Incident resulting in an injury to a student
USER ILLNESS	Use of this incident type is restricted to illness incidents involving students
VIOLENCE AT WORK	Incidents which involve actual or threatened violence to staff or users while on Greentop business
RECREATIONAL ACCIDENT	Incidents including injuries to people not taking part in 'work' including incidents in classes or free practice
TAKEN ILL AT WORK	Includes reports of staff/students who suffer acute onset of illness at work. It does not cover staff who leave work due to minor illness such as colds. NB Staff absence due to illness must be reported using the sickness absence recording procedures
ROAD TRAFFIC ACCIDENT	Road traffic accident (RTAs) whilst traveling on Greentop business NB Does not include RTAs while traveling to and from work
DAMAGE OR LOSS	Incidents resulting in damage to equipment or loss of resources including lost time
THEFT	Any theft of Greentop property or equipment

HAZARD OBSERVATION	Observation of an unsafe condition or activity that has the potential to cause harm or could result in injury or loss
NEAR MISS	An incident that caused no injury or loss but which had the potential to cause harm
FIRE INCIDENT	An incident involving a real fire or activation of the fire alarm or use of a fire extinguisher or any injury resulting from a fire
SECURITY INCIDENT	An incident involving any breach of building security which may or may not present a risk to staff and users
GAS INCIDENT	An incident relating to a gas leak or dangerous gas fittings at Greentop
POLLUTION INCIDENT	Incidents involving actual or potential (i.e. near miss) pollution, contamination or damage to air, land, water, flora, fauna and aquatic species. This includes exceeding environmental permit or external reporting requirements and notifications from environmental regulatory bodies
DRUG/SEX LITTER INCIDENT	Observation of drug or sex litter on or near Greentop premises which has the potential to cause harm via transmittable diseases.

7.3 Near Miss

A 'near-miss' incident can be defined as: "any event, which under slightly different circumstances, may have resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity". (HSE)

Reporting of 'Near Misses' is an integral part of improving health and safety and can lead to reviewing and updating the risks of an activity. Often these are ignored and labelled as 'lucky' or shrugged off as a humorous event. A near miss could be an alarm bell that procedures in place may not be adequate. All near misses should be internally reported and reviewed.