

# Greentop Community Circus Centre Health & Safety Policy



Revision 10/11/2024

## Key Information

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Date agreed by /Board:

Version 1.3

Date of next review November 2025

Changes to Document

**This policy will be reviewed and ratified at least annually and/or following any changes to legislation and/or guidance.**

## Contents:

This policy statement is in two sections:

- A. Statement of intent
- B. Responsibilities of H&S

### Section A:

Policy Statement of Intent and based on Greentop's obligations under the Health & Safety at Work etc. Act 1974 and states the responsibilities of named individuals along with relevant arrangements.

### Section B:

Responsibilities for health and Safety at Greentop

A separate document: Arrangements for Health and Safety deals with the procedures for Accident, First Aid and Fire Safety that apply to the Greentop premises including **Related documents** of Greentop rigging policy, In Case of Emergency procedure, Blood born disease policy .

# Section A: Statement of Intent

## A1 Policy Aims

A1.1 This policy aims to:

- provide and maintain safe and healthy working conditions
- provide safe equipment and systems of work for all our paid staff, volunteers and centre users
- provide information, instruction, training and supervision to maintain safe equipment, systems of work and training
- be comprehensive, clear and implementable

A1.2 This policy aims to meet the obligations of:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.

A1.3 This policy forms part of the induction for all staff, teachers, volunteers and Trustees. It is a requirement that they all have access to this policy

A1.4 This Policy should be read in conjunction with the following Policies that can be found on the Greentop website/ file system at:

1. Risk Assessments for activities that Greentop undertakes on its premises and elsewhere: publicly available at <https://www.greentop.org/home/policies/>
2. Principles of Safe Training: publicly displayed and available at <https://www.greentop.org/home/policies/>
3. Greentop Teachers Handbook; for induction all staff and teachers. publicly available at <https://www.greentop.org/home/policies/>
4. Safeguarding Policy and procedure publicly available at <https://www.greentop.org/home/policies/>

## A2 General Policy

A2.1 The Board of Trustees regard the promotion of Health and Safety measures as a mutual objective for the staff, students and all users of the organisation, and of high priority.

A2.2 It is the policy of Greentop to ensure, as far as is reasonably practicable, the health, safety and welfare of all its employees, workers, volunteers, contractors, users, visitors and other persons who may be affected by its' operation. We endeavour to prevent personal injury, to protect everyone from foreseeable hazards, including the public in so far as they come into contact with its premises/services, and to prevent damage to property.

A2.3 As an employer in a unique environment, we must also extend the definition of reasonably practicable to protect and to promote the interests of the artistic performer and circus participant. The appeal of a circus performer often lies in the performer's challenges to, and seeming acceptance of, personal risk. Each performer, with their teacher, must be aware of the safety issues involved and accept the risks associated with their individual performance.

A2.4 Greentop will comply with all relevant legislation and keep up to date with new and revised legislation. This policy document sets out policy, responsibility and general arrangements, and further guidance through more detailed procedures outlined in appendices identified within the contents list above. This document is written in accordance with the Health and Safety at Work etc. Act 1974.

### A3 Statement of Intent

Greentop will:

1. Assesses the risks to the health, safety and welfare of employees, workers, users and visitors whilst they are on its premises and at other locations where Greentop is contracted to work and maintains a record of its findings;
2. Provides adequate control of the health and safety risks arising from our work activities and reviews these regularly;
3. Provides and maintains safe and healthy working conditions, including means of access and egress and takes account of all statutory requirements;
4. Provides information, operational policies and procedures, training, instruction and supervision to enable employees, workers and users to perform their work safely, competently and efficiently;
5. Ensures safe handling of substances harmful to health
6. Prevents accidents and cases of work-related ill-health, including investigation of accidents and ill-health and implementing improvements
7. Provides and maintains all necessary equipment, safety devices and personal protective equipment and provides instruction in their use;
8. Provides adequate welfare facilities;
9. Maintains a constant and continuing interest in health, safety and welfare matters consulting and involving employees and students wherever possible;
10. Reviews and revises this policy as necessary at regular intervals;
11. Display the approved HSE poster in a prominent position.
12. Provide a copy of Greentop's Health and Safety Policy where it will be made publically available.

Signature(chair of Trustees).....

Date: .....

Signature (Centre Director) .....

Date: .....

## **B Responsibilities**

### **B1 General Responsibilities**

Overall and final responsibility for health and safety at Greentop Community Circus Centre resides with the Board of Trustees.

**All Greentop staff, workers, volunteers and users**, while at work or representing the organisation have a duty to:

1. to take reasonable care for the health, safety and welfare of themselves and of all other persons who may be affected by their acts or omissions; specifically adhering to **Safe Training Principles** (see appendix) which is posted on Greentop noticeboard, website and be part of all inductions
2. to co-operate with Greentop management and the Board in ensuring all statutory and other requirements are complied with (e.g. risk assessments) to achieve a healthy and safe workplace
3. to observe the provisions of this safety policy and other policies, codes of practice etc. relating to health and safety and welfare;
4. to not intentionally interfere with or misuse anything provided for health, safety or welfare.
5. To report immediately any situation which may pose a threat to the health, safety or wellbeing of themselves and others

### **B2 Specific Responsibilities**

#### **B2.1 The Centre Director** is responsible for:

1. The Health and Safety policy being implemented and reviewed.
2. ensuring risk assessments are reviewed and updated annually.
3. to prepare in conjunction with appropriate persons, operational policies, procedures and local rules relating to health, safety and welfare in the workplace
4. to identify health, safety and welfare training needs, ensure that appropriate training is instigated and monitor the effectiveness of safety training

#### **B2.2 Head Rigger** Responsible for:

Carrying out bi-annual rig and aerial equipment health and safety inspection as specified in the Equipment and Facilities Master Inspection sheet: can be found on NEW Z DRIVE!\13. THE CENTRE\Rigging and circus equipment\Rigging Inspections .

#### **B.2.3 Lead Teacher** is Responsible for

1. Carrying out and the recording of acrobatic equipment regular health and safety inspections as specified in the Equipment and Facilities Master Inspection Schedule: can be found on NEW Z DRIVE!\13. THE CENTRE\Rigging and circus equipment\Rigging Inspections .
2. ensuring that this policy and all health, safety and welfare rules and procedures are communicated, understood and implemented by the teaching team, to enable team to ensure users, volunteers and visitors and comply with these in their work practices.
3. investigating accidents, as specified in the Accident report file and to refer promptly any health and safety problems which cannot be resolved locally on a timescale appropriate to the risk; and comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

#### **B2.4 Youth Circus leader** is Responsible for:

1. carrying out manipulation and equilibristic circus equipment health and safety inspection as specified in the Equipment and Facilities Master Inspection Schedule: can be found on NEW Z DRIVE!\13. THE CENTRE\Rigging and circus equipment\Rigging Inspections .
2. to ensure that this policy and all health, safety and welfare rules and procedures are communicated, understood and implemented by their staff, to enable staff, users, volunteers and visitors and that they comply with these in their work practices on Youth Circus programmes
3. or investigating accidents, as specified in the Accident report file and to refer promptly any health and safety problems which cannot be resolved locally on a timescale appropriate to the risk; and comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

**B.2.5 Administrator** is responsible for:

monitoring and maintenance of facilities & buildings as specified in the Building monitoring checklist and the Equipment and Facilities Master Inspection Schedule: can be found on NEW Z DRIVE!\13. THE CENTRE\Rigging and circus equipment\Rigging Inspections .

**B2.6 Youth Circus administrator** is responsible for:

maintaining a schedule of First Aid qualifications of staff and workers and volunteers and booking First aid training and stocking the First Aid box.

**B2.7 The Teachers** are responsible for:

the safety of students and activities within the sessions they are leading and the safe use of equipment and rigging in their classes and adhering to the Greentop Teachers handbook and the Rigging Policy, see <https://www.greentop.org/home/policies>

**B.2.8 The volunteer technician** is responsible for the safety of activities within the remit of theatrical sound and lighting.

### **B3. Communication and Consultation**

The following communication responsibilities ensure familiarity with accident procedures, fire precautions and first aid arrangements; Child Protection and Vulnerable Adults Policy and where appropriate Principles for Safe Training and the Teachers Handbook

**Centre Director** to facilitate induction of new members of staff and ensure appropriate consultation where there are significant changes to activity, resources or practices.

**Lead teacher and Youth Circus leader** to facilitate local induction of new teachers and volunteers including at teachers meetings

**Lead teacher, and teachers** to ensure all adult participants consider dress, injury disclosure, medical condition disclosure request follow instruction, fire and accident procedure at start of each block of training, practice and validation.

### **B4 General communication:**

Copy of the Health and Safety policy, safe training guide, teachers handbook are posted on the web site and the noticeboard. Booking process provides links to these.

### **B5 Reporting and accountability**

To ensure monitoring and effectiveness of the policy, an Annual Health and Safety Review meeting will be held each November. The terms of reference of the meeting are:

1. To review the implementation of policy and procedure across all activity at Greentop and off site
2. To identify improvements or changes in the procedure or the policy in the light of changes in programme, practice or facilities.
3. To suggest recommendations for consideration by Centre Director and the board of Trustees at the following board meeting or sooner if an urgent matter.

The meeting will be constituted by:

- Centre Director (chair)
- Lead Rigger
- Lead teacher
- Board of Trustees rep.

The Board of Trustees will maintain Health and Safety as a standing item on the agenda of every board meeting and will review policy and procedure recommendations of the review meeting annually.