



# Health & Safety Policy



## Cirque Skills Pathway

## Authorisation and Amendment Record

Version No.	Reason for Re-Issue	Date of Re-issue:	Prepared By:	Authorised By:	Signed:
0	Not applicable. First Draft	N/A	SJ	SJ	
1	Implementation				
2	Updated August 2020	10/08/20	SJ	SJ	
3	Reviewed June 2011	26/6/21	SJ	S Joyce	
4	Extended to academic year end	26/26/22	SJ	S Joyce	
5	Reviewed	08/08/22	SJ	S Joyce	
6	Review & Update	04/09/22	SJ	SJ	
7	Review & Update	01/09/23	VJ	S.Jones	

This is the Statement of General Policy and Arrangements for:		Cirque Skills Pathway CIC	
Overall and final responsibility for health and safety is that of:		Stuart Jones	
Day-to-day responsibility for putting this Policy into practice is delegated to:		Stuart Jones (designated “competent person”)	
Day-to-day responsibility for following this Policy:		All staff, contractors and visitors	
STATEMENT OF GENERAL POLICY	RESPONSIBILITY	ARRANGEMENTS	
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from our work activities.	Stuart Jones	Risk assessments for significant risks on site are documented and actions arising out of those assessments are implemented. Risk assessments are reviewed annually or earlier if working habits or conditions change. All our contractors will be vetted then added to our approved contractors list whilst being appropriately managed while on the premises. All due care and attention to be taken by staff while visitors are on site and they must be appropriately supervised by staff. PPE will be provided to staff where required.	
To provide adequate training to ensure employees are competent to do their work.	Stuart Jones	Staff are given a Health and Safety Induction and are provided with appropriate training as required by risk assessment. Direct supervision by trained staff while being trained.	
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Stuart Jones	Staff are routinely consulted on health and safety matters as they arise and are actively encouraged to raise any issues directly with Stuart Jones.	
To implement emergency procedures – evacuation in case of fire or other significant incident.	Stuart Jones	Escape routes are obvious from all buildings and are always to be kept clear. Evacuation plans are tested from time to time and updated as necessary. The most senior member of staff present will take charge of any incident on site and dial 999 when appropriate help (ambulance, fire etc.). Fire extinguishers are maintained annually, and Fire Risk Assessment will be kept up to date.	
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Stuart Jones	Routine inspection and checks of all equipment for safety are undertaken. Service / maintenance and any statutory inspections needed are undertaken. Staff must check all equipment before use and report any damage, danger or harm and make sure no one else can use the equipment. Action must be promptly taken to address any defects found. Electrics will be maintained. Safe storage, handling and use of hazardous substances will be ensured. Toilets, washing facilities and drinking water / welfare facilities are provided. Smoking is not permitted on the business premises and illegal drugs/alcohol are prohibited.	
Health and safety poster is displayed:	Stuart Jones	H&S Poster is displayed in the Main Office	
First-aid box and accident book. Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <a href="http://www.hse.gov.uk/riddor">www.hse.gov.uk/riddor</a> Tel 0845 300 9923	Stuart Jones	If in doubt call 999 immediately. First aid box and accident book are kept in the office. All accidents must be recorded and reported to Stuart Jones who will report under RIDDOR when required (over 7 day or major injury etc.). Nearest Hospital is the Doncaster Royal Infirmary; Tel 01302 366666 and has A&E	
Signed: (Employer)		Date:	1 <sup>st</sup> September 2023
Subject to review, monitoring and revision by:	Stuart Jones	Every:	12 months (or sooner if work activity changes)

