

Health and safety policy

This is the statement of general policy and arrangements for:		Cirque Skills Pathway CIC Head Office. 2 nd Floor. Silver House. Silver Street. Doncaster. South Yorks. DN1 1HL Tel: 01302 340107
Vanessa Sullivan		Is the Managing Director and has overall and final responsibility for Health and Safety
Vanessa Sullivan supported by the Quality Manager (IMS & HSE) and Trustee for Cirque Foundation: Vesta Ryng and the Management Team		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Vanessa Sullivan Vesta Ryng	Relevant risk assessments completed and actions arising out of those assessments implemented. Risk assessments reviewed when working habits or conditions change. All employees that work on DSE equipment are to complete a DSE assessment. This includes taking regular breaks from their computer screen work. All employees who drive at work have to complete a 'Driving at Work' declaration which includes reference to the serviceability of their cars and appropriate insurance. Lone workers are to review the Lone Working Risk Assessment and Method Statement. Inspections will be carried out off site with regards to health and safety arrangements. No manual handling. If there is any manual handling, this is to be done by the maintenance staff and senior management who are training in health and safety. The Health and Safety of learners under our supervision is considered and separate risk assessments will be completed with regards to these individuals in line the Management at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005 e.g. IMS SOP 05 Annex 10 Housekeeping and Fire for Learners. Classroom checklists and venue inspections will be carried out prior to the delivery of any training and pre-training assessment questionnaires will identify learning needs and issues.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Vanessa Sullivan Vesta Ryng	Employees and visitors given necessary health and safety induction and provided with appropriate training (including evacuation procedures including site plan and instruction, IMS SOP 5 Annexes 10, 3, 2 and 1). We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site. Employees are given time to familiarise themselves with their equipment and are instructed with regards to passwords and where applicable, navigating the computer. DBS and competency checks are carried out prior to employment (CV and certificates). Employees are encouraged to undertake CPD training relevant to their role and complete their individual CPD Training Record. Competency is reviewed by the Directors on a regular basis as part of our appraisal process.
Engage and consult with employees on day-to-day health and safety conditions	Vanessa Sullivan Vesta Ryng	Cirque Consultancy and its subsidiary companies encourage employees, learners, agency workers, apprentices and visitors to report any health and safety issues or concerns. This can either be done verbally or in writing. We have a number of different ways that individuals can raise concerns or ideas for improvement, as part of our Integrated Management System (IMS) with regards to feedback which include informal verbal; written evaluations, comments and complaints, our Grievance procedure, Accident / Incident Investigation and our Non-Conformance Preventative Action Report forms (NCPAR).
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at:	Vanessa Sullivan, Vesta Ryng in conjunction with our landlord, Malc Meek (Facilities Manager) and Lazarus in line the Regulatory Reform (Fire Safety) Order 2005.	Escape routes are well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. This includes a minimum of 2 fire drills per employee per annum. Fire drill evacuation reports will be completed and actioned on each evacuation drill. Please see displayed site plans for details of the 2 evacuation points. Our Assembly Point is the FRANCIS STREET CAR PARK to the rear of Silver House. The alarm is tested every Tuesday by our landlord and is audible throughout our building. Inspections will be carried out off site with regards to fire arrangements. No smoking on site. Access to building by number keycode only with senior management having access by key. As such, unauthorised visitors and the potential

https://www.gov.uk/workplace-fire-safety-your-responsibilities		<p>for arson is significantly reduced. The fire evacuation plan will be displayed in the offices and in the kitchen for all visitors on site. Employees and Learners will be informed of the evacuation route and Assembly Point on induction and as part of refresher training. Employees are to familiarise themselves with the evacuation route, fire call points and the sound of the fire alarm in the event of evacuation. REMEMBER: The lift is not to be used in an emergency evacuation. Any access and egress issues are to be planned via the Personal Emergency Evacuation Procedure (PEEP).</p> <p>There are fire extinguishers in the corridor (CO2 for electrical fire; Foam for Beauty and furnishings) with instructions on use displayed. Employees are to only use the fire extinguishers if familiar with them and confident to use them. Employees need to be mindful to not touch the horn on when discharging the CO2 extinguisher to avoid freezing their skin.</p> <p>When working off-site, employees are to familiarise themselves with the evacuation procedures, fire exits, fire-fighting equipment, first aid, signing-in and reporting procedures.</p>
<p>Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances</p>	<p>Vanessa Sullivan, Vesta Ryng Maintenance: John Whitfield, Shaun Worden, Stuart Jones and Steve Sylvester (PAT)</p>	<p>Toilets, washing facilities and drinking water provided.</p> <p>Currently, the ladies toilets and wash facilities are to the right of Cirque's front door on the second floor (next to the lift). To the left of the lift is the disabled toilet. On the first floor to the right of the lift is the gents toilet and wash facilities. Drinking water and refreshments can be sourced from Cirque's kitchen which is next door to the common room and near the final fire exit to the rear of the building.</p> <p>All COSHH products are stored in a locked cabinet. Bins are emptied on a daily and weekly basis.</p> <p>We have a system in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.</p>

<p>Health and safety law poster is displayed at (location):</p>	<p>Kitchen and Reception areas.</p>
<p>First-aid box is located:</p>	<p>Kitchen area.</p>
<p>Accident book is located: Employees need to be aware that when off site, the accident book has to be completed both off site and at Cirque offices.</p>	<p>IMS black cabinet – top drawer. Vanessa's office.</p>
<p>Trained and qualified First Aiders:</p>	<p>Vesta Ryng (Paediatric and Adult), Lucy Worden (Emergency First Aider), Jane Pickering (Emergency First Aider)</p>
<p>Fire Wardens:</p>	<p>Vesta Ryng</p>
<p>Safeguarding Leads:</p>	<p>Vesta Ryng</p>
<p>Completed Accident Book Forms located: Securely in a locked cabinet in line with the Data Protection Act 1998</p>	<p>As above, locked drawer separate from the Accident Books in line with the Data Protection Act 1998.</p>
<p>Fire Extinguisher is located:</p>	<p>Foam (along the corridors near the final fire exits) CO2 along the corridors and in the Kitchen Due test date 12/18</p>
<p>Health and Safety Representative:</p>	<p>Vesta Ryng BA (Hons) PGCE Dip NEBOSH MIIRSM RSP</p>

Other Landlords on site:	Pearsons / Atherton and Godfrey / Interserve Kookies Nght Club / Coco Bar / Hogans Bar / Frankensteins (To source others, emailing Lazarus)		
Fire and Rescue Services:	General enquiries 0114 272 7202		
Portable Appliance Supplier Name & Contact Details: Date of next portable appliance test: March 2019	AGG Electrical Safety Testing Limited. Unit H1c, Mill 3. Pleasley Vale Business Park, Mansfield. NG19 8RL. Calibration Certificate: STD40657 dated 17 th February. CHAS expires 06 June 2017. Insurance expires: 09/12/17. Steve Sylvester (Cirque Maintenance).		
Annual Fire Risk Assessment:	Dated: 11.12.2018, updated weekly. Stored in drop box, SOP 05.		
Fixed Electrical Inspection Due:	Lucy to source from Lazarus		
Fire Extinguisher Supplier and Maintenance:	OHEAP Fire Protection and Maintenance. 01332 366721 Email: extservice@oheap.co.uk		
Insurance Provider, Cirque Skills Pathway CIC	Markel. Policy number A79775/0918	Renewal Date:	05/12/2019
Insurance Provider, Cirque Skills Pathway CIC Beauty	Zurich Insurance PLC via Balens Ltd. Policy No. ZUR/09/223/9000	Renewal Date:	01/11/2018
Employer Liability Insurance Certificates are Displayed:	Beauty Room and Office.		

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

Implementation of the Policy

Overall responsibility for policy implementation and review rests with the Company senior management. However, all employees are required to adhere to and support the implementation of the policy. The Company will inform all existing employees about this policy and their role in the implementation of the policy. They will also give all new employees notice of the policy on induction to the Company.

This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings, using template forms, and guidance given to both Directors and employees on the process.

This Policy was approved & authorised by:

Name:	Vanessa Sullivan	Vesta Rying
Position:	Managing Director, CEO	Director
Date:	04.12.2017	
Signatures:	Electronic Copy	

Monitoring Policy

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective Cirque Consulting has been.

Reviewing Policy

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

Policy review date: December 2018

Policy Amendments

Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Directors to see that all relevant employees receive notice. Written notice and/or training will be considered.

Additional Information

If you require any additional information or clarification regarding this policy, please consult with the Managing Director or the Health and Safety Representative. In the unlikely event where you are unhappy with any decision made, you should use the Company's formal Grievance Procedure. To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed.

Risk assessment

All employers must conduct a risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: **Cirque Consulting Limited**

Date of risk assessment: **03.03.2017**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear from slip / trip.	Deliveries to be stored immediately. The office is open plan so any boxes are to be stored against desks or cabinets, not in walkways. Classroom checklists will be undertaken prior to delivery of training for slip trips.	All staff, MD to monitor	Ongoing	Ongoing
Display Screen Equipment	Upper limb disorder (ULD) or repetitive strain injury (RSI) from working too long in one position on computer or in cramped conditions.	DSE equipment is desktop and at head height. Chairs adjustable. Workstation desks provide enough room for arm rest.	Staff to complete DSE Assessments to raise awareness of correct working and need to take regular breaks. Mouse mats with wrist support ordered. Tidy desk as part of Clean Desk Policy in place.	Vesta Ryng to check completed assessments and action via Directors	31 March 2017	31.03.17
Manual Handling	Upper limb disorder (ULD) or Muscular skeletal disorder (MSD) from lifting, pushing and pulling furniture and deliveries.	Equipment and furniture arranged by Vanessa Sullivan.	Directors manual handle only. Directors to be made aware of correct lifting and handling technique including assessment paperwork.	MD	Ongoing	Ongoing

Safeguarding	Vulnerable learners at risk from Tutors who are not trained to access or provide support at time of need or where learners have not been appropriately assessed prior to learning and may be at risk to themselves or others due to medical condition, propensity for violence or a conflict between them and other learners with whom there has been a past altercation.	Disclosure Barring Service checks carried out and provided with regards to Tutors and those employees who directly deliver Cirque Consulting services to vulnerable young people and adults.	<p>All Tutors are to complete the following training prior to delivery and refresh their knowledge every 12 months: -</p> <ul style="list-style-type: none"> - Prevent Training. https://www.elearning.prevent.homeoffice.gov.uk/ - Safeguarding and Safer Recruitment in FE https://www.foundationonline.org.uk/enrol/index.php?id=2 - Advancing Equality and Diversity https://www.foundationonline.org.uk/course/view.php?id=12 - Female Genital Mutilation Home Office https://fgmelearning.co.uk/ <p>There is Tutor support from experienced staff who have worked in frontline services with vulnerable children, young people and adults and are familiar with the issues that may present themselves.</p> <p>Pre-learning assessment paperwork is carried out on all individuals accessing Cirque services in line with our Funder requirements. Following this assessment, a risk assessment may be completed as part of further actions as a result of the findings of this assessment may raise. This assessment process includes language or cultural barriers, medical issues, accessibility issues, potential conflict of interests with other attendees, propensity for violence or learning difficulty e.g. dyslexia / autism.</p>	Vanessa Sullivan All Tutors	As and when required	Ongoing
Confidentiality	Sensitive confidential information being accessed by unauthorised persons, in breach of the Data Protection Act 1998 and subject rights.	Restricted access to office premises. Password protected computers. Confidentiality Policy in effect.	Clean Desk Policy covers security and confidentiality in working practice, in line with DPA 1998.	Vesta Ryng	28.02.2017	28.02.18

Violence and Aggression including Lone Working	Staff, Tutors and members of the public could be affected by physical or verbal abuse from learners with a propensity for violence. Especially with regards our community based work and the vulnerability of some of the learners that access our training and services.	Learner information is to be obtained prior to course with regards to any issues with violence and aggression. Information may also be obtained from the referrer. Staff, Tutors are trained in how to handle violence and aggression (Suzie Lamplugh) – Triggers, Dynamic Risk Assessment, body language, preventative and restorative actions to be taken in the event of an incident.	Staff, Tutors are to follow the Cirque Violence and Aggression and Lone Working procedures, method statements and the HSE Guidance documents on Violence and Aggression INDG69; Working alone: Health and safety guidance on the risks of lone working Leaflet (INDG73) Any potential or actual incidents are to be reported immediately to the Directors or the Health and Safety Representative on a NCPAR. The incident or potential risk is to be investigated, risk assessment and further action taken to prevent further occurrences. Individuals affected by an incident of violence and aggression are to be given support including a debrief for Cirque staff.	Vesta Ryng to provide Suzie Lamplugh training, where needed.	Ongoing 31.03.17	Ongoing
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This risk assessment will be reviewed and amended following an accident or incident or any significant changes to hazards such as new work equipment, a change in work activities or a change in delivery venue. For further information, please go to <http://www.hse.gov.uk>.

Declaration by Cirque Employees:

Whilst the overall policy and responsibility for health and safety rests with the Directors, ALL individuals at every level have a responsibility to carry out the Policy. Both employer and employee have legal duties to comply. The Health and Safety at Work Etc Act 1974 lays down penalties for any person who fails to carry out their health and safety duties. With this in mind, all employees (whether on or off site) are required to:

- **REPORT** potential hazards, accidents and any other health and Safety concerns to the Directors or, where applicable, employers off site;
- **OBSERVE** safety procedures and Codes of Practice and not to damage or interfere with anything provided to safeguard the health and safety of yourself or any other person, or welfare facility;
- **USE** with all reasonable care, the equipment, safety equipment and, where applicable, protective clothing provided.
- **PARTICIPATE** in training courses when called upon to do so.
- **TAKE** an active interest in promoting health and safety at work.
- **CO-OPERATE** with the Directors and off site employees, where applicable, on all matters of health, safety and welfare at work.
- **UNDERSTAND** and follow Cirque's Health and Safety Policy and associated arrangements with regards to risk assessments, fire, first aid, welfare arrangements and associated policies e.g. Confidentiality, Equality and Diversity and Safeguarding.
- **TAKE PROPER CARE** of your own health and safety at all times, and not to put the health and safety of others at risk by their acts or omissions in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Signed: _____ Date: _____
(Acknowledgement of Cirque Employee, Head Office)

(Copy of this acknowledgement to be filed in paid or unpaid worker's personnel file).