

HEALTH & SAFETY POLICY

General principles

It is the policy and duty of Cartwheel Arts to take all practical measures to ensure the health, safety and welfare of our staff and freelance artists working on our behalf and of others who may be affected occupationally or environmentally by our operations.

Cartwheel will comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. We aim to minimise the number of instances of occupational accidents and illnesses and to maintain an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

While the management of Cartwheel will do all within its powers to ensure the health and safety of its employees, health and safety at work is the responsibility of each individual associated with the company. It is the duty of each employee, contractor, and visitor to take reasonable care for their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of any other person.

If an employee or freelance worker is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the worker's duty to report this to their line manager or the project co-ordinator.

An effective health and safety programme requires co-operation and regular communication between workers at all levels. It is therefore every worker's responsibility to report promptly any situation which could jeopardise the wellbeing of themselves or any other person.

Concerns about health and safety may be raised at any time. This is not restricted to safe working practices in terms of equipment or processes, but may also refer to stress and potential sources of conflict.

All injuries, however small, must be reported to line manager, the project co-ordinator or the Development Manager as appropriate and recorded through the accident reporting procedures.

The company's Health and Safety record will be reported on annually to the Board of Trustees where necessary corrective action taken to achieve the required standards of control.

Cartwheel's health and safety policy will be regularly updated, particularly when changes in the scale and nature of our operations occur, whenever there have been significant changes to our premises or artistic programme or when new legislation is enacted.

Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Cartwheel will ensure that adequate financial and human resources are allocated to Health, Safety and Environmental issues.

The person with responsibility for Health & Safety across Cartwheel's operations is the Director, Rick Walker. In the absence of Rick, or in the event of any concerns being raised about the implementation of this policy, responsibility lies with the Trustees.

All Cartwheel staff are qualified first aiders.

Accident Procedure

First aid kits and the Accident Book are in the clearly marked cupboard in the kitchen at 110 Manchester St. The Development Manager is responsible for the maintenance of the first aid kits.

Accident reports are kept in the secure cupboard.

Accident Investigation & Reporting

Cartwheel will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95).

In the event of any and all accidents resulting in injury a report will be drawn up by the Director or a person appointed by them detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained

- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. The completed report will then be analysed by the Board who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

Safety Training

Every employee in the organisation must be trained to perform his or her job effectively and safely, including training in dealing with challenging behavior and potential flashpoints.

All employees will be trained in safe working practices and procedures prior to being allocated any new role.

Training will include advice on the use and maintenance of any safety equipment and personal protective equipment appropriate to the task concerned, and the formulation of emergency contingency plans.

Each staff member should undergo general health and safety training at least every three years. This will be arranged by the Development Manager. Training sessions around this policy will be held annually and will provide an opportunity for workers to express any concerns they might have about their jobs.

Personal Protective Equipment

Cartwheel will comply with the Personal Protective Equipment at Work Regulations 1992.

All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment in good working order.

Cartwheel will ensure that all personal protective equipment provided is used, and used properly, by its employees.

Manual Handling Operations

Cartwheel will comply with the Manual Handling Operations Regulations 1992 (updated 2002).

Manual handling will be avoided as far as practicable where there is a risk of injury.

Where it is not possible to avoid manual handling an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned.

Where team lifting or moving is necessary one person should act as coordinator, giving commands to lift, lower etc.

When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

Display Screen Equipment

Cartwheel will comply with the Health and Safety (Display Screen Equipment) Regulations 1992.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

VDU screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for VDU screen users on request.

Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

Control of Hazardous Substances

Cartwheel will comply with the Control of Substances Hazardous to Health Regulations 1989 (COSHH).

A risk assessment will be conducted of all work involving exposure to hazardous substances.

Cartwheel will ensure that exposure of workers to hazardous substances is minimized and adequately controlled in all cases.

All workers who come into contact with hazardous substances will receive comprehensive training and information on the health and safety issues relating to that type of work.

Cartwheel's office

Cartwheel will comply with the Workplace (Health, Safety & Welfare) Regulations 1992 and the Provision and Use of Work Equipment Regulations 1992.

Cartwheel will ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the well being of persons in or around the workplace will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

All electrical equipment is PAT tested annually.

Fire Safety

Cartwheel has a Fire Policy setting out fire prevention measures, means of escape etc.

Cartwheel on site

The project co-ordinator will:

- ensure that arrangements exist for identifying, monitoring, eliminating and controlling or minimising Health, Safety and Environmental hazards.
- carry out risk assessments for all projects and events to ensure safe working conditions.
- ensure that a first aid kit is available at all sessions, and to take one of the Cartwheel kits if need be. These are located in the kitchen at 110 Manchester St.
- ensure that appropriate fire extinguishers are provided, providing them ourselves if necessary(eg on stage, in marquees)
- nominate a Health and Safety rep (probably themselves) to be responsible for the day-to-day operation of Health and Safety.
- keep a record of accidents, as set out above, report the incident to the Director as soon as practicable, and assist in the investigation of accidents where necessary.
- establish that all freelance artists are properly trained to appropriate levels of competence in their field where Health & Safety and Environmental issues are concerned, are aware of any risks to health or injury posed by their work, and take all necessary precautions to ensure their own safety and the safety of others.
- ensure that freelancers are maintaining safe working practices - where necessary, through the provision, enforced use and maintenance of personal protection equipment.
- ensure that information and advice is available to staff and freelancers on all matters of Occupational Health, Safety and Environmental.
- ensure the safety and health of persons not working for the company, but who may be affected by company operations (eg: participants, visitors, public).
- ensure that arrangements exist for providing information and advice to users relating to the safe use of Cartwheel facilities.
- Ensure that external contractors complete their work without cutting corners and that only external contractors are involved in designated tasks, eg stage erection.
- Ensure that any person (including external contractors) whose levels of alertness and/or ability are reduced due to illness, fatigue or inebriation will not be allowed on the job or to participate in any Cartwheel activity if this might jeopardise the health and safety of that person or any other person.
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other works or visitors.

Staff members and freelance artists working for Cartwheel should:

- conform to rules and procedures, adopt safe operating procedures and follow any instructions regarding healthy and safe working at all times.

- report unsafe plant, tools and equipment and unsafe practices, methods of work and other hazards to the Projects Co-ordinator.
- assist in maintenance of good housekeeping standards and give clear instructions to service users.
- be aware of the location of fire alarm points, fire exits, means of escape and fire extinguishers. Ensure that trailing wires are secured with gaffer tape.
- be aware of the location of the First Aid box and obtain treatment for and report any accident or injury to yourself or others, however slight.
- keep a record of accidents involving yourself or users of the project, as set out above, report the incident to the project co-ordinator or your line manager as soon as practicable, and assist in the investigation of accidents where necessary.
- avoid hazardous manual lifting if at all possible
- wear and use the necessary protective clothing and equipment as specified.
- in cases of serious or imminent danger, take evasive action, and to alert fellow workers and any project users in your care to the danger.

Working with children and young people

Particular issues arise where working with children and young people is concerned. This is not an exhaustive list of concerns! Specific discussions should take place between the Project Co-ordinator and the artist(s) prior to a particular project. Freelance artists should:

- be aware of the ratio of staff to children required for working with the age group in question
- be aware that children under 8 should be accompanied but will probably not be!
- if outdoors, carry out a safety check of the site when setting up, looking for glass, dog muck, needles etc
- ensure safe use of tools and materials and have a First Aid kit to hand
- maintain sensible hygienic procedures when storing and handling food
- wear suitable clothes
- refrain from smoking or drinking (alcohol, that is)
- avoid bad language and physical contact
- closely supervise use of materials, eg paint, glue, and put materials away when not in use
- try to make sure you are not left alone with a child at any time, and certainly not without the knowledge of another team member
- always try to be in sight of another team member
- record accidents/incidents promptly as above and where necessary give first aid or arrange for the child to be collected by a parent/carer

Cartwheel undertakes a wide range of projects. In certain circumstances the Projects' Co-ordinator will discuss with freelance artists working for Cartwheel the following issues, where relevant

- Fire - Fire Prevention Training and Emergency procedures
- First Aid
- Dealing with conflict
- Safe Systems and Permit to work
- Portable Electrical Equipment
- Smoking (smoking is not permitted while working for Cartwheel)
- Lone working