

HEALTH & SAFETY POLICY

Scope

The Board of Trustees of Cartwheel Arts recognises the importance of health and safety. It is therefore our policy to protect and promote the health, safety and welfare of all our employees, interns, freelancers, volunteers, users, the general public and any others who may be affected by our operations.

Aim

This Policy Statement defines within the Health and Safety at Work Act 1974 and other legislation, Cartwheel Arts commitment to pursuing ongoing improvements in all Health and Safety matters by outlining the overall direction of our policy. This is supported by detailed procedures.

Responsibilities

The Director has the ultimate responsibility for ensuring the health and safety of all employees and others as outlined. It is their responsibility to implement, monitor and regularly review this policy, bringing this and any changes to the attention of all employees, volunteers, freelancers, interns, and users. In addition, all employees, committee members, volunteers, freelancers, interns and users also have a responsibility for the day-to-day implementation and enforcement of this policy within any areas where they are working. The Director will provide an effective organisation and detailed arrangements in support.

Duties

Cartwheel Arts has a duty to:

- Provide suitable and enough workplace risk assessments and review.
- Provide and maintain systems of work which are safe and free from risks to health.
- Provide suitable arrangements for the safe use, handling, storage and disposal of articles and substances for use at work.
- Provide suitable information, instruction, training and supervision to enable employees, volunteers, freelancers, interns and users to understand the hazards and risks associated with their activities, precautions to be taken and measures to take in the event of an emergency.
- Ensure a safe and healthy working environment along with suitable welfare provisions, safe means of access and exit
- Provide appropriate safety devices, controls, protective guarding and personal protective equipment encouraging, instructing and training employees, volunteers, freelancers, interns and users in its safe use.

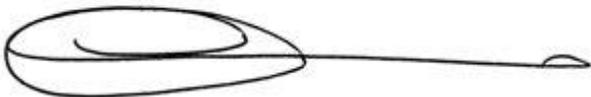
- Provide adequate fire and first aid facilities supported by competent staff to assist.
- Investigate and report on accidents, dangerous occurrences and workplace ill health, implementing measures to prevent their re-occurrence.
- Provide adequate means for employee and volunteer consultation, co-operation and co-ordination on all aspects of health and safety.
- Provide formal procedures to cover imminent danger, disaster, emergency workplace evacuation.

All employees, volunteers and users have a duty to:

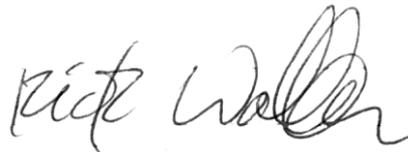
- Look after their own health and safety and that of their colleagues.
- Use and not misuse or abuse any equipment or provision provided in the interest of health and safety, reporting any concerns to the senior person present or to a Trustee
- Ensure that you are not involved in any wilful, unsafe acts, horseplay or reckless behaviour.
- Assist and co-operate fully with Cartwheel Arts for us to comply with our duties and maintain a constant and continuing interest in health and safety matters.

More detailed statements covering specific areas supplement the above responsibilities.

Signed,

A handwritten signature in black ink, consisting of a large, stylized loop followed by a long horizontal line that tapers to a point.

Alyson Malach
Chair of Trustees

A handwritten signature in black ink, written in a cursive style that reads "Rick Walker".

Rick Walker
Director