

## 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, committee members, volunteers, freelancers, interns, contractors, visitors, participants, the general public and any others who may be affected by our operations.

Cartwheel Arts will comply with the following legislation and to provide and maintain a healthy and safe working environment:

- Health and Safety at Work Act 1974 and subsequent legislation
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992 (updated 2002).
- Personal Protective Equipment at Work Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95)
- Control of Substances Hazardous to Health Regulations 1989 (COSHH)
- Workplace (Health, Safety & Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1992

## Terminology

- Display Screen Equipment (DSE) - devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices
- 'Those who work with us' - employees, committee members, volunteers, freelancers, interns, contractors, visitors, participants, the general public and any others who may be affected by our operations.
- 'Senior staff member' – a line manager, coordinator, supervisor, director or trustee

## Aim

We aim to minimise the number of instances of occupational accidents and illnesses and to maintain an accident-free workplace.

The Director and senior staff of Cartwheel will do all within their powers to ensure the health and safety of those who work with us, however health and safety at work is the responsibility of each individual associated with the company.

## Responsibilities

The Director has the ultimate responsibility for ensuring the health and safety of those who work with us. It is their responsibility to implement, monitor and regularly review this policy, bringing this and any changes to the attention of all those who work with us. In the absence of the Director, or in the event of any concerns being raised about the implementation of this policy, responsibility lies with the Chair of Trustees.

# Health & Safety Policy



## Responsibilities continued

In addition, all those who work with us 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.

## Cartwheel Arts has a duty to:

### Risk Assessments:

- Provide suitable and enough workplace risk assessments and review

### Systems of work:

- Provide and maintain systems of work which have safety measures implemented and monitored regularly in consultation with those working within said system of work.
- Provide suitable arrangements for the safe use, handling, storage and disposal of articles and substances for use at work.
- Ensure a safe and healthy working environment along with suitable welfare provisions, safe means of access and exit.
- Ensure all work equipment will be maintained in good working order and repair.
- Ensure the use of any work equipment which could pose a risk to the wellbeing of persons in or around the workplace will be restricted to authorised persons.
- 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.
- Effectively and regularly communicate and co-operate with all those who work with us to ensure an effective health and safety programme.
- Be familiar with [Guidance for Assisting Individuals with Disabilities in an Emergency](#)
- Provide eye tests if a DSE user requests one and basic frames if they are required specifically for DSE work following a test.
- Ensure all work equipment is clearly marked with health and safety warnings where appropriate.

### Training:

- Provide suitable information, instruction, training and supervision to enable those who work with us to understand the hazards and risks associated with their activities, precautions to be taken and measures to take in the event of an emergency. Including modules on disability awareness, reasonable adjustments, and emergency procedures for individuals with disabilities.

## Health & Safety Policy

- Provide appropriate safety devices, controls, protective guarding and personal protective equipment in good working order as well as instructing and training all those who work with us in its safe use.

### **All those who work with us have a duty to:**

- 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.
- Support in identifying any foreseeable risks to health and safety in the spaces we work and report them to a senior staff member.
- Avoid hazardous manual lifting.
- Ensure they feel confident in the health and safety procedures for the space they are working in including how to access first aid support and emergency evacuation procedures.
- Look after their own health and safety and that of the people around them.
- Use any equipment (including personal protective equipment) or provision provided as instructed and in the interest of health and safety, reporting any concerns or requests for instruction to the senior staff member present.
- Report to a senior staff member
- Ensure that you are not involved in any wilful, unsafe acts, horseplay or reckless behaviour.
- Effectively and regularly communicate and co-operate with Cartwheel Arts to ensure an effective health and safety programme.
- Report to a senior staff member:
  - any situation which may pose a threat to the wellbeing of any other person
  - if unsure how to perform a certain task or feels it would be dangerous to perform a specific job
  - any accidents involving the individual themselves or others present as the earliest possible point within a maximum of 5 days

### **Reporting**

Concerns about health and safety may be raised at any time to any senior staff member and/or the Director. 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. In the absence of the Director or a senior Cartwheel employee, reports can be made directly to a Trustee via [alyson@cartwheelarts.org.uk](mailto:alyson@cartwheelarts.org.uk).

All injuries, however small, must be reported within 5 days of it happening and recorded through the accident reporting procedures.

Accident reports are kept securely at the Cartwheel Arts office.

## Health & Safety Policy

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 HR Committee who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

### **Reasonable Adjustments for People with Disabilities**

Cartwheel arts are committed to making reasonable adjustments to accommodate individuals with disabilities. We will:

- On induction and through regular supervision identify with those who work with us any accessibility barriers with the workplace and during activities.
- Address any barriers identifies through personalised plans.
- To request reasonable adjustments, those who work with us can speak to any senior person at any time, in a way that suits the individual.
- If needed, please follow our [Complaints Procedure](#).

### **Personal Emergency Evacuation Plans (PEEPs)**

PEEPs are developed in consultation with individuals, considering their specific needs and circumstances.

- On induction a senior person will support you to complete a PEEP questionnaire (appendix 1) to identify any support needs and where needed complete a plan to address any barriers to safe evacuation.
- This plan will then be communicated with all staff members in consultation with the individual the PEEP relates to, ensuring all staff to aware and equipped to implement the plan in an emergency.
- Where additional training is required to implement a PEEP it will be provided as mandatory training for all staff members.

### **Working with children and young people**

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 senior staff member on the project and all those related to project delivery prior to a specific project to:

- Be aware of the ratio of staff to children required for working with the age group in

## Health & Safety Policy

question.

- Be aware that it is best practice that children under 8 years are accompanied by an adult, however for many of the communities that we work in, this isn't a regular occurrence so should be factored into the risk assessment.
- When 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
- Avoid bad language and physical contact
- Closely supervise use of materials e.g. paint and glue, and put materials away when not in use
- Always be in sight of another team member, when possible, to ensure you are not left alone with a child at any time. Where this is not possible inform another team member of the situation as soon as possible.
- Be aware of and consider young people with a disability, communication strategies needed and any risks (including accessibility and inclusion concerns) which should be outlined in project risk assessments.

### Reviews

This policy will be reviewed every 3 years in line with current legislation and best practice or early if any changes in the scale and nature of Cartwheel's operations occur, whenever there have been significant changes to our premises or artistic programme or when new legislation is enacted.

Risk Assessments are reviewed regularly:

- Office risk assessment (annually and after any reported accident)
- Project risk assessment (before each project and after any reported accident)

All Cartwheel employees will receive First Aid at Work training and Health & Safety training every 3 years. This is tracked, monitored and implemented by the Operations and Development Manager.

The Operations and Development Manager is responsible for the 6-monthly maintenance of all first aid kits.

All electrical equipment is PAT tested annually.

### Fire Safety

## Health & Safety Policy



Cartwheel has a Fire Policy setting out fire prevention measures, means of escape etc. The policy is available from the Development Manager and evacuation signs and information can be found on the notice board in the front entrance of Cartwheel Arts

Signed,

A handwritten signature in black ink, consisting of a large, loopy initial 'A' followed by a long, thin horizontal stroke.

Alyson Malach  
Chair of Trustees  
24<sup>th</sup> April 2024

A handwritten signature in black ink, written in a cursive style that reads 'Hebe Reilly'.

Hebe Reilly  
Director  
24<sup>th</sup> April 2024

## Appendix 1

# EMERGENCY EGRESS QUESTIONNAIRE

### Why you should fill in the form?

As your employer, (organisation name) \_\_\_\_\_ has a legal responsibility to protect you from fire risks and ensure your health and safety at work. To do this properly we need to know:

- a) if you require information about our emergency egress procedures;
- b) if you need assistance during an emergency.

It shouldn't take you more than a few minutes to complete the form.

### What will happen when you have completed the form?

We will be able to provide you with information you need about the emergency egress procedures in the building(s) in which you work.

If you need assistance, we will be able to work out a "Personal Emergency Egress Plan" for you. To do this, we will discuss the best ways of getting you out quickly and comfortably. We will involve you, your manager and the person(s) in charge of the building(s) in which you work. **But don't worry - we do not see you as the problem – you are not a safety risk. The problem belongs to us and the building in which you work.**

NAME :-

JOB TITLE:-

DEPARTMENT :-

BRIEF DESCRIPTION OF DUTIES:-

## LOCATION

1. Where are you based for most of the time? Please name: the building, the floor and the room number

Building:-  Floor:-  Room:-

2. Will your job take you to more than 1 location in the building in which you are based?

YES  NO

3. Will your job take you to different buildings?

YES  NO

## AWARENESS OF EMERGENCY EGRESS PROCEDURES

4. Are you aware of the emergency egress procedures that operate in the building(s) in which you work?

YES  NO

5. Do you require written emergency egress procedures?

YES  NO

- 5a. Do you require written emergency egress procedures to be supported by ISL interpretation?

YES  NO



5b. Do you require emergency egress procedures to be in Braille?

YES

NO

5c. Do you require emergency egress procedures to be on tape?

YES

NO

5d. Do you require emergency egress procedures to be in large print?

YES

NO

6. Are the signs which mark the emergency exits and the routes to the exits clear enough?

Yes

No

## EMERGENCY ALARMS

7. Can you hear the fire alarm(s) provided in your place(s) of work?

Yes

No

Don't know

8. Could you raise the alarm if you discovered a fire?

Yes

No

Don't know

## ASSISTANCE

9. Do you need assistance to get out of your place of work in an emergency?

# Health & Safety Policy



Yes  No  Don't know

If NO, please go to question 13

**10.** Is anyone designated to assist you to get out in an emergency?

Yes  No  Don't know

If NO, please go to question 12. IF YES, give name(s) and location(s)

---

**11.** Is the arrangement with your assistant(s) formal (that is, is the arrangement written into their job description)

Yes  No  Don't know

**11a.** Are you always in easy contact with those designated to help you?

Yes  No  Don't know

**12.** In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you are located?

Yes  No  Don't know

## GETTING OUT

## Health & Safety Policy

13. Can you move quickly in the event of a fire?

Yes  No  Don't know

14. Do you find stairs difficult to use?

Yes  No  Don't know

15. Are you a wheelchair user?

Yes  No  Don't know

Thank you for completing this questionnaire. The information you have given us will help us to meet any needs for information or assistance you may have.

**Remember, we do not see you as the problem – you are not a safety risk. The problem belongs to us and the building in which you work.**

**Please return completed form to :-**

**PERSONAL EMERGENCY EGRESS PLAN**

**NAME:-**

**DATE:-**

**POSITION :-**

**DESIGNATED ASSISTANCE:**

**ASSISTANCE METHODS/TECHNIQUES:**

**EQUIPMENT PROVIDED:**

## Health & Safety Policy



**EMERGENCY EVACUATION PROCEDURE(S):** (a step-by-step guide, from alarm to safety, of the evacuation procedures from different floors and buildings)

**EVACUATION ROUTE(S):** (preferably with diagrams)