

The Top Banana Project CIC

HEALTH AND SAFETY POLICY

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Responsibilities of The Top Banana Project CIC

- 1 The Directors are responsible for ensuring this policy is put into practice.
- 2 All company members, artists, practitioners, assistants and volunteers have to:
 - Co-operate with the Directors on health and safety matters;
 - Not interfere with anything provided to safeguard their health and safety
 - Take reasonable care of their own health and safety; and
 - Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and Safety risks arising from our activities

- Risk assessments for the different activities, projects and performance related work by the company will be undertaken by the Directors.
- The findings of the risk assessments will be reported to the Directors, and made known to artists, practitioners, workshop leaders, assistants and volunteers.
- Action required to remove/ control risks will be approved by the Directors
- The Directors will be responsible for ensuring the action required is implemented by artists, practitioners, workshop leaders, Assistants and volunteers.
- The Directors will check that the implemented actions have removed/ reduced the risks.
- Assessments will be reviewed every 4 months – or when the work activity changes, whichever is soonest.

Workshops and Activities

Company members, artists, practitioners, workshop leaders, assistants and volunteers undertaking activities on behalf of the company will be responsible for

- Ensuring they are familiar with any the findings of any risk assessments undertaken by the Directors
- Implementing the recommendations of the assessment to minimize risk to themselves, participants and members of the public
- Ensuring they are familiar with fire and evacuation procedures at Portsmouth Guildhall and other venues and events where activities take place.
- Informing participants of “ground rules” when engaging in activities to ensure their own safety and that of others and ensuring these are implemented.
- Instruct participants in proper and safe use of circus equipment.

Consultation with employees

All company members, Artists, practitioners, workshop leaders, assistants and volunteers can discuss health and safety issues with the Directors. Alternatively they may wish to consult each other and report back to the Directors.

Safe Equipment

- The Directors and company members will be responsible for identifying all equipment needing maintenance.
- The Directors will be responsible for ensuring effective maintenance procedures are drawn up.
- The Directors will be responsible for ensuring that all identified maintenance is implemented.
- Artists, practitioners, workshop leaders, assistants and volunteers will be responsible for reporting any problems found with equipment to the Directors.

Information, Instruction and supervision

- Health and Safety advice is available from the Directors and company members
- Health and Safety induction of new members will be arranged and monitored by the Directors and company members .
- The Directors and company members are responsible for ensuring that working at out of premises locations are given relevant health and safety information.

Competency for tasks and training

- Health and Safety induction training will be provided for all employees by the Directors and company members.
- Job specific health and safety training will be arranged by the Directors.
- Health and Safety Training records will be kept by the Directors.
- Health and Safety Training will be identified, arranged and monitored by the Directors.

Accidents, First Aid and Work related Ill Health

- A First Aid Box will be brought to all activities and workshops run by the company.
- The appointed first aiders are Claire Rutter, Siobhan Dolan.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The accident book is kept with the first aid box.
- The Directors and company members are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

- To check Top Banana working conditions, and ensure our safe working practices are being followed, we will monitor conditions regularly.
- The Directors are responsible for investigating accidents.
- The Directors are responsible for investigating work-related causes of sickness absences.
- The Directors are responsible for acting on investigation findings to prevent a recurrence.

Emergency Procedures - Fire and Evacuation

Top Banana will abide the Fire and Evacuation procedures of Portsmouth Guildhall, or those of external venues and events when working in other premises.

Electrical Safety

All portable electrical appliances are checked annually by qualified electrical contractors in accordance with the Electricity at Work Regulations 1989.

The Top Banana Project CIC 04/06/2015