

1. Purpose & Scope

To detail the Health & Safety policy of Prime Acrobatics.

Applies to all staff, volunteers, contractors and workers and other people affected by the work we undertake.

2. Policy Statement

Prime Acrobatics takes the safety and welfare of our staff and anyone engaged by, or working with, Prime, very seriously.

Our Health & Safety Policy plays an important role in setting and making clear the standards of health and safety that we apply in our business.

It is important that you read and ensure you understand the content of this policy. If you have any questions about it, please direct them in the first instance to your Line Manager or a Director.

This policy is not part of any employment or any other contract. Prime may amend this policy from time to time in line with the needs and practices of our business.

Prime Acrobatics promotes fun, learning and exercise by delivering gymnastics, circus and acrobatics skills to children and adults at their centres.

We are a not-for-profit organisation, led by a company director, team of managers and employing coaches and office staff.

Our policy is to

- understand the health and safety risks arising from our work activities
- ensure adequate control of those health and safety risks
- consult with our employees on matters affecting their health and safety
- provide and maintain safe equipment
- ensure safe handling and use of substances
- provide the necessary information, instruction and supervision for employees
- ensure all employees are competent to do their tasks, and to give them adequate training
- prevent accidents and cases of work-related ill-health
- maintain safe and healthy working conditions
- review and revise this policy as necessary at regular intervals

All those covered by our policy must:

- a) co-operate with our relevant managers and director on health and safety matters
- b) not interfere with or misuse anything provided to safeguard their health and safety
- c) take reasonable care of their own health and safety and that of others, and
- d) report all health and safety concerns to an appropriate person, as detailed below

3. Key Responsibilities

Director Chris Bowler has ultimate responsibility for Health & Safety.

Robert McEnaney, Carina Brown and Jo Murray have been delegated the responsibility for ensuring that our policy is implemented.

See following chart for specifics

Responsible for	Name of responsible person
Competent Person for Health & Safety advice	Chris Bowler
Director with responsibility for employees	Chris Bowler
Risk Assessments	Carina Brown, Chris Bowler and Jo Murray
FIRST AID equipment and first aid help; accidents, incidents and near misses; accident investigations, injuries logbook entries and RIDDOR reporting	Chris Bowler assisted by Robert McEnaney and Carina Brown
FIRE SAFETY: Fire alarm testing; Fire marshal duties incl fire exit assistance to less able colleagues and users; Checking the condition and fitness for operation of fire equipment; Checking fire exit routes and doors;	Carina Brown and Robert McEnaney
Equipment maintenance	Chris Bowler, Alan Bowler and Carina Brown
General premises maintenance	Alan Bowler
Health & Safety training	Chris Bowler assisted by Robert McEnaney and Carina Brown
Induction training for new employees	Chris Bowler assisted by Robert McEnaney and Jo Murray
Job-specific training	Robert McEnaney, senior coaches and Jo Murray
Training records	Jo Murray and Matte Hart

Date	Summary of changes	Signed
May 2023	Removal of Heather Farm as a singular site and replaced with venues. Update to directors.	C.Brown