**RIBBLE VALLEY ACROBATIC ACADEMY**

**Health & Safety Policy**

1. **Introduction**
   1. It is the policy of Ribble Valley Acrobatic Academy (“RVAA”) to take all reasonable steps to ensure the health, safety and welfare of its employees and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement such a policy. RVAA will also ensure that all relevant statutory duties and obligations are satisfied, including those duties set out in the Health and Safety at Work etc. Act 1974. RVAA will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses and ultimately achieving an accident-free workplace.
   2. All employees will be provided with such equipment, information, instructions, training and supervision as is necessary to implement the policy and achieve the stated objective.
   3. RVAA also recognises its duty to protect the health and safety of all visitors to RVAA, including contractors and temporary workers, as well as any members of the public who might be affected by RVAA’s work operations. RVAA will take appropriate action following assessment of risk.
   4. While RVAA will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of employees and contractors. It is the duty of each employee and contractor to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of themselves or of any other person. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is the employee's duty to report this to their line manager. An effective health and safety programme requires continuous communication between workers at all levels.
   5. If any contractors or self-employed workers do not have a Health and Safety Policy then they are required to follow this Policy when on RVAA’s premises or when carrying out duties for RVAA. If contractors or self-employed workers possess their own Health and Safety Policy, they should provide a copy to the Director of RVAA and it must as a minimum contain safety standards equal to this Policy.
   6. All injuries, however small or slight, sustained by a person at work must be reported to their line manager. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive. An Accident Book is located at [LOCATION?].
   7. The specific arrangements for the implementation of the policy are detailed below.

1. **Organisation**
   1. The Director has overall responsibility for health and safety in RVAA.
2. **Health and safety consultation** 
   1. RVAA sees communication between workers at all levels as an essential part of effective health and safety management. Consultation will be facilitated as often as is deemed necessary.
3. **Communication and co-operation**
   1. RVAA will endeavour to communicate to employees its commitment to safety and to ensure that employees are familiar with the contents of this policy. If RVAA is to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential. All employees are expected to co-operate with line managers and to accept their duties under this policy. Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and of all other people affected by the operations of RVAA. Disciplinary action under RVAA’s disciplinary procedure may be taken against any employee who violates safety rules and procedures or who fails to perform duties under this policy.
4. **Training**
   1. Safety training is an indispensable part of an effective health and safety programme. It is essential that every employee is trained to perform his or her job effectively and safely. All employees will be trained in any relevant safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment (“PPE”) appropriate to the task concerned and the formulation of emergency contingency plans. Training sessions will be held as often as is deemed necessary and will provide an opportunity for employees to express any fears or concerns they might have.

**6**. **Inspections**

* 1. RVAA believes that regular inspections of the workplace are an important instrument in ensuring that it demonstrates compliance with the law. In addition, inspections will be conducted in relevant areas whenever there are significant changes in the nature and/or scale of RVAA’s operations. Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

**7**. **Work equipment**

7.1 RVAA will take all reasonable steps to ensure the safety of all employees using any work equipment provided by RVAA, as well as to ensure the safety of others who may be affected by the equipment. RVAA will seek to liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner and will seek to inform and train employees to use the equipment in a safe and efficient manner. Should employees have any problems relating to the operation of equipment, or the safety of that equipment, they should immediately

inform their line manager so that steps can be taken to address the situation promptly.

7.2 All work equipment procured, hired or used by RVAA will comply with

statutory requirements and is to be maintained in good working order and repair. RVAA will endeavour to ensure, in liaison with equipment suppliers and manufacturers, that all equipment used in the workplace is safe and suitable for the purpose for which it is used. No equipment should be used without the manufacturer’s recommendations being followed

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* 1. Persons using equipment must not wear clothing, jewellery or long hair in such

a way as might pose a risk to their own or anyone else’s safety.

* 1. 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. 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. Equipment should only be used by personnel properly trained and authorised. Disciplinary action under RVAA’s disciplinary procedure may result from improper or unauthorised use of work equipment.

1. **Personal protective equipment**

8.1 RVAA recognises the duties and obligations established bylegislation. RVAA will provide PPE where risk assessment identifies the requirement for worker protection where the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken to secure the health and safety of employees who work with PPE. 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 PPE. All personnel required to use PPE will be provided with adequate information and training to enable a fuller understanding of the issues associated with its use. Employees must use all PPE provided to them in accordance with the training and instruction given to them regarding its use. Employees who have been provided with PPE must immediately report any loss of or obvious defect in any equipment to their line manager.

* 1. RVAA will:

1. Carry out an assessment of proposed PPE to determine whether it is suitable
2. Take appropriate action following assessment of risk
3. Ensure that where two or more items of PPE are used together, these are compatible and are as effective used together as they are separately
4. Provide accommodation for correct storage of PPE
5. Arrange for the maintenance, cleaning and repair of PPE (this includes training individuals to undertake before use and after use checks)
6. Train staff in the safe use of PPE
7. Replace any PPE as necessary and at no cost to the employee
8. Provide adequate information to every employee in respect of any risks which may exist
9. Re-assess as necessary substances used or work processes or equipment change.
10. **Housekeeping**
    1. Work areas must be kept clean and tidy
    2. Any spillage must be cleaned up immediately
    3. Waste materials and rubbish must be placed in the receptacles provided and removed routinely
    4. All combustible waste materials must be discarded in sealed metal containers
    5. All materials must be properly and safely used and when not in use properly and safely secured.
11. **Access and egress**
    1. Walkways and passageways must be kept clear from obstructions at all times
    2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and/or covered with non-slip material. Any liquid spilt on the floor should be wiped up immediately
    3. Trailing cables are a trip hazard and should not be left in any passageway
    4. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard
    5. Where a passageway is being used by any vehicles or other moving machinery, an alternative route should be used by pedestrians wherever possible. If no alternative route is possible, the area should be clearly marked with warning signs.
12. **Manual handling operations**
    1. RVAA’s objective is to minimise any risk to employees of accident or injury resulting from manual handling operations. RVAA will endeavour to avoid the need for manual handling activities, so far as is reasonably practicable. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the workplace and the capability of the individual concerned. RVAA will then introduce controls to reduce the risk of accident or injury to the lowest extent reasonably practicable.
    2. Assessments will be reviewed when there is a significant change in:
13. The activity or process
14. The working environment
15. The numbers or abilities of personnel
16. The nature of the loads to be handled.
17. Re-assessment may also be required where accident/absence statistics show that the original control measures were not sufficiently effective.
18. **Display screen equipment**
    1. Employees may be required to routinely use Display Screen Equipment

(“DSE”) as part of their daily work. All reasonable steps will be taken by RVAA to secure the health and safety of employees who work with DSE. RVAA will conduct health and safety assessments of workstations staffed by employees who use DSE as part of their usual work and will ensure that all workstations comply with statutory requirements, thus reducing risks to DSE users to the lowest extent reasonably practicable.

* 1. DSE users will be allowed periodic breaks in their work. Breaks in work may

take the form of other work activities. Regular DSE users are entitled to request eye tests to ensure their visual acuity is compatible with the requirements of DSE work. If the examination reveals the need for corrective lenses, then the cost of providing basic lenses and frames, for display screen activity only, will be the responsibility of RVAA.

* 1. DSE users will be given appropriate and adequate training on the health

and safety aspects of this type of work and will be given further training if necessary if the workstation is substantially modified.

1. **Control of substances hazardous to health**
   1. Within the working environment, substances may be used that could potentially be injurious to health if not properly stored, handled or used correctly. RVAA is required by law to assess the risks from the use of substances at work. A risk assessment will be conducted of any work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and RVAA’s own knowledge of the work process and utilising relevant information and guidance made available by the HSE. RVAA will ensure that any exposure of workers to hazardous substances is minimised and adequately controlled. All employees who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work. Assessments will be reviewed periodically if there is a substantial modification to the work process.
2. **Employees at special risk**
   1. RVAA recognises that some workers may from time to time be at

increased risk of injury or ill-health resulting from work activities. RVAA therefore requires that all employees advise their line manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy. Where personnel at special risk are identified, a further assessment of risk in addition to the general risk assessment will be undertaken.

1. **Fire safety precautions**
   1. Fire is a significant risk within any workplace. All employees are under a duty

to report immediately any fire, smoke or potential fire hazards to the fire service. A designated person is responsible for ensuring the maintenance and testing of fire alarms, fire-fighting, prevention and detection equipment is up to date.

All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials. Employees must use electric fires and other heaters with caution and keep flammable materials away from sources of heat. Employees must report any faulty electric cable or loose connection immediately to their line manager. All electrical equipment which does not require continuous operation should be switched off when not in use and plugs removed from socket outlets. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves, and should not use dual or other socket outlets unless these have been properly authorised by RVAA.

* 1. If a smoke detector sounds, it is the responsibility of any employee present to

activate the alarm and evacuate the building. Fire extinguishers are also

located at strategic points. Employees are expected to tackle a fire

themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the alarm and evacuate the building immediately.

* 1. Fire doors are designed to close automatically after opening and must never

be blocked, jammed or tied open. Fire exits are located at strategic points.

Exit doors are indicated and corridors must never be locked, blocked or used

as storage space. If you are in premises with lifts, a lift should not be used in

the case of an emergency evacuation. Employees should ensure that they are

familiar with the position of the nearest fire-fighting equipment, alarms and

emergency exits.

* 1. In the event of the fire alarm being activated, or in any other emergency

situation, all employees must leave the building by the nearest available exit

in an orderly fashion and assemble at the designated assembly point. Practice

fire drills will be conducted on a regular basisto ensure employee familiarity

with emergency evacuation procedures.

1. **Smoking**
   1. Smoking is prohibited in all areas of the workplace at all times.
2. **Reporting of accidents, diseases and dangerous occurrences**
   1. Legislation requires that certain prescribed events, injuries and diseases be formally reported. Notwithstanding our legal obligations, RVAA views accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury, a report will be drawn up by the line manager detailing:

(a) The circumstances of the accident including photographs and diagrams wherever possible

1. The nature and severity of the injury sustained

(c) The identity of any eye witnesses

(d) The time, date and location of the incident.

(e) Eyewitness accounts will be collected as near to the time of the

accident as is reasonably practicable. The completed report will be submitted to the Director who will ensure that there is an attempt to discover why the accident occurred and if any action should be taken to avoid a recurrence.

(f) Line managers are responsible for reporting all cases of accident and

disease to the Director, who is responsible for reporting

relevant cases to the relevant enforcing authority.

1. **First aid**
   1. A First Aid station is located at [LOCATION?]. It is clearly marked and

is easily accessible during all working hours. One designated person is responsible for proper use and maintenance of the first aid station. A list of emergency telephone numbers is posted next to the first aid station. In an emergency, if speed is considered essential, an ambulance should be called.

1. **Safety rules**
   1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy
   2. All employees must immediately report any unsafe practices or conditions to their line manager
   3. Horseplay, practical joking, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden
   4. Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of that person or any other person
   5. Employees must not adjust, move or otherwise tamper with any equipment or machinery in a manner not within the scope of their duties, unless instructed to do so by their line manager. Any machinery is only to be used by qualified and authorised personnel. It is the responsibility of the line manager to determine who is authorised to use specific equipment.
   6. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard
   7. No employee should undertake a job which appears to be unsafe
   8. No employee should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task
   9. All injuries must be reported to the line manager
   10. It is the responsibility of all employees to ensure that any equipment they use is in a good and safe condition. Any equipment which is defective must be reported to the line manager. Employees should take care to ensure that, if relevant, all safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their line manager.
   11. Work shall be well-planned and adequately supervised to avoid injuries in the handling of heavy materials and while using equipment
   12. No employees should use chemicals without the knowledge required to work with those chemicals safely

19.13. PPE must be properly used/worn wherever appropriate or directed

19.14 All equipment must be properly and safely stored when not in use