

This is the statement of general policy and arrangements for:		<b>Sweet Circus CIC</b>
<b>Kerry Wells</b>		<b>has overall and final responsibility for health and safety</b>
<b>Miz Wells</b>		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace	Kerry Wells	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Miz Wells	Staff and subcontractors given necessary health and safety induction and provided with appropriate training where not covered by their own instructor training and qualifications.
Engage and consult with employees on day-to-day health and safety conditions	Miz Wells	Staff routinely consulted on health and safety matters as they arise.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	Miz Wells	Evacuation plans dynamically assessed within the different venues and shared with staff and participants as required / as they change.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Miz Wells	Weekly checks and 6 monthly inspections of equipment carried out and recorded. Relevant provisions such as access to water & toilet facilities vary in different venues, each are checked and instructions provided where required.

Signed: * (Employer)		Date:	16.12.19
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You should review your policy if you think it might no longer be valid, eg if circumstances change.  
If you have fewer than five employees, you don't have to write down your policy.

First-aid box is located:	In Car / Van / Onsite
Accident book is located:	Blanks available in 1st aid kits and class folder, once completed stored in confidential drawer