

Health and Safety Policy Statement

This is the Health and Safety Policy Statement of

Bigtopmania 

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision

for employees, sub-contracted services, volunteers or self-employed persons;

- to ensure all employees are competent to do their tasks and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed

Pete Wintercrane

Date Review 2 March 2015, original 1997

Responsibilities

1 | Pete Wintercrane, As the employer has overall responsibility for health and safety.

2 | At times, responsibility for day-to-day tasks is delegated to Lucas Wintercrane.

3 | Responsibility for specific tasks is delegated at times to individuals in your organisation, by workplace area or by topic or by sub-contracted services supplied.

Responsibilities are clearly set so that if there are any health and safety concerns, they can be reported to the right person

4 | Employees and sub-contracted service suppliers have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with Bigtopmania to help comply with the law.

1 | Overall and final responsibility for health and safety is that of Pete Wintercrane

2 | Day-to-day responsibilities for ensuring this policy is put into practice is delegated to Pete or Lucas Wintercrane

3 | To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas

Name Anne Wintercrane Responsibility Child Protection Policy

4 | All employees have to:

- co-operate with supervisors and managers 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 work activities

- Risk assessments will be undertaken by Pete Wintercrane
- The findings of the risk assessments will be reported to Pete Wintercrane
- Action required to remove/control risks will be approved by Pete Wintercrane
- Pete Wintercrane will be responsible for ensuring the action required is implemented.
- Pete Wintercrane will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

Consultation with employees

- Employee representative(s) are dependent on each self employed, sub-contracted team.
- Consultation with employees is provided by Pete Wintercrane

In past experience, the most frequent Union mentioned is Equity, Union for Actors and Actresses and Variety artists. Equity has regional and national representatives.

Safe plant and equipment

- Pete Wintercrane will be responsible for identifying all equipment/plant needing maintenance.
- Pete Wintercrane will be responsible for ensuring effective maintenance procedures are drawn up.
- Pete Wintercrane will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to Pete Wintercrane
- Pete Wintercrane will check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

- Pete Wintercrane will be responsible for identifying all substances which need a COSHH assessment.
- Pete Wintercrane will be responsible for undertaking COSHH assessments.
- Pete Wintercrane will be responsible for ensuring that all actions identified in the assessments are implemented.
- Pete Wintercrane will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- Pete Wintercrane will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

In practice the most common dangerous substances we come into contact with are paraffin for fire-effects, petrol for generators and gas for cookers

Information, instruction and supervision

- The Health and Safety Law poster is displayed at place of work/ leaflets are issued by Pete Wintercrane
- Health and safety advice is available from Pete Wintercrane
- Supervision of young workers/trainees will be arranged/undertaken/monitored by Pete Wintercrane
- Pete Wintercrane is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

Competency for tasks and training

- Induction training will be provided for all employees by Pete Wintercrane
- Job specific training will be provided by Pete Wintercrane
- Specific jobs requiring special training are marquee and tent erection, working with children, circus skills training, manual handling and play area set up.
- Training records are kept at business home by Pete Wintercrane
- Training will be identified, arranged and monitored by Pete Wintercrane

Pre-event inductions are made to teams in general meetings and in site specific locations, pre work commencing and in ongoing situations.

Accidents, first aid and work-related ill health

- Health surveillance is required for employees doing the following jobs n/a
- Health surveillance will be arranged by n/a
- Health surveillance records will be kept by n/a
- The first aid box(es) is/are kept in works van
- The appointed person(s)/first aider(s) is/are Pete and Anne Wintercrane
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in works van
- Pete Wintercrane is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we will engage in active and continuous safety management procedures.
- Pete Wintercrane is responsible for investigating accidents.
- Pete Wintercrane is responsible for investigating work-related causes of sickness absences.
- Pete Wintercrane is responsible for acting on investigation findings to prevent a recurrence.

As an example, before the public are admitted to play areas, circus areas, tents and marquees...safety spot checks are made in consultation with method statements followed by ongoing safety checks during the event.

Measuring the Performance of Health and Safety

It is the responsibility of the designated Safety Officer to ensure full effective implementation of Health and Safety Standards.

This is to be achieved by regular review, inspection, improvement, and via proper training and the provision of suitable protective equipment where necessary.

It is the duty of the safety officer to identify and assess the risks to the health and safety of all employees, sub-contractors, volunteers and the public.

It is further their responsibility to investigate all appropriate occurrences.

All employees should be able to actively contribute to health and safety and be aware of their own responsibilities and to be able to carry out their duties in a safe manner.

This policy will be reviewed annually and upon arising situations and experience.

BigTopMania will strive to improve standards, particularly in relation to current legislation and any future developments in Health and Safety or Working with Children and to amend this policy as necessary.