

# Health & Safety Policy

*Last updated: 20 January 2022*

*Approved by Board: (15 February 2022)*

## Introduction

The Circus Hub is committed to ensuring the health and safety of everyone at the Circus Hub. The Circus Hub takes a proactive approach in the management of the risks that are inherent to the practice of circus arts, and aims to be a leader in the New Zealand circus industry for safety and rigging practices.

## Purpose

The purpose of The Circus Hub Health and Safety Policy is to provide clarity around the principles underlying the management of the health and safety at the Circus Hub and set out the responsibilities of everyone involved.

This Health and Safety Policy is guided by the responsibilities outlined the Health and Safety at Work Act 2015.

## Scope and location

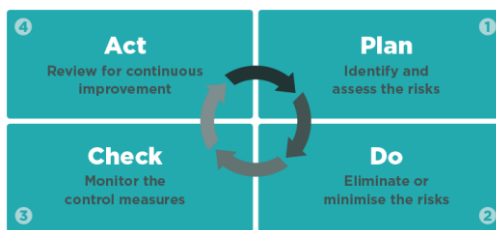
This Health and Safety Policy covers all activities of the Circus Hub. It has been written primarily for the activities held at the Circus Hub facility located at 11 Hutchison Road, Newtown, Wellington. External activities and events will fit within this overarching framework but may need to be adapted to fit their specific context, including their management structure and the roles of those involved.

## Review

This Health & Safety Policy will be reviewed annually by the Health and Safety Committee and the General Manager.

## Underlying Principles of the Health and Safety Policy

The Circus Hub uses the WorkSafe 4-step model to manage health and safety risks:



### 1) Plan

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Risks are identified and assessed based on their likelihood and severity. Once risks have been identified, mitigation measures are designed to eliminate these risks or minimise them if they can't be eliminated. The Circus Hub's policies, processes and procedures document the risks identified and the control measures that have been put in place to mitigate them, clarifies everyone's responsibilities, and establish clear communication and reporting procedures.

**2) Do**

Mitigation measures are put in place with everyone involved as described in the processes and procedures documents. In addition, appropriate training is provided to staff according to the timeframes established in the staff formation calendar to enable them to meet their health and safety obligations and appropriate records are maintained.

**3) Check**

Monitoring and reporting processes are implemented to enable staff, students, and visitors to report any incidents, hazards, near-misses that arise, or share any health and safety concerns they may have. Regular reporting to the Board is done through the Health and Safety committee to ensure clear communication at all levels of the organisation.

**4) Act**

The control measures are reviewed regularly in order to assess their effectiveness, to identify new potential risks and to improve the mitigation measures and processes in place. Policies and documents are reviewed regularly to remain current, practical, and continuously improve.

## Roles and Responsibilities

### Board of Trustees

**Role:**

The role of the Board of Trustees is to exercise due diligence to ensure that the Circus Hub complies with its Health and Safety duties and obligations under New Zealand law and to lead a positive culture around Health and Safety throughout the organisation.

**Responsibilities:**

- Take reasonable steps to ensure they have a comprehensive understanding of NZ health and safety legislation regarding governance responsibilities and due diligence obligations.
- Take reasonable steps to ensure they have a broad understanding of the nature of the Circus Hub's activities and associated risks and hazards.

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- Show a visible commitment to health and safety by signing off on the Circus Hub's health and safety policy, and by ensuring that health and safety factors are considered in all Board-level decisions.
- Monitor the health and safety management performance and hold management accountable for this.
- Receive, consider and respond in a timely manner to information regarding accidents and incidents, significant hazards and risks at the Circus Hub.

## Health & Safety Committee

### Role:

The Health & Safety Committee is comprised of members of the Board, and others with a vested interest (such as trainers, students, and parents). The role of the committee is to ensure that the Circus Hub manages health & safety at all levels effectively and complies with all regulations in place. It does so by reviewing, monitoring and making recommendations to the Board and the management on the policies and procedures in place.

### Responsibilities:

- Review all existing documentation related to the health and safety management at the Circus Hub. Make recommendations on how to fill potential gaps identified or improve the policies and procedures in place.
- Monitor the implantation of the health and safety processes to ensure they are followed by staff, fit-for-purpose and effective.
- Review incidents and accidents that occurred to ensure that the risk management in place and the procedure to manage incidents are appropriate and followed.
- Inform the Board regularly on matters relating to health and safety and make recommendation on resources to allocate for health and safety purposes.
- Ensure that the Circus Hub complies with all health and safety regulations.
- Make recommendations to the Board and the management about ways that the health and safety management can be improved.
- Be available to all staff and students for health and safety concerns.

## General Manager

### Role:

The General Manager (GM) is the Safety Officer at the Circus Hub. The GM leads and manages the implementation of all health and safety processes and procedures across all Circus Hub activities.

### Responsibilities

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- Promote a positive health and safety culture and environment that prioritises the safety of everyone.
- Have a comprehensive understanding of all Circus Hub activities and their associated risks and hazards.
- Take reasonable steps to have a comprehensive understanding of health and safety legislation regarding their responsibilities and obligations for due diligence and management.
- Ensure that all health and safety processes and procedures in place are compliant to legislation and up to date.
- Ensure that all management decisions align with the Circus Hub's health and safety commitment and policy and follow industry's best practice for acrobatic rigging and circus instruction.
- Ensure that all staff understand their responsibilities around health and safety, and provide them with the appropriate formation and support to feel confident and well-equipped to manage risks on the training floor and ensure students safety.
- Identify and manage existing and potential hazards and unsafe practices to lower their risk as much as reasonably practicable.
- Ensure adequate procedures, resources and training are in place to deal with emergencies.
- Manage appropriate reporting of all accidents and incidents and their investigation when needed.
- Monitor safety inspections of the Circus Hub's equipment and facilities.
- Ensure adequate documentation and recording of health and safety processes.
- Report on health and safety management to the Board of Trustees.

## Floor Safety Manager

### Role:

The Floor Safety Manager leads and supervises the implementation of the Circus Hub's health and safety procedures on the training floor while training takes place. The FSM leads the emergency response in case of incident or evacuation.

### Responsibilities:

- Lead the emergency response in case of serious incident or evacuation.
- Conduct the daily venue and equipment checks.
- Ensure that all trainers are aware of safety procedures for the venue for that day.
- Apply all Circus Hub risks management plans.
- Identify existing and potential hazards and unsafe practices and lower these as much as is reasonably practicable.
- Monitor safety practices in the venue and stop unsafe activities.
- Record and report unsafe practices, accidents, incidents and hazards to the General Manager.
- Hold current workplace first aid training certification.
- Perform or assist with aerial rescue when needed.

**Commented [GU1]:** Angharad: This sounds very broad - may be worth adding 'H&S risk management plans'?

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## All Circus Hub Staff

### Role:

All staff ensure their own safety and that of others by following the Circus Hub's health and safety procedures and requirements.

### Responsibilities:

- Work in a safe manner to ensure their own safety and the safety of participants and those around them.
- Lead a positive safety culture by following all rules and guidelines.
- Use protective equipment as required and when instructed to do so.
- Report all incidents, accidents, "near-miss" and hazards.
- Report to the General Manager any limitations that may impact on safety such as pre-existing injuries or illness and unfamiliarity with equipment or procedures.
- Cooperate with management with regard to safety instructions and procedures.
- Be familiar with the Circus Hub emergency procedures and follow these when required.
- Hold current first aid training certificate if their role requires it.

## Students, Practice Club members, participants in activities, Parents and Visitors.

### Role:

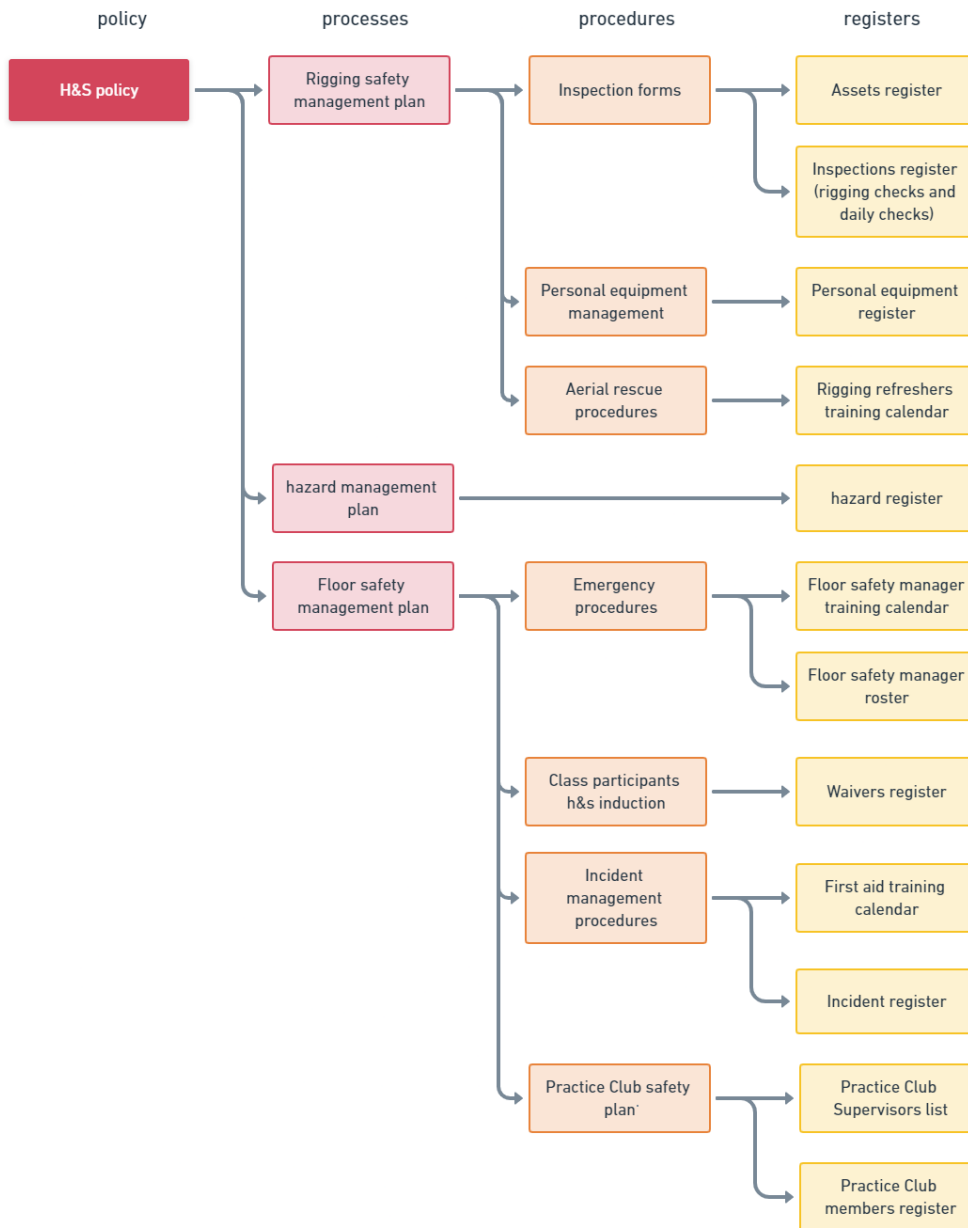
Participants in Circus Hub activities (including classes, workshops, events, and Practice Club) ensure their own safety and the safety of others by adhering to the Circus Hub's Code of Conduct and following health and safety protocols.

### Responsibilities:

- Respect the rules of the Circus Hub as set out in the participants' health and safety induction and the Code of Conduct.
- Participate in a safe manner in classes and activities to ensure their own safety and the safety of those around them.
- Respect the space and equipment of the Circus Hub and others and report to a staff member any broken equipment.
- Report injuries or conditions to staff that may affect their participation or sustained during training.
- Be familiar with the Circus Hub emergency procedures and follow these when required.

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## Health and Safety Management



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