



Risk Assessment and Management

1. How does Circus Factory's Management show commitment to providing a safe and healthy workplace?

- 1.1** Circus Factory has an OHS Policy stating that the management of the circus space will ensure that there is a safe and healthy workplace for employees and all others who may visit the centre.
- 1.2** All new and current health and safety information relevant to student welfare is made available to Staff members.
- 1.3** OHS is a regular topic discussed at Staff members and management meetings.
- 1.4** Circus Factory allows sufficient time and resources to fully address workplace safety risks.
- 1.5** OHS Management systems are reviewed annually to ensure is effectiveness.

2. Do Management and Staff members consult regularly about health and safety in the workplace?

- 2.1** All Staff members are supplied with sufficient knowledge of health and safety requirements to participate fully in health and safety arrangements.
- 2.2** All Staff members and regular visitors know how to report workplace health and safety concerns.
- 2.3** Health and Safety representatives, management and all Staff members meet regularly to discuss health and safety issues and management.
- 2.4** All records of health and safety risk assessments and meetings are kept in a safe place and are available to all Staff members.
- 2.5** Employees, volunteers and visitors with special requirements for language and literacy are making all the necessary arrangements to ensure that they are trained and can work in a safe and healthy matter.

3. Are there written Risk Management procedures?

- 3.1** Circus Factory has a system for regular and systematic identification of health and safety hazards in the circus space.
- 3.2** All risks that may arise from health and safety hazards are assessed and prioritized.
- 3.3** Risks are regularly reviewed and evaluated by Circus Factory and documented in a risk evaluation report.
- 3.4** New equipment purchased is evaluated and a risk assessment is carried out.
- 3.5** All Staff members have training in risk management.
- 3.6** Incidents are documented and copies kept on the premises in a safe and confidential environment.
- 3.7** All areas within the space are included in the risk management system.

4. Are there procedures to manage high priority risks?

- 4.1** Emergency procedures are in place for high priority risks such as fire/threat/chemical spills/ terrorism. An evacuation plan exists and is displayed.
- 4.2** Staff members regularly practice these procedures.
- 4.3** An activity specific first aid kit is available. The kit is regularly checked and maintained including stock levels and expiry dates.
- 4.4** Hazardous chemicals and substances are kept in a safe place according to legislation.

5. Do all Staff members have appropriate training?

- 5.1** All Staff members are appropriately trained in their skills.
- 5.2** All Staff members have received OHS training to enable them to participate effectively in maintaining health and safety in the workplace.
- 5.3** A comprehensive induction process is carried out by all new employees.
- 5.4** All Staff members have completed a "Working with Children" check.