

Cirk Hes Ltd Health and Safety Policy and Health and Safety Statement

Revision authorised: 18/11/2024 – 10/12/2025 By – Trustee & Secretary David Ellis

Key Information

Author: Naomi Lewis Charity Manager
Date agreed by /Board:
Version: 1.1
Date of next review: November 2026

Changes to Document

This policy will be reviewed and ratified at least annually and/or following any changes to **legislation and/or guidance**.

Contents:

This policy statement is in two sections:

A. Statement of intent

B. Responsibilities of H&S

Section A:

Policy Statement of Intent and based on Cirk Hes's obligations under the Health & Safety at Work etc. Act 1974 and states the responsibilities of named individuals along with relevant arrangements.

Section B:

Responsibilities for Health and Safety at Cirk Hes Ltd

A separate document: Arrangements for Health and Safety deals with the procedures for Accident, First Aid and Fire Safety that apply to the Cirk Hes Ltd premises including **Related** documents of Cirk Hes Ltd rigging policy, In Case of Emergency procedure, Blood born disease policy.

Section A: Statement of Intent

A1 Policy Aims

A1.1 This policy aims to:

- provide and maintain safe and healthy working conditions
- provide safe equipment and systems of work for all our paid staff, volunteers and centre users
- provide information, instruction, training and supervision to maintain safe equipment, systems of work and training
- be comprehensive, clear and implementable

A1.2 This policy aims to meet the obligations of:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.

A1.3 This policy forms part of the induction for all personnel, teachers, volunteers and Trustees. It is a requirement that they all have access to this policy

A1.4 This Policy should be read in conjunction with the following Policies and Procedures that can be found on the Cirk Hes Ltd website, within our Cloud storage, or in hard copy format in the Health and Safety Handbook in our unit F8 office, under the following numbered headings:

1. Risk Assessments for activities that Cirk Hes Ltd undertakes on its premises and elsewhere: publicly available at <https://www.cirkhes.co.uk/risk-assessments> there are also hard copies in the 'Risk Assessments' file in the unit F8 office for reference.
2. 'Principles of Safe Training' and our 'Code of Conduct' : publicly displayed and available at <https://www.cirkhes.co.uk/risk-assessments> both are also in the On Site and Off Site Personnel Handbooks. The on site version residing in the main space on the chest of drawers. The off site version resides in the office at F8 in between off site provisions when it is taken along with the off site Safeguarding and Health and Safety Handbooks.
3. Fire Safety and Emergency Policies and Procedures: publicly available at <https://www.cirkhes.co.uk/policyandprocedure> also available to review in our hardcopy 'Fire and Other Emergencies Handbook' situated in the office at unit F8.
4. The Cirk Hes Ltd Induction Pack; for induction all personnel, session leaders and volunteers. Received at the beginning of the induction process, to be read, assessed on, assessment passed at 80% and signed off by Inductee, Charity Manager, Safeguarding Lead (DSL), and Safety Officer. Without successful sign off Induction cannot be completed successfully. This item is not available publicly online, it is given directly to each inductee via email, or in hardcopy format upon request if preferred by the inductee.

5. Safeguarding Policy and procedure publicly available at <https://www.cirkhes.co.uk/policyandprocedure> also available to review in our hardcopy on and off site Safeguarding Handbooks situated in the office at unit F8.

A2 General Policy

A2.1 The Board of Trustees regard the promotion of Health and Safety measures as a mutual objective for the staff, students and all users of the organisation, and of high priority.

A2.2 It is the policy of Cirk Hes Ltd to ensure, as far as is reasonably practicable, the health, safety and welfare of all its employees, workers, volunteers, contractors, users, visitors and other persons who may be affected by its' operation. We endeavour to prevent personal injury, to protect everyone from foreseeable hazards, including the public in so far as they come into contact with its premises/services, and to prevent damage to property.

A2.3 As an employer in a unique environment, we must also extend the definition of reasonably practicable to protect and to promote the interests of the artistic performer and circus participant. The appeal of a circus performer often lies in the performer's challenges to, and seeming acceptance of, personal risk. Each performer, with their teacher, must be aware of the safety issues involved and accept the risks associated with their individual performance.

A2.4 Cirk Hes Ltd will comply with all relevant legislation and keep up to date with new and revised legislation. This policy document sets out policy, responsibility and general arrangements, and further guidance through more detailed procedures outlined in appendices identified within the contents list above. This document is written in accordance with the Health and Safety at Work etc. Act 1974.

A3 Statement of Intent

Cirk Hes Ltd will:

1. Assess the risks to the health, safety and welfare of all personnel, volunteers, users and visitors whilst they are on its premises and at other locations where Cirk Hes Ltd is contracted to work and maintain a record of its findings;
2. Provide adequate control of the health and safety risks arising from our work activities and review these regularly;
3. Provide and maintain safe and healthy working conditions, including means of access and egress and take account of all statutory requirements;
4. Provide information, operational policies and procedures, training, instruction and supervision to

enable personnel, volunteers, and users to perform their work safely, competently and efficiently;

5. Ensure safe handling and storage of substances harmful to health (COSHH);

6. Prevent accidents and cases of work-related ill-health, by accurately recording, and reporting and promptly investigating accidents, incidents and near misses, and ill health, and implementing improvements promptly;

7. Provide and maintain all necessary equipment, safety devices and personal protective equipment and provide instruction in their correct use;

8. Provide adequate welfare facilities;

9. Maintain a constant and continuing interest in health, safety and welfare matters consulting and involving personnel, volunteers and participants wherever possible;

10. Review and revise this policy as necessary at regular intervals;

11. Provide the approved HSE leaflet in the H & S handbook and Personnel and Volunteers induction pack and on site personnel handbook.

12. Provide a copy of Cirk Hes Ltd's Health and Safety Policy where it will be made publicly available on line, and accessible in hardcopy to personnel and volunteers via their Induction Packs, and in the H & S handbook in the office at unit F8.



Signature(chair of Trustees) Date: 18/11/2024

Print Name: David Ellis

Signature Charity Manager Date: 18/11/2024

Print Name: Naomi Lewis



B Responsibilities

B1 General Responsibilities

Overall and final responsibility for health and safety for Cirk Hes Ltd resides with the Board of Trustees. All Cirk Hes Ltd personnel, volunteers and users, while at work or representing the organisation have a duty to:

1. take reasonable care for the health, safety and welfare of themselves and of all other persons who may be affected by their acts or omissions; specifically adhering to the Cirk Hes Ltd 'Principles of Safe Training', and the Cirk Hes Ltd 'Code of Conduct' (see H & S appendix) which are posted on the Cirk Hes Ltd website for public viewing, and which are also included in the On and Off Site H & S Handbooks, the On Site Personnel Handbook, and which are also included within all Cirk Hes Ltd personnel and Volunteer induction packs;
2. to co-operate with Cirk hes Ltd management and the Board in ensuring all statutory and other requirements are complied with (e.g. risk assessments) to achieve a healthy and safe workplace
3. to observe the provisions of this safety policy and other policies, codes of practice etc. relating to health and safety and welfare;
4. to not intentionally interfere with or misuse anything provided for health, safety or welfare;
5. to report immediately any situation which may pose a threat to the health, safety or wellbeing of themselves and others.

B2 Specific Responsibilities

B2.1 The Charity Manager is responsible for:

1. The Health and Safety policy being implemented and reviewed.
2. ensuring risk assessments are reviewed and updated annually.
3. to prepare in conjunction with appropriate persons, operational policies, procedures and local rules relating to health, safety and welfare in the workplace.
4. to identify health, safety and welfare training needs, ensure that appropriate training is instigated and monitor the effectiveness of safety training.

B2.2 With regard to our Aerial Circus Infrastructure, Mobile rigs and on and off site aerial equipment, Cirk Hes Ltd contracts Mr Steve Jones (IRATA 3 Rope Access, and 'Lifting Operations and Lifting Equipment Regulations (1998)' (LOLER) Inspector for Lloyds), and his company 'Rigging Southwest' to: Carry out the required bi-annual rig and aerial equipment LOLER / health and safety inspections as specified in the Cirk Hes Ltd Equipment Master Inspection Schedule – LOLER section: which can be found in both our Governance Quality Control, and Operations Manuals, as well as in the Cloud, filed under Health and Safety, Quality Control and Operations.

Mr Jones and Rigging Southwest were responsible too for the Truss installation in February 2024, and also the in house trussing, and rigging configuration and fitting, installed at unit F8 24 November 2024. Mr Jones has also conducted the fitting of secondary slings and the LOLER inspection of the Truss at the Acorn Theatre Penzance, on the 29 November 2024, prior to circus activities beginning there again for our newly renamed and relocated organisation Cirk Hes Ltd in December 2024. Although ultimately meeting the LOLER on site at the Acorn is the responsibility of the Acorn Theatre Penzance, as we conduct term time aerial circus sessions, and circus performances there periodically through the year, we are happy to support the Acorn in terms of assisting them to identify and book specialists with an excellent level of experience in the circus rigging field, and an excellent level of expertise. Please note that Engineering Inspection Solutions are the local company that the Acorn usually use to conduct their bi -annual inspections. Rigging Southwest and Mr Jones are responsible for the initial set up and also the bi-annual inspections of our aerial circus infrastructure and related in house and mobile aerial equipment, used or stored at Unit F8.

Mr Jones and Rigging Southwest also conduct bi annual LOLER inspections on our Unicycle Voltige, and our Vector 8 free standing portable aerial rigs, to ensure their safety for off site use.

B2.3 Circus activity session lead coaches, and overall the Charity Manager are Responsible for:

1. carrying out manipulation circus equipment health and safety inspection as specified in the Equipment Master Inspection Schedule – Props section: which can be found in both our Governance Quality Control, and Operations Manuals, as well as in the Cloud, filed under Health and Safety, Quality Control and Operations.
2. to ensure that this policy and all health, safety and welfare rules and procedures are communicated, understood and implemented by their session assistants and volunteers, to enable personnel, users, volunteers and visitors also, so that they comply with these in their work practices both on and off site, in participation, and in spectating safely, or collecting/dropping off safely. This applies in relation to all on and off site activities.
3. for investigating accidents, as specified in the Accident and Incident Report File, and to refer promptly any health and safety problems which cannot be resolved locally on a timescale appropriate to the risk; and comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

B.2.4 Circus activity session lead coaches, and overall the Charity Manager are Responsible for carrying out and the recording of acrobatic equipment regular health and safety inspections as specified in the Equipment Master Inspection Schedule: which can be found in both our Governance Quality Control, and Operations Manuals, as well as in the Cloud, filed under Health and Safety, Quality Control and Operations.

B.2.5 The Charity Manager and the Safety Officer are responsible for:

1. monitoring and maintenance of facilities & buildings as specified in the Building monitoring checklist and the Facilities Master Inspection Schedule: which can be found in both our Governance Quality Control, and Operations Manuals, as well as in the Cloud, filed under Health and Safety, Quality Control and Operations.
2. maintaining a schedule of First Aid qualifications of staff and workers and volunteers and booking First aid training and stocking the First Aid box.

B.2.6 The Charity Manager and the Equilibristic Circus Activity Session Leads are responsible for;

1. carrying out equilibristic circus equipment health and safety inspection as specified in the Equipment Master Inspection Schedule: which can be found in both our Governance Quality Control, and Operations Manuals, as well as in the Cloud, filed under Health and Safety, Quality Control and Operations.

B.2.7 The Charity Manager and Safety Officer are responsible for ensuring that this policy and all health, safety and welfare rules and procedures are communicated, understood and implemented by Cirk Hes Ltd Personnel and Volunteers, to enable personnel to ensure users, volunteers and visitors comply with these in their work practices on all on and off site provisions including all adult, and professional programmes and events.

B.2.8 The Charity Manager, Safety Officer and the Board of Trustees are responsible for investigating accidents, as specified in the Accident report file and to refer promptly any health and safety problems which cannot be resolved locally on a timescale appropriate to the risk; and comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

B.2.9 Session Leaders, Session Assistants and Session Volunteers are responsible for the safety of students and activities within the sessions they are leading or supporting, and the safe use of equipment and rigging in these sessions and adhering to our organisation's H & S, and Safeguarding Policies and Procedures, Code of Conduct, and the guidance/reference resources included in our Personnel and Volunteer Induction Pack, along with our Rigging Policy - see Cirk Hes website <https://www.cirkhes.co.uk/policyandprocedure>

B.2.10 Sound and Lighting - The contracted technician is responsible for the safety of activities within the remit of sound and lighting in relation to performances and showcases. With the support of any contracted Stage Manager, or the Cirk Hes Ltd nominated in house Stage Manager.

For in house showcases and expo's the nominated Stage Manager will be responsible for sound and lighting safety.

B2.11 Communication and Consultation

The following communication responsibilities ensure familiarity with accident procedures, fire precautions, emergency and first aid arrangements; Safeguarding Policy and where appropriate Principles for Safe Training, Code of Conduct; Both the Personnel and Volunteers Induction Pack and Personnel and Volunteers Handbook.

At Cirk Hes Ltd the Charity Manager facilitates the induction of new members of personnel and new volunteers, and ensures appropriate consultation where there are significant changes to activity, resources or practices. The Charity Manager also ensures Personnel and Volunteers complete the Cirk Hes Personnel Activity and Consent Form, and that this data is kept confidential and secure as per our Data Protection Policy and Procedure.

Session Leads, the Safety Officer and the Designated Safeguarding Lead also assist in facilitating the induction process for new personnel and volunteers, in relation to recording, reporting and sign off of the Inductee's Induction Pack assessments. Also by providing feedback to the Charity Manager on the Inductee's conduct in session, and progress re enhanced DBS if this applied for, and any Safeguarding or First Aid training requirements that may be needed.

The Charity Manager, Session Leads, and all other Personnel and Volunteers are to ensure all of our participants (or where more appropriate their parent's/guardians/ care givers) consider our instructions as per our Consent forms, Code of Conduct and Principles For Safe Training around correct dress, injury disclosure, and medical condition disclosure.

The Charity Manager, Project Managers / Session Leads, and all other Personnel and Volunteers must also ensure that participants and anyone who accompanies them follow their instruction during the session, event or performance, and follow their instruction in relation to Cirk Hes Ltd's fire, emergency and accident procedures. Fire and Emergency Procedures are reviewed with participants and anyone who accompanies them at the start of each new term. Personnel and Volunteers Fire and Emergency and Safeguarding procedures knowledge is assessed during our induction process and reviewed with each individual every 6 months. This review can be conducted by our Safety Officer, our DSL or our Charity Manager. The Charity Manager is informed re their assessment, if the review is conducted by the DSL or the Safety officer.

B2.12 General communication:

Copies of the Cirk Hes Ltd health and safety policy, safe training guide, Code of Conduct; Safeguarding policy, Fire Safety and Emergency Policies and procedures are posted on the Cirk Hes web site, along with Cirk Hes Ltd's Risk Assessments, and are accessible to the public this way. The Cirk Hes Ltd website booking process also provides links to these. Personnel and volunteers can also access all of these documents via the Cloud, or in Hardcopy in the related Handbooks kept in our office at unit F8.

B2.13 Reporting and accountability:

To ensure monitoring and effectiveness of this policy, an Annual Health and Safety Review will be held each year around November or December, during the course of that month's Board meeting. The terms of reference for the Board to review at these meetings will be:

1. To review the implementation of policy and procedure across all activity on site at Cirk Hes Ltd and off site.
2. To identify improvements or changes in the procedure or the policy in the light of changes in Cirk Hes Ltd's provisions, projects, practices or facilities.
3. To suggest recommendations for consideration by the Charity Manager and the Board of Trustees at the following Board meeting, or sooner if an urgent matter. The Board of Trustees will also maintain Health and Safety as a standing item on the agenda of every board meeting from December 2024 onward, and they will review policy and procedure recommendations from the review meeting annually.

HEALTH & SAFETY

HEALTH & SAFETY STATEMENT

Cirk Hes Ltd accepts its responsibilities under the Health and Safety at Work Act 1974 and the management of Health and Safety at work regulations 1999. Cirk Hes Ltd ensures that it introduces reasonably practicable measure to protect the safety of all personnel and volunteers, users, performers and others affected by the activities at unit F8 Helston Business Park, and affected by activities off site in relation to their own events and productions, and productions/ events carried out under their name by any Cirk Hes Ltd Personnel / Volunteers.

As an employer/provider in a unique environment, we must also extend the definition of reasonably practicable to protect and promote the interests of the artistic performer. The appeal of the circus performer often lies in the illusion of risk, and while training safety protocols may be reduced or absent for rehearsals or performance, this will only be done with the consent of the teacher(s) involved and the Charity Manager or Project Lead, when it has been agreed by all that the performer is capable of working safely at that level. This process shall be assessed on a case by case basis and shall follow any agreed guidelines regarding progressive training and/or the development of the performer. Each performer, guided by their teacher(s) and/or Charity Manager/ Project Lead, must be aware of this safety issue and accept the risks associated with their individual performance.

All participants, volunteers, and personnel are expected to comply with health and safety regulations in relation to their conduct when attending our on and off site provisions. If due to their needs participants are unable to manage this themselves, we expect their support workers/ caregivers to comply, and support their clients to do so. Cirk Hes Ltd reserves the right to request any individual on site to leave if their conduct does not adhere to our 'Code of Conduct', or our 'Safe Training Principles', in order to maintain a safe space for all.

Cirk Hes Ltd strives to ensure that all parents/guardians, volunteers, participants and personnel adhere to our 'Code of Conduct' during our provisions. Adherence to which assists us to build both a culture and an awareness of safe practice, and safe behaviour, similar to that which is inherent also within the context of our industry standard professional circus training and performance criteria.

Anybody who fails to accept or act upon reasonable standards set to ensure their own health and safety and that of others and to maintain the safety of the working environment may be subject to disciplinary action. You should report any matters relating to health and safety to the Charity Manager Naomi Lewis, or to our Safety Officer Georgina Hopwood, or any other appropriate member of staff such as your Project Lead, Session Instructor immediately.

Babies, Children and Young People, SEN / ASD / CAAP Participants at Cirk Hes Ltd

Please note that other than the children or young people attending classes on our youth programme, or other designated activities, babies, children and young people under the age of fourteen may not enter the training spaces at any time other than for ticketed performances. SEN/ASD and CAAP participants, and all children under the age of fourteen must be supervised by an adult at all times. They may wait for a parent/ designated 'collector', or instructor who is taking or teaching a class in our office with a parent or carer, or in the main space again only with a parent or carer supervising them at all times. Young people aged fourteen or over may wait for their parents in the main space unsupervised, but must behave responsibly within it as sessions may be ongoing, beginning or ending whilst they wait. If unacceptable behaviour is noted then the perpetrator's parent /guardian / carer will be located and they will be all be asked to leave the session, and the building immediately. The young person may be asked to leave and could be banned from waiting unaccompanied in the future. Staff may require proof of age if they are in any doubt

This policy is to ensure the safety of everyone, including children and young people in our building, as well as the safety of class participants, session leaders and volunteers, who may be distracted during a class or practice session.

No Smoking Policy

The whole of the Cirk Hes Ltd site is designated as non-smoking. This includes the car park which is also a smoke free zone. Smokers may smoke in their own vehicles, or at the designated smoking spot, by the car park wall next to the long car park bay for unit F8.

Accessing Further Information

All Cirk Hes Ltd Personnel and Volunteers can access our organisations most current Health and Safety (H & S) Policy and Procedure via the H & S Hardcopy On Site Handbook situated in the office of Unit F8. There is also an off site hardcopy of this handbook, which should be taken along by Personnel to any off site provisions/productions/events in which we have a role, as both reference and resource.

Cirk Hes Ltd clearly displays a 'Health and Safety' poster on site at F8 which clearly and simply outlines the organisation's responsibility and that of all of our participant's, session providers and visitors too. This Health and Safety Statement exists to support our compliance to current H & S Legislation and Government Guidelines.

You can access current legislation here: [Health and Safety at Work etc Act 1974 – legislation explained](#)

LOLER

In relation to Cirk Hes Ltd's aerial circus activities both on site at F8, and off site at the Acorn theatre Penzance, or at any event where we utilise one of our mobile aerial rigs (Unicycle Voltige/ Vector/ X Frame). Cirk Hes Ltd ensures that it complies with all current legislation in relation to the lifting of 'Live' loads, at unit F8, and in relation to our outdoor/ portable rigs, via regular 6 monthly inspection and certification by qualified specialists. Currently Mr Steve Jones of Rigging South West (IRATA 3 Rope Acces, LOLER Inspector for Lloyds of London). Whereas at the Acorn Theatre Penzance, local company Engineering Inspection Solutions conduct the regular inspections. The one exception being the 29 November 2024 inspection carried out by Mr Steve Jones, as the fitting of Secondary Slings required his rope access and IRATA 3 context specific specialty.

Post CLUP funding to upgrade our Quirky Circus and Circo Neuro on site provisions in relation to aerial access and safety, Cirk Hes Ltd procured the assistance of Rigging South West, Steve Jones and Jade Dunbar to ensure all LOLER records were updated, and accurate, and that all equipment was of suitable quality/ in suitable condition to be recorded as serviceable.

Access current LOLER legislation here: [Lifting Operations and Lifting Equipment Regulations \(LOLER\) - HSE](#)

Risk Assessment for Aerial Training, Workshops and Performance
Originally Created By Naomi Lewis 10/12/2021

Email: info.cirkhes@gmail.com for 'Cirk Hes'

airfish@mail.com for Airfish Circus Community Arts Collective

truckstoptrapeze23@gmail.com for Circus- Naomi

THIS RISK ASSESSMENT SERVES TO SUPPORT THE GOOD WORKING PRACTICE OF THE FOLLOWING - CIRCUS NAOMI, FREELANCE AERIALIST AND AERIAL COACH; AIRFISH CIRCUS COMMUNITY ARTS COLLECTIVE, CIRQUE DU CIEL (CdC) REGISTERED CHARITY AND COMPANY LIMITED BY GUARANTEE, AND 'CIRK HES' (WHO CDC BECAME IN EARLY APRIL 2024) . IT SERVES ALSO TO COMPLY WITH ALL APPROPRIATE GOVERNMENT LEGISLATION, HEALTH AND SAFETY (H&S) AND POLICY AND PROCEDURE ADVICE GUIDELINES, FROM THE 'SOURCES OF INFORMATION' SECTION BELOW. FOR ALL THE ABOVE NAMED IN PROTECTING AND SUPPORTING THEIR ACTIVITIES, BOTH SEPARATE AND COLLABORATIVE. IT IS AS FULLY COMPREHENSIVE AS A GENERIC RISK ASSESSMENT CAN BE. SITE AND CONTEXT SPECIFIC RISK ASSESSMENTS ARE PROVIDED AS NECESSARY, BOTH ON REQUEST, AND IN THE CASE THAT THIS RISK ASSESSMENT DOES NOT MEET THE NEEDS OF THE TASK. IN SOME INSTANCES, DEPENDING ON THE PARTICIPANT (OR GROUP OF PARTICIPANTS) BEING WORKED WITH, SITE SPECIFIC RISK ASSESSMENT WILL BE CONDUCTED AS NECESSARY, AND CONTINUOUS ON SITE, OR MOMENT TO MOMENT RISK ASSESSMENT MAY BE PERFORMED BY THE STAFF OR CREW INVOLVED, AS NECESSARY, DEPENDING ON THE ENVIRONMENT AND THE PARTICIPANTS INVOLVED.

CIRQUE DU CIEL CHARITY (NOW 'CIRK HES') - AIRFISH CIRCUS COMMUNITY ARTS COLLECTIVE - CIRCUS – NAOMI

EQUIPMENT ASSESSED: Rig (as comprised of any or all of the following), freestanding unicycle voltige aerial indoor/outdoor aerial rig; safety lines; load rated pulleys; load rated acrobatic lunge belts; ladders; corde lisse; aerial hoops; aerial silks; trapezes (solo, doubles, swinging and static); aerial cube; aerial chandelier; or any other custom, or original design aerial apparatus; aerial nets; aerial chains; crash mats; harnesses; and all other items of rigging and paging equipment, rigging bars, scaffolding, trusses, beam clamps, spreader bars, swivels, carabina's, shackles, quick links, pulleys, PPE, fall arrest gear, ropes, round slings, cable ladders, safety nets.

AREAS ASSESSED: Area of set up, take down, usage (workshop/performance/play/training/ class), in relation to waiting, warming up, actively using, and watching.
COVID-19 P & P – SEE SEPARATE DOCUMENT – WE ALSO AGREE TO COMPLY WITH EVENT/PRODUCTION MANAGEMENT REQUIREMENTS IN THIS AREA.

SOURCES OF INFORMATION/LEGISLATION: Accident records, Circomedia, Circus Space, Health and Safety Documentation, Government Guidelines and Circus Schools Policy via Internet, AND TO DATE OF LAST REVIEW 21 years working experience in practice, Equity.

PERSON/S POTENTIALLY AT RISK INCLUSIVE AND EXCLUSIVE OF ACTIVITIES: Instructors, Performers, Other Performers, Students, Parents, Guardians, Stewards, Spotters, Spectators, Riggers, Techs, Production Crew, Stage Manager, Stage Hands (where appropriate).

REVIEWING/MAINTAINANCE: Accident Book and reports, are kept, maintained, and monitored, in an up to date fashion, by Naomi Lewis, on behalf of Circus Naomi, Cirque Du Ciel and Airfish Circus. An overall review is conducted every 6 months, by either Naomi Lewis (as CdC Manager), or Rosi Jolly (as CdC Instructor

/First Aider), or other competent, qualified persons Naomi Lewis nominates, (e.g Admin Assistant / CdC Instructor Ross Wheeler, CdC Instructor/ Rigger Ruth Hawkey).

Checks and maintenance in relation to the safety of all aerial circus and ground based performance apparatus and all related safety/ rigging equipment, every time the equipment is stored, transported, set up, or taken down. Naomi will authorise the set up, and take down procedures as completed satisfactorily, only if they comply with CdC's, Airfish Circus and her own freelance safety policies and procedures, and those of any events organisers, theatre/ big top production crew, or venue proprietor, required to perform or workshop in compliance on any site, or at any venue.

Equipment check records, (including precautions for fire safety) are kept, and implemented, in order to assist equipment used is structurally sound, and safe to do so. All maintenance procedures in relation to juggling equipment, actioned only by Naomi, or, by any competent CdC operative, or any on site qualified technicians/engineers/fabricators Naomi agrees to. Naomi will perform or liaise with the appropriate competent person nominated in house, off or on site re the carrying out and /or inspection of all necessary site rigging and safety checks, and is nominated by CdC, and Airfish Circus as their main responsible and competent person.

Further monitoring and review will take place every 6 months, led by Naomi. However the ongoing experiences, ideas and helpful advice of performers, instructors, students, parents, spectators, stewards etc. working with CdC, Airfish Circus or Circus-Naomi will advise changes when wise or sound to do so. Our working practice seeks to make such folk feel comfortable, at all times, in relation to inputting their observations, and concerns around safety of the equipment, and general safety measures. Which will be given due consideration, and acted on if necessary.

Review is also essential after any accident or incident is reported.

SUPPORTING METHOD STATEMENT – SEE SEPARATE DOCUMENT ATTACHED

Risk Assessment Key Explained:

CONSEQUENCE(S) OF THE 'HAZARD' OCCURRING

1. Negligible/slight damage.
2. Slight Injury requiring treatment on site only.
3. Injury requiring professional treatment, but non RIDDOR reportable.
4. Injury/incident which is RIDDOR reportable (e.g. broken bone, or overnight hospitalisation).
5. Severe incident/accident (loss of limb/permanent damage/death).

LIKELIHOOD OR PROBABILITY OF THE 'HAZARD' OCCURRING

1. Very unlikely to ever happen.
2. Remote possibility.
3. Possible.
4. Likely.
5. Regular occurrence.

High ↑ LIKELIHOOD ↓ Low	5	5	10	15	20	25	Risk High Medium Low
	4	4	8	12	16	20	
	3	3	6	9	12	15	
	2	2	4	6	8	10	
	1	1	2	3	4	5	
		1	2	3	4	5	
		CONSEQUENCES					
		Low ← → High					

*C= CONSEQUENCE *L= LIKELIHOOD *R= RISK RATING (initially used to assess levels of risk)

CONSEQUENCE X # LIKELIHOOD = # RESIDUAL RISK (after control measures are put in place)

HAZARD	EFFECT & RISK TO WHOM	C O N S E Q U E N C E S	L I K E L I H O O D	R E S I D U A L R I S K	CONTROL MEASURES/ ACTION PLAN
Falling from Equipment	Injury requiring hospitalisation to participant, injury to all others in the vicinity. E.G Participant; Other participants (e.g. spotters, waiting clients); Spectators; Instructors, Non-Participants in the area.	4	2	8	·0 Appropriate safety equipment in use (crash mats, spotters etc). ·1 Participants learn moves in manageable 'stages', on low apparatus, before progressing to work at height, when deemed ready by the instructor. Performers only perform well practiced numbers comfortably within their capabilities. ·2 Participants/performers can use roisin, or chalk to aid grip, and apparatus can be taped for grip. Only rated and regularly inspected, well maintained apparatus, rigging and safety gear are used. ·3 Participants will be spotted, and use safety kit appropriately at all times and performers will be supported by qualified rigging and production staff, troupe members to ensure their safety in performance. ·7 Participants are limited to an appropriate time on the equipment, in relation to their physical ability, experience and stamina ,to minimise risk of injury. ·4 Participants and performers will be made aware of potential hazards, and will work within their limits as identified by the

					Instructor/ Director/ Event/Production Management. It will be made very clear to all participants/ performers where appropriate, that they shall not participate in any performance or workshop activity if under the influence of alcohol, prescription drugs that could negatively affect physical safety, likewise the use of illegal drugs is prohibited.
Collision with equipment, or person/s underneath whilst executing aerial circus movements	minor - severe injury	4	1	4	·4 Participants and performers will be made aware of potential hazards, and will work within their limits as identified by the Instructor/ Director/ Event/Production Management. It will be made very clear to all participants/ performers where appropriate, that they shall not participate in any performance or workshop activity if under the influence of alcohol, prescription drugs that could negatively affect physical safety, likewise the use of illegal drugs is prohibited. ·5 An exclusion zone is enforced below the apparatus, and as far out and around the apparatus, as deemed appropriate by the Instructor./ stage manager/director. Or our on Site/ In house safety monitor/ rigger/ practitioner/performer. ·6 Spotters / support crew will be aware of the move about to be performed, and aware of the potential hazards, therefore able to take the most appropriate positions to minimise risk. Spotters/ support crew are trained to be vigilant in observing the performer or participant being spotted at all times. Students are also supported in their practice to gain the experience required to act quickly and appropriately effectively, by others assessed as competent to do so. 12. Assessment of the space/ equipment, rigging and safety gear, prior to usage, and division of the space into spectating, activity, practice and performance zones as necessary. 13. Use of barriers, boundary definers, signs and supporting organisational or specialist staff, parents/guardians and

					stewards.
Participant or performer bleeds or is burned (E.G. from friction) or grazed whilst using the equipment.	Minor - serious injury, cuts, grazes, bleeding and blisters. Transmission of blood borne viruses and contamination of equipment. Participant (and in relation to transmission, non-participants in the area, and equipment in specific contact with the injured).	3	2	6	·8 Instructor/Crew First Aider will advise on hand care and burn prevention. Performers and participants will wear suitable clothing for their performance or activity. Utilising padding and gaiters for protection in appropriate context. ·9 Follow N S Blood Borne Viruses, and Infection Control guidelines in both working practice, and coping with any resulting injuries.
Non participants/ Non Performers (e.g. other personnel, the public or spectators) being injured within the space, and/or causing injury through a lack of awareness, poor conduct, mental or physical impairment.	Minor to serious injury to all individuals in and around the area of activity.	1-3	2	2-6	·5 An exclusion zone is enforced below the apparatus, and as far out and around the apparatus, as deemed appropriate by the Instructor./ stage manager/director. Or our on Site/ In house safety monitor/ rigger/ practitioner/performer. ·6 Spotters / support crew will be aware of the move about to be performed, and aware of the potential hazards, therefore able to take the most appropriate positions to minimise risk. Spotters/ support crew are trained to be vigilant in observing the performer or participant being spotted at all times. Students are also supported in their practice to gain the experience required to act quickly and appropriately effectively, by others assessed as competent to do so. 12. Assessment of the space/ equipment, rigging and safety gear, prior to usage, and division of the space into spectating, activity, practice and performance zones as necessary. 13. Use of barriers, boundary definers, signs and supporting

					organisational or specialist staff, parents/guardians and stewards.
Failure of equipment	serious injury to participants, performers, instructors, spotters	4	2	8	14. Safety gear, circus skill apparatus and all rigging gear inspected at regular intervals, by appointed competent persons. 15. Prevention of use of the space by all, except those qualified, and/or appointed to make the amendments. Until such risk factors are removed, or improved to an acceptable level of use. 16. Immediate and clear reporting around any safety issues, or unsafe condition, in relation to changes in the environment, and changes in condition of any equipment, safety equipment, or rigging gear deployed as it for use. 17. Any item of equipment considered unsafe, worn beyond safety limits, damaged, or broken shall certainly not be used, in any circumstance.
Sprains and strains	minor injury to participants, performers, instructors	2	2	4	18 - Participants and performers advised to warm up and cool down before and after taking part in activities

Created By Naomi Lewis Cirk Hes Ltd Charity Manager and Airfish Circus Director 10-12-21 Reviewed 30 September 2022 Signed
 reviewed 30th March 2023
 reviewed 30th september 2023
 reviewed 10th April 2024
 REVIEWED 10/04/2025 for Airfish Circus, Cirk Hes (formerly Cirque Du Ciel) and Circus - Naomi by Naomi Lewis
 Also reviewed 10/04/2025 for Cirk Hes (formerly Cirque Du Ciel) on behalf of the Board of Trustees by Lark Bridges



Risk Assessment

Ground Based Circus Skills and Activities in Training, Workshops and Performance

Originally Created By Naomi Lewis 10-12-2021

Email: info.cirkhes@gmail.com for 'Cirk Hes'

truckstoptrapeze23@gmail.com for Circus- Naomi

airfish@mail.com for Airfish Circus Community Arts Collective

THIS RISK ASSESSMENT SERVES TO SUPPORT THE GOOD WORKING PRACTICE OF THE FOLLOWING - CIRCUS NAOMI, FREELANCE AERIALIST AND AERIAL COACH; AIRFISH CIRCUS COMMUNITY ARTS COLLECTIVE, AND 'CIRK HES' FORMERLY CIRQUE DU CIEL REGISTERED CHARITY AND COMPANY LIMITED BY GUARANTEE. IT SERVES ALSO TO COMPLY WITH ALL APPROPRIATE GOVERNMENT LEGISLATION, HEALTH AND SAFETY (H&S) AND POLICY AND PROCEDURE ADVICE GUIDELINES, FROM THE 'SOURCES OF INFORMATION' SECTION BELOW. FOR ALL THE ABOVE NAMED IN PROTECTING AND SUPPORTING THEIR ACTIVITIES, BOTH SEPARATE AND COLLABORATIVE. IT IS AS FULLY COMPREHENSIVE AS A GENERIC RISK ASSESSMENT CAN BE. SITE AND CONTEXT SPECIFIC RISK ASSESSMENTS ARE PROVIDED AS NECESSARY, BOTH ON REQUEST, AND IN THE CASE THAT THIS RISK ASSESSMENT DOES NOT MEET THE NEEDS OF THE TASK. IN SOME INSTANCES, DEPENDING ON THE PARTICIPANT (OR GROUP OF PARTICIPANTS) BEING WORKED WITH, SITE SPECIFIC RISK ASSESSMENT WILL BE CONDUCTED AS NECESSARY, AND CONTINUOUS ON SITE, OR MOMENT TO MOMENT RISK ASSESSMENT MAY BE PERFORMED BY THE STAFF OR CREW INVOLVED, AS NECESSARY, DEPENDING ON THE ENVIRONMENT AND THE PARTICIPANTS INVOLVED.

SOURCES OF INFORMATION/LEGISLATION: Accident records, Circomedia, Circus Space, Health and Safety Documentation, Government Guidelines and Circus Schools Policy via Internet, 20 years working experience in practice, Equity.

PERSON/S POTENTIALLY AT RISK INCLUSIVE AND EXCLUSIVE OF ACTIVITIES: Instructors, Performers, Other Performers, Students, Parents, Guardians, Stewards, Spotters, Spectators, Riggers, Techs, Production Crew, Stage Manager, Stage Hands (where appropriate).

REVIEWING/MAINTAINANCE: Accident Book and reports, are kept, maintained, and monitored, in an up to date fashion, by Naomi Lewis, on behalf of Circus Naomi, Cirque Du Ciel and Airfish Circus. An overall review is conducted every 6 months, by either Naomi Lewis (as CdC Manager), or Rosi Jolly (as CdC Instructor /First Aider), or other competent, qualified persons Naomi Lewis nominates, (e.g Admin Assistant / CdC Instructor Ross Wheeler, CdC Instructor/ Rigger Ruth Hawkley).

Checks and maintainance in relation to the safety of all aerial circus and ground based performance apparatus and all related safety/ rigging equipment, every time the equipment is stored, transported, set up, or taken down. Naomi will authorise the set up, and take down procedures as completed satisfactorily, only if they comply with CdC's, Airfish Circus and her own freelance safety policies and procedures, and those of any events organisers, theatre/ big top production crew, or venue proprietor, required to perform or workshop in compliance on any site, or at any venue.

Equipment check records, (including precautions for fire safety) are kept, and implemented, in order to assist equipment used is structurally sound, and safe to do so. All maintenance procedures in relation to juggling equipment, actioned only by Naomi, or, by any competent CdC operative, or any on site qualified technicians/engineers/fabricators Naomi agrees to. Naomi will perform or liaise with the appropriate competent person nominated in house, off or on site re the carrying out and /or inspection of all necessary site rigging and safety checks, and is nominated by CdC, and Airfish Circus as their main responsible and competent person.

Further monitoring and review will take place every 6 months, led by Naomi. However the ongoing experiences, ideas and helpful advice of performers, instructors, students, parents, spectators, stewards etc. working with CdC, Airfish Circus or Circus-Naomi will advise changes when wise or sound to do so. Our working practice seeks to make

such folk feel comfortable, at all times, in relation to inputting their observations, and concerns around safety of the equipment, and general safety measures. Which will be given due consideration, and acted on if necessary.

Review is also essential after any accident or incident is reported.

IN RELATION TO USE OF FIRE OR CLOSE PROXIMITY REMOTE FIRED STAGE PYROTECHNICS

Lit fire props and stage pyrotechnics are only used in performance by competent and insured professional adults. Fire props are not utilised in performance by anyone under the age of 18, and can only be utilised with the event or production management teams permission, and under the relevant required insurances. When fire is utilised in performance a site specific risk assessment is undertaken in collaboration with the on site management team.

CIRK HES FORMERLY CIRQUE DU CIEL CHARITY - AIRFISH CIRCUS ARTS COLLECTIVE - CIRCUS – NAOMI

EQUIPMENT / ACTIVITIES ASSESSED: Equilibratics and relevant equipment (walking globe, stilts, tight rope, rola bola/balance board, unicycles, pedal go's), acrobatics / acrobalance and equipment (hand balance boards, canes & safety mats), juggling & object manipulation (staff/poi/prop spinning and throwing, juggling clubs/rings/diabolos/balancing or spinning plates, dapo stars, hula hoops, devil sticks, juggling balls, isis wings, flags etc.), other workshops props & tools; parachute, kids tunnel.

AREAS ASSESSED: Area of set up, take down, usage (workshop/performance/play/training/ class), in relation to waiting, warming up, actively using, and watching.

COVID-19 P & P – SEE SEPARATE DOCUMENT- CdC, Airfish Circus and Circus-Naomi also agree to adhere to any additional Covid-19 policy and procedure required by any events or production management team they work with.

SUPPORTING METHOD STATEMENT:

1. In performance, training, learning, practice and play – Performance, workshop, class or session participants may execute freestyle, or choreographed body movements, acrobatic, acting and characterisation skills, singularly, in partnership, or as a group, whilst manipulating at least one object, identified from the list below, within a defined, and protected space. The space used will vary in both context, and dimension from site to site, so prior to it's use, the site will be assessed by an individual from the on site event or production management team known or evidenced to be competent to do so, and agreed to by the agreed representative

of CdC / Airfish / Circus-Naomi, to ensure the site is a suitable and safe one in which to conduct the planned activities.

2. In Workshops (instruction involves the use of regular juggling props, and dry, unlit fire props only) – Participants are instructed how to warm up and stretch safely, how to use the equipment safely, and shown how to manipulate the object of their choice, through movements known as tricks, in safe stages, they are able to achieve. They are

supervised and guided throughout by experienced instructors, and given safe space in which to learn and practice. Once competent with several moves, participants are

encouraged to choreograph movements within their range of ability, and to work together to create patterns, and routines. All activities are participant led; they set the pace, and ability levels. Any potential difficulties due to health problems are discussed, with each individual participant, prior to participation. Guest tutors involved in the specialised tutoring of acrobatics and equilibristics will submit their own method statements and risk assessments upon request by CdC, Airfish Circus or Circus – Naomi to ensure

appropriate safety standards are maintained and monitored, and that due attention is paid to required safety guidelines, and use of safety equipment where appropriate. Ensuring too the proper use of equipment that is in full working order, correct spacing between participants within the venue, site, performance or workshop space, also to ensure the use of spotters and riggers where required, in relation to each performer's needs or each workshop participant's personal capabilities.

CONSEQUENCE(S) OF THE 'HAZARD' OCCURRING

1. Negligible/slight damage.
2. Slight Injury requiring treatment on site only.
3. Injury requiring professional treatment, but non RIDDOR reportable.
4. Injury/incident which is RIDDOR reportable (e.g. broken bone, or overnight hospitalisation).
5. Severe incident/accident (loss of limb/permanent damage/death).

LIKELIHOOD OR PROBABILITY OF THE 'HAZARD' OCCURRING

1. Very unlikely to ever happen.
2. Remote possibility.
3. Possible.
4. Likely.
5. Regular occurrence.

High ↑ LIKELIHOOD	5	5	10	15	20	25	Risk ↓ High
	4	4	8	12	16	20	
	3	3	6	9	12	15	
	2	2	4	6	8	10	
	1	1	2	3	4	5	
		1	2	3	4	5	
		CONSEQUENCES					
		Low High					

CONSEQUENCE x # LIKELIHOOD = RISK RATING (before control measures are put in place to assess initial risk)

CONSEQUENCE X # LIKELIHOOD = # RESIDUAL RISK (after control measures are in place)

HAZARD	EFFECT & RISK TO WHOM	CONSEQUENCES	LIKELIHOOD	RESIDUAL RISK	CONTROL MEASURES / ACTION PLAN
Equilibristics and use of relevant equipment for such activities	Risk to all (performers, participants, instructors and by standers) of falls, collisions, slipping/tripping or physical strains.	3	2	6	Thorough checks of all equipment before use by experienced or qualified staff and only used by participants under required levels of supervision fitting to participants levels of confidence and experience. Also with appropriate relevant safety equipment such as: -Safety mats around tightrope and walking globe when needed. -Knee pads worn by stilt walkers using peg or duro stilts. Elbow pads and helmets are also provided based on participants skill level. All performers/participants will also be required to follow performance

HAZARD	EFFECT & RISK TO WHOM	UNDESIRABLE CONSEQUENCES	DILIGENT ELIMINATION	RESIDUAL RISK	CONTROL MEASURES / ACTION PLAN
					facilitators, or workshop instructors instructions, and we ensure users of any kit, in any capacity understand how to use the equipment with adequate space and awareness of their surroundings and each other. Workshop Instructors and Performance Directors will also only encourage safe use by participants knowing their limits and building up skills slowly and carefully at their own pace. Suitable warm-ups are also required with knowledge of any individuals injuries.

Acrobatics, Acrobalance and Hand Balancing	Acrobatic tumbling (e.g. jumps, rolls, flips) and acrobalancing (e.g. counter balances, human pyramids, lifts, and throws) in warm up and practice/performance that could result in falls, collisions, impact or physical strains, breakages, paralysis or death. Falling out of hand stands, or from handbalancing canes, parallettes or blocks, that could result in falls, collisions, impact or physical strains, breakages, paralysis or death.	3	2	6	-All activities will be supervised by appropriately experienced or qualified facilitators who will assess individuals skill levels and capabilities and be aware of attendants attentiveness and understanding of the dangers involved in each activity. -Different levels of safety and crash matts will also be used where appropriate with a suitable number of spotters involved for both solo and group work, all of which will be assessed and checked by facilitators. -Participants will all have to physically up warm as lead or instructed by facilitators to up not strain themselves and understand to communicate any injuries or impairments that might affect their abilities.
Juggling / Object Manipulation and space sharing	Rapid movements and spinning / juggling props that could result in collisions with participants or bystanders or use of any circus equipment in shared spaces/public domain could lead to trips or falls.	2	2	4	-Keeping all equipment clean and clear of main path/door ways/ workshop or performance areas and kept in suitable storage containers and/ or areas in a tidy fashion when not in use. -First lessons with objects being giving an awareness of each other and personal training space between each other required, with careful attention to external factors in relation to workshopping or performance, like wind for high throws or other distractions that could effect skills. Part

HAZARD	EFFECT & RISK TO WHOM	UN CES NSE Q C O	D I L K ELI HOO	R S K E R SID UAL	CONTROL MEASURES / ACTION PLAN
					of this being extra care used for larger or harder props (e.g. juggling

					rings or staffs). -General rule being able to perform tricks ten times without fail before performing it in/for public and that performers are aware of relevant control measures -Ensuring appropriate lighting and space to conduct or perform manipulations, spinning and juggling safely.
Costumes and General Environmental Factors	Use costumes that might cause injury to the wearer through construction or design, and /or restrict movements or skills and environmental factors that could do the same (such as wind, rain, staging, audience etc.). Risk from bacteria, microbes and contagious diseases.	3	1	3	-Suitable rehearsal and a practice in any costumes and awareness of any added risk or restrictions to performance/skills, e.g. trailing materials / horns or other protruding parts or props, that could get caught on audience/environment or strong winds. -Assessing environmental risks on sites and choose appropriate action such as the following: -cancelling stilt walking in favour of ground based walking characters or adjusting costumes during strong winds -similarly cancelling or adjusting performances to suit rowdy audiences or tricky sites such as steep hills or muddy fields - use of flame retardant sprays on performance materials that require it. -Ensuring costumes fit the wearer correctly, and include internal padding, or protection to protect the wearer's body from cuts, grazes, bruising or other damage, or harm through wearing in use. -Ensuring costumes are cleaned and aired to avoid the spread of impetigo, dermatitis, scabies etc.



Reviewed by: Naomi Lewis Cirk Hes / CdC Charity Manager and Airfish Circus Director Date: 10 April 2025 Signed:

Also reviewed on behalf of the Cirk Hes (formerly CdC) Board by Trustee Lark Bridges 8 April 2025