

### **Policy Statement**

This document sets out the key rules and health & safety related protocols for Open Training Members. If you are unsure about anything, please ask. The National Centre reserves the right to suspend or cancel the membership of any individual in the event of severe and/or repeated breaches of these rules and protocols. We may also require that the member attend a re-induction session.

### **Respectful Behaviour**

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It's our expectation that everyone who enters the National Centre for Circus Arts conducts themselves in a respectful manner towards all other users. We are committed to maintaining an environment free from discrimination, victimisation, harassment and bullying.

Any misconduct towards users or staff members will not be tolerated and may lead to disciplinary action, including suspending or cancelling an individual's membership. If you witness any behaviour which you are uncomfortable with, particularly towards a young person or vulnerable adult, please inform a member of Reception staff immediately. For further information, please refer to our [Safeguarding Statement](#).

### **Training Rules**

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#### **Train within your limits.**

Do not attempt any skill which you cannot confidently and repeatedly execute safely. If attempting new or higher risk skills, take appropriate precautions, such as using a mat or attempting the skill at a lower height.

#### **Only train disciplines which you have been authorised to train.**

Some allowances will be made for related disciplines. For example, if you applied to do single point trapeze and silks, you can also train aerial hoop and rope. However, if you wanted to begin training swinging trapeze, you would need to discuss this with us first.

#### **Take care when moving about the space, ensuring that you don't place yourself in a hazardous position, or distract/endanger other users.**

Do not walk under anyone training at height and give other users space. In the case of swinging trapeze/cloud swing and tightwire, do not cross any part of the bay until either the artist or the lunger has given you a clear signal. Use an alternative entrance/exit wherever possible.

#### **Exercise caution if you are the only person training in a studio.**

You must not train any activity with an increased risk while alone in a studio. This includes (but is not restricted to) Cyr wheel, handbalancing on canes or any aerial work, regardless of height. If in doubt, please ask.

## **Allow plenty of time to clear away all equipment and vacate spaces on time.**

Times stated for the end of Practice Time are when you should be leaving the space, not starting to pack-up.

## **Rigging & Facilities**

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### **Only use the equipment or rigging that you have been inducted in the use of.**

There are specific inductions for aerial, swinging trapeze/cloud swing, lunging, tightwire and Chinese pole.

### **Do not adjust, move or tamper with any circus apparatus, rigging equipment or hardware unless approved to do so.**

You may only hang equipment on the multiple purpose lifting systems. Do not use the single lunge or paging lines. Do not hard rig your own equipment. Do not climb the cat ladders in the CC and GC or access the grid.

### **You are responsible for undertaking a pre-use check of any National Centre equipment that you use. Please let us know if you are unsure about what this involves.**

You are also responsible for ensuring your own equipment is safe to use and has been examined as appropriate.

### **If you notice or are made aware of anything you think may be a hazard, let us know.**

You must immediately report any accident, incident, near miss or undesirable circumstance, particularly if it would affect the safety of others.

### **You may store your personal equipment in the Members' Store. Do not store equipment elsewhere.**

With the exception of Cyr wheels, which can be stored by the tightwire in the GC. Only store equipment that you are using regularly, and make sure it is well packaged/covered and labelled with your name.

### **Food & drink (except water in a sealed, non-glass container) must not be taken into the spaces.**

## **First Aid**

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If you or somebody else sustains an injury, please alert us by coming to Reception. Alternatively, there is a wall-mounted phone in each studio – dial 0 for Reception. They will alert the Duty First Aider. Even if you do not feel First Aid is required, please let us know.

We need to record all accidents and other safety incidents, even if someone is not injured, particularly if they involve equipment failure, malfunction or misuse. Please help us by reporting these to reception in the first instance.

Please do not open the first aid cabinets in the spaces yourself. These are to be used by the Duty First Aider only. If you cut yourself and need a plaster, please still come to Reception.

## **Blood Borne Virus Policy**

We have a duty of care to all our users to ensure that any spillages of bodily fluids are appropriately cleared and affected equipment is sterilised. Therefore, if you sustain any cuts or bleed on any equipment, please alert Reception. The Duty First Aider will be called to administer first aid if needed, and to check the space/equipment.

## Building Security

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You will be given an access pass at your induction. You will need to use it to get through certain doors in the building.



Whenever you come and go from the building, you must place your pass on the touchpoint on the monitor at Reception. If you forget your pass, you can sign-in manually.

This system keeps track of everybody in the building and produces a register for use in an emergency evacuation. It is important that you touch in and out, even if you intend to return later that day.

## Fire & Evacuation

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If the alarm sounds, evacuate the building via your nearest fire exit. Fire exits are marked with green signs.



Your nearest exit won't necessarily be through reception. There are also escape routes via the courtyard, the main staircase and out the rear of the building.

The muster point is directly opposite the main entrance on Hoxton Market/Coronet Street, by the statue of a juggler.

Please wait at the muster point for the Duty Manager/Fire Marshal to take a register.

If you discover a fire, you can raise the alarm by pushing a red fire call point, located by the fire exits.

The NCCA has a non-smoking policy. This applies anywhere in the premises including the courtyard. If you wish to smoke, please do so in the street outside the building.

## Public Liability Insurance (PLI)

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Public Liability Insurance is not mandatory but it's good practice to have PLI if you are training and performing regularly.