



Health and Safety Policy

Policy issue date: November 2020

Policy review date: November 2021

Introduction

It is the policy of 4 Strides Equestrian to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation and to provide a healthy and safe working environment. It is our duty as an employer to protect the health, safety and welfare of their employees and other people who might be affected by their business.

The establishment's health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident free workplace. All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

The establishment is committed to ensuring the health, safety and welfare of staff, students, and members of the public, visitors, and the disabled.

Main Objectives:

- The establishment and site must comply with relevant legislation
- To identify hazards and assess risks for all areas of the site and its activities
- To monitor and risk assess all outdoor and offsite activities
- To ensure staff, students and visitors are safe and can move around the school without hazards
- The Health and Safety Policy will be continually monitored and reviewed annually
- The designated health and safety lead will have the responsibility to monitor and the reporting of hazards to the management team who will direct these reports to the governing body.

Employees

The Health and Safety at Work etc. Act 1974 states that everyone has a responsibility for safety. It is important that everyone appreciate the extent of their responsibilities, namely that they:

- Shall make themselves familiar with the Health and Safety Policy and procedures of the School and the area in which they are employed and shall be familiar with sections of the policy and procedures which directly affect their particular activities.
- Shall accept individual responsibilities to take all reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions and to cooperate with the school so far as is necessary to enable it to comply with its statutory duties.
- Shall report any incidences or dangerous occurrences with or without injury to their line manager or supervisor.
- Conform to all instructions, written or oral, given to ensure their personal safety and the safety of others.
- Will attend training courses that provide up to date health and safety requirements
- Shall maintain equipment in good condition and report any faults or defects to their line manager

Establishment Manager's Responsibility

It is the establishment manager's responsibility for achieving the objectives of the Health and Safety Policy and that all statutory law, regulations and approved codes of practice are strictly adhered to. The Centre Manager will also:

- Ensure that they themselves and the establishments employees fully understand and undertake their responsibilities regarding health and safety and that all are fully trained to undertake their responsibilities
- Promote the implementation of the Health and Safety Policy
- Students are inducted in health and safety awareness requirements and their responsibilities before undertaking work experience.
- Seek to eliminate potential accident situations
- Any matter brought to their attention by any person is given prompt and appropriate attention.
- The accident reporting system is monitored regularly
- As appropriate, correct protective clothing will be requested/made available to all persons under their control.
- Ensure that risk assessment are carried out and adequate control measures are in place and maintained
- Conform to statutory duties and introduce effective procedures to report accidents and identify and eliminate hazards
- Provide such information, instruction, training and supervision as may be necessary to ensure the health, safety and welfare of those under their control.
- Ensure that regular fire evacuation drills are conducted; fire fighting equipment is made available and accessible. Fire alarms tested and that all employees are aware of the emergency procedures.
- Specialist advice is sought on any health and safety at work matter for which clarification or assistance is required.
- Liaise with the governors over any issues and recommendations that they feel necessary, which are likely to impact on the establishments Health and Safety Policy and statutory requirements

Contractors

The contractor has responsibilities under health and safety law. It is the responsibility of the contractor/subcontractor to ensure that their employees adhere to, and co-operate with, legislative and the organisation's rules in regards to their Health and Safety whilst working on establishment premises.

If the contract involves the maintenance of equipment or machinery, refurbishment of a building or any other such work then sufficient risk assessments must be approved by the establishment manager before any work commences.

Emergency Procedures

- All staff must be aware of the emergency procedures for a:
 - Fire evacuation
 - Accident and First Aid – Staff should be aware of who the first aider is and their location so they are accessible at all times

Staff and students should not interfere or misuse any safety equipment which is designed to be used within an emergency. Equipment unless otherwise stated should be kept in a safe, secure location.

Fire Safety

It is the establishment's policy to protect all persons on its premises from the hazards of fire by ensuring safe premises and systems of work as far as are reasonably practicable. A written risk assessment in accordance with the Fire Precautions (Workplace) Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005 will be kept up to date.

Refer to 4 Strides Fire Precautions and Policy and Fire Safety Risk Assessment.
Fire Procedures are clearly displays in all buildings in site.

The establishment manager will ensure:

- There is an effective fire warning system and that it is regularly maintained
- Fire equipment is maintained on a regular basis
- Risk Assessments are carried out on a regular basis

Emergency Evacuation Procedure

All employees and students should familiarise themselves with the sound of the fire alarm, location and emergency procedures.

First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. The Health and Safety (First Aid) Regulations 1981 will be complied with and the recommended number of persons will be trained and certificated to the necessary standard.

It is important that any injury that occurs whilst at work is recorded.

These records will be monitored by the first-aider and the Centre Manager and any recurrent problem will be brought to the attention of the Health and Safety Officer. The first aid attendant's name and location must be clearly denoted on or near the first aid boxes.

Details of the first aiders will be displayed prominently for the benefit of all employees and visitors, and brought to the attention of all new employees.

Stock levels of items required under the Regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required.

Accidents, Incidences, Near Misses and Health Problems

Terminology

- accident: an event that results in injury or ill health;

- incident:
 - near miss: an event that, while not causing harm, has the potential to cause injury or ill health. (In this guidance, the term near miss will be taken to include dangerous occurrences);
 - undesired circumstance: a set of conditions or circumstances that have the potential to cause injury or ill health, eg untrained nurses handling heavy patients.
- major injury/ill health: (as defined in RIDDOR,), including fractures (other than fingers or toes), amputations, loss of sight, a burn or penetrating injury to the eye, any injury or acute illness resulting in unconsciousness, requiring resuscitation or requiring admittance to hospital for more than 24 hours;
- serious injury/ill health: where the person affected is unfit to carry out his or her normal work for more than three consecutive days;
- minor injury: all other injuries, where the injured person is unfit for his or her normal work for less than three days;

Visitors

It is necessary to keep a record of who is on site, so that they can be accounted for in the event of a need to evacuate.

Visitors should be escorted around the site at all times so in the event of a health and safety issue or an emergency the member of staff can act accordingly.

Hazardous Areas and Substances

Any persons using the site should be aware of the hazardous areas and be made clear on the safety signs located around the site.

- Only authorised staff with the relevant training should enter hazardous areas.
- Machinery and hazardous materials such as cleaning chemicals, solvents, paints etc should only be used by qualified or relevant personnel.
- Staff should not use any chemicals without the relevant training.
- Staff should not remove any chemicals and substances from the workplace

Control of Substances Hazardous to Health (COSHH)

The requirements of the COSHH Regulations 2004 and other related legislation will be satisfied. All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous type of any substance will be used in order to minimise any associated risk. There will be regular assessments and monitoring to ensure this is achieved.

No new substances will be introduced into the workplace until the information regarding possible hazards and necessary precautions to be observed have been fully evaluated by a competent person.

Risk Assessment

Employers have duties under health and safety law to assess risks in the workplace. Risk assessments should be carried out that address all risks that might cause harm. We will provide employees with

information about the risks and how employees are protected, instructed and trained on how to deal with the risks.

Electricity

Electrical equipment will be properly maintained to ensure that it is safe for normal use.

All portable appliances will be examined prior to first use, then examined, and tested regularly thereafter. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus using safe systems of working.

All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimise any risks, in accordance with the regulations.

Employees' personal electrical apparatus is not to be used on the premises without prior permission and electrical inspection.

Manual Handling

Where manual handling activities cannot be eliminated, detailed assessments of the risks considering in each case the task, the load, the working environment and individual capability will be carried out.

Ensure, wherever possible, that loads including those loads delivered from outside the company are marked with sufficient information to facilitate safe handling.

Provide general training on the principles of manual handling for all employees engaged in such activities, outlining the risks to health and how they might be avoided.

Ensure that allocation of manual handling operations takes account of the individual circumstances of the worker concerned.

Smoking

Smoking is not permitted in any part of the premises, including all outside areas. This extends to e-cigarettes and any other artificial apparatus and smoking paraphernalia. Where staff/site users that wish to smoke in their personal time, should do so off site, away from the premises.

Drugs and Alcohol

Any employee who feels that they may have a problem relating to drugs or alcohol should immediately seek help from their line manager. This information will be treated in the strictest confidence.

- Employees must not attend work whilst under the influence of alcohol or drugs.
- Employees must not consume alcohol or drugs on the premises.
- Employees must not return to work after lunch breaks under the influence of alcohol or drugs.

Violation of procedures

Deliberate failure to follow the rules, cutting corners to save time or effort, based on the belief that the rules are too restrictive and are not enforced anyway will be seen as a disciplinary offence.

To prevent violation of procedures, simple practical rules, supervision and monitoring of performance will all be routine.

Arrangements

4 Strides Equestrian will maintain access to the Health and Safety Policy and all staff will be provided with a copy of the policy.

All relevant risk assessments and safe working procedures will be reviewed after an adverse event in line with Management of Health and Safety at Work Regulations 1999 regulation 3(3).5

Approved by

Signed: Name: Date:

Director