

All accidents and cases of work-related ill-health will be recorded in the accident folder, which is kept in the yard managers property on site

The Yard Manager is responsible for reporting accidents and dangerous occurrences to the Health and Safety Executive or the local authority as and when appropriate.

Monitoring

To check our working conditions and to ensure our safe working practices are being followed we will fully investigate any accidents or ill-health arising from our activities. A

The Manager on duty is responsible for:

- investigating accidents;
- investigating work-related causes of sickness;
- recommending and acting on remedial action.

Emergency procedures

- The Yard Manager and Equine Facilitated Learning Manager is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes must be checked by or on behalf of the Yard Manager daily as part of standard operations.
- Emergency evacuation and health and safety protocols must be explained to each new client and/ or volunteer as part of their induction tested on a six monthly basis.

No smoking

The Farm does not permit smoking anywhere on its premises.

Lone working

Our Lone Working Policy sets out the health and safety issues concerned with lone working and the steps the farm takes to ensure the safety of employees/volunteers who work alone.

Where lone working is necessary, whether on an occasional or regular basis, the farm will take reasonable steps to ensure the health, safety and welfare of employees working alone. The farm will also ensure that a health and safety risk assessment is carried out to identify the hazards and risks of lone working and to devise and implement safe working arrangements so that the risks are eliminated or adequately controlled, thus enabling lone workers to carry out their work in a safe environment.

Lone working can be perfectly safe provided you take the following basic precautionary steps:

- Ensure that another member of staff, preferably your line manager, is aware you are working alone, where you are, what you are doing and what time you expect to finish.
- Make sure you have some means of communication with someone in the event of an emergency, such as a mobile phone or two-way radio.
- Comply with any arrangements or follow any guidance provided by you're the manager.
- Take all reasonable steps to ensure your own safety and welfare.

- Safety helmets must be worn during all riding activities. The helmets must meet the required British Standard.

The Farm will not be responsible for clients who engage in activities unauthorised or unadvised by employees or volunteers.

Maintenance of equipment

The Yard Manager will be responsible for:

- identifying all equipment that needs maintenance;
- ensuring effective maintenance procedures are drawn up;
- ensuring all identified maintenance is implemented;
- checking that any new or second-hand equipment purchased by or donated meets health and safety standards.

Control of substances hazardous to health (COSHH)

The Yard Manager will be responsible for:

- identifying all substances which need a COSHH assessment;
- undertaking COSHH assessments;
- ensuring that all actions identified in the assessments are implemented;
- ensuring that all relevant employees/volunteers/ are informed of the COSHH assessments;
- checking that new substances can be used safely.

Assessments will be reviewed every twelve months or when our activities or other relevant circumstances change, whichever is the sooner.

Information

Advice on health and safety is available from the designated Manager on Duty.

A central file with all health and safety related policies, risk assessments and other relevant certificates and documents as well as a schedule of review dates is kept in stable 10. Responsibility for ensuring that this file is complete and current lies with the Equine Facilitated Learning Manager

The Yard manager are responsible for ensuring that our employees/volunteers and clients are given relevant health and safety information as part of daily operations.

Accidents, first-aid and work-related ill-health

The first aid box is located in stable 10

In our Parent/Carer Consent Form, parents/carers are asked whether they consent to first aid being given to their child and/or to their child being taken to the nearest A&E Department and being given such medical treatment, including anaesthetic, as is considered necessary by the medical authorities present.

- Riding and equestrian equipment, including tack
- Storage Areas
- The entrance gates and car park

To ensure health and safety standards are maintained (and improved when and where necessary), the Equine Facilitated learning manager has the specific responsibility to assess any risks attached to the following areas, and to eliminate or reduce any risks identified in so doing

- Lesson plans and equestrian activities

All employees/volunteers and clients must:

- co-operate with the Yard manager and owners on health and safety matters;
- not interfere with anything provided to safeguard their and/or their clients' safety (whether adult or young people);
- take reasonable care of their own health and safety;
- report all health and safety concerns to the Manager on Duty.

Health and Safety risks arising from our activities

- Risk assessments for each of the areas listed above will be facilitated by the Equine Facilitated learning Manager or Yard Manager
- Any findings of risk assessments with a grade of 6 or more will be acted upon.
- The Manager responsible for the area of risk will check that the implemented actions have removed/reduced the risks.
- Consultation with employees/volunteers/clients will invite their input on risks to health and safety and the actions necessary to reduce risks.
- Risk assessments will be reviewed every twelve months or when our activities, premises or other relevant circumstances change, whichever is the sooner

Health and Safety risks from equestrian and other activities

Horses and other animals can be unpredictable and our client registration and employee / volunteer highlights associated activities can be a risk. There are some rules that we require employees, volunteers and clients to adhere to:

- If actively involved in activities near horses or other animals, employees, volunteers and clients must be suitably dressed; this includes suitable footwear. Long hair must be tied back if actively involved around horses. Jewellery must be removed if reasonably requested by the Yard manager for the purposes of health and safety. Should this present an issue on any religious or equality grounds, clients / volunteers and employees must notify the Yard Manager.



Health and Safety Policy

Introduction

The Farm is committed to:

- providing adequate control of the health and safety risks arising from our activities;
- providing and maintaining safe equipment;
- ensuring safe handling and use of hazardous substances;
- consulting our employees/volunteers/clients on matters affecting their health and safety and that of children and young people (hereinafter together referred to as "young people") in our care;
- ensuring all employees/volunteers are competent in health and safety matters and giving them adequate information, supervision and training;
- doing all we can to prevent accidents and work-related ill health.

Responsibilities

Overall responsibility for health and safety lies with the yard manager and owners. However day-to-day responsibility for ensuring this Policy is put into practice is delegated to the individuals in relation to the core operations of the farm.

It is the responsibility of every employee and volunteer of to look avoid unsafe working practices and look after the health and safety of themselves, their colleagues and clients. To ensure health and safety standards are maintained (and improved when and where necessary), the yard manager has the specific responsibility to assess any risks attached to the following areas, and to eliminate or reduce any risks identified in so doing.

- The Dutch barn
- The muck heap and disposal of equine waste
- The outdoor arena
- Grazing, paddocks and vegetation around the site, this includes the presence of noxious weeds
- Machinery
- Dangerous substances

- Inform your manager as soon as possible of any incidents, accidents or safety concerns.
- Arrangements are in place so that someone is aware of a lone worker's whereabouts at all times.
- A check is carried out at the end of the lone working period.
- Emergency procedures are in place so that lone workers can obtain advice and assistance if required.
- Lone workers are provided with adequate information and training to understand the risks and the safe working procedures associated with working alone.
- The job can be done safely by one person.
- Any employee working alone is capable of undertaking the work on their own.

Training and awareness

A copy of this Policy is included in the farm handbook and will be shown to all volunteers. A copy will be held in stable 10 and is available for any employee, volunteer, client or parent/carer of a young person who is a client to review.

Induction training on health and safety will be provided for all employees/volunteers / clients by an instructor and / or the Manager. Any task/job-specific health and safety training will be provided as required. Health and safety training requirements will be identified, arranged and monitored by the yard manager

A breach of this Policy by an employee will be regarded as misconduct that could lead to disciplinary proceedings.