

Health and Safety Policy

Policy Statement of The Centaurus Trust & Equine Learning CIC

- We are committed to providing a safe and healthy working environment for all its employees, volunteers and participants.
- We will manage Health and Safety Risks on site in order to prevent accidents
- Provide and maintain safe equipment and PPE
- Ensure safe handling and use of hazardous substances
- Ensure emergency procedures are implemented in the event of fire
- Ensure that there is a trained first aider at all times
- Provide clear training and instruction for employees/volunteers to be competent in their work
- Ensuring all employees/volunteers are competent in health and safety matters and giving them adequate information, supervision and training
- Review Health and Safety Policy Annually or when significant changes on site occur

Signed:



Date: 1/11/2019

Printed Name: Nicola Hepburn

Review Date: 1/11/2020

The overall and final responsibility for health and safety and day to day responsibility for ensuring this is put into practice is Nicola Hepburn, Director of The Centaurus Trust & Equine Learning CIC

Ensuring the Health and Safety of all persons on site is EVERYONE'S responsibility

All employees/volunteers must:

- Co-operate with the Director on Health and Safety matters;
- Do not interfere with anything provided to safeguard their or any visitors health and safety;
- take reasonable care of their own health and safety;
- report all health and safety concerns to the Director

COSHH The Director 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.

Maintenance of equipment The Director will be responsible for:

- identifying all equipment that needs maintenance
- ensuring effective maintenance procedures are in effect
- ensuring all identified maintenance is implemented
- checking that any new or second-hand equipment acquired meets health and safety standards.

The Director will be responsible for checking that The Centaurus Trust & Equine Learning CIC:

- displays an up-to-date Health and Safety information;
- has the requisite first aid notices and trained first-aiders available during all lessons;
- has carried out COSHH assessments where applicable;
- checks all equipment for safety on a regular basis;
- has carried out the appropriate risk assessments and reviews them annually or when there is a change in procedures or new activities.

A copy of risk assessments should be kept in the office.

Accidents and Injuries

Working conditions will be monitored to ensure safe working practices and that these are being followed. We will fully investigate any accidents or ill-health arising from our activities and take remedial action where necessary and reasonably practicable.

Any injuries occurring on site e.g. stables, office, yard area or any area in which an operational activity happens such as on hack, must be logged in the accident book and in full compliance with RIDDOR requirements. These must be logged with the HSE via the link on the HSE website.

A Full list of reportable injuries can be found in the accident book.

Training and awareness

A copy of this Policy will be shown to all employees and volunteers, and each must sign the list attached to the original to indicate they have read and understood it. It will also be made available to all referrers and members and/or their parents/carers, and shown to all students.

Induction training on health and safety will be provided for all employees/volunteers by the Director or trained delegate.

Any task/job-specific health and safety training will be provided via specialist direct training. Health and safety training requirements will be identified, arranged and monitored by the Director. Health and safety training records will be kept by the Director

EQUINE LEARNING CIC – YARD RULES

1. ALWAYS PUT ON A RIDING HAT, GLOVES AND SAFE FOOTWEAR BEFORE GOING NEAR ANY OF THE HORSES
2. ALWAYS APPROACH THE HORSES SLOWLY AND FROM THE SIDE SO THEY CAN SEE YOU
3. NEVER RUN TOWARDS OR AROUND A HORSE
4. DO NOT WALK CLOSE TO THE BACK OF A HORSE – ALWAYS WALK AT LEAST TWO METRES AWAY
5. DO NOT SHOUT OR WAVE YOUR ARMS WHEN APPROACHING A HORSE
6. NEVER WRAP A LEAD ROPE AROUND YOUR HAND
7. ONLY USE A WAND WHEN INSTRUCTED TO BY A PRACTITIONER AND NEVER HIT A HORSE OR YOURSELF WITH A WAND
8. DO NOT TOUCH HORSE DROPPINGS. ALWAYS WEAR GLOVES AND USE A FORK OR SCOOP TO HANDLE DROPPINGS
9. PUT ALL EQUIPMENT (YARD, JUMPS, GROOMING AND FIELD) AWAY SAFELY AFTER USE