

# The Stables Horse Activity Centre

## Health & Safety Policy

### STATEMENT OF INTENT

The Trustees of The Stables regards the Health and Safety of all students, staff and visitors as a central element of our provision and a key to The Stables' success. We are bound by the legal duties and responsibilities conferred on us by the:

- Health and Safety at Work Act (1974)
- Management of Health & Safety at Work Regulations (1999)
- Regulatory Reform Order (2005)
- Control of Substances Hazardous to Health (COSHH) Regulation (2002)
- Barnet Council's Corporate Policy for Health, Safety & Welfare and Local Codes of Practice Arrangements

This Policy explains the roles and responsibilities of all parties who use, work at or visit The Stables

### WHO IS RESPONSIBLE?

**GROUP TRUSTEES** - are ultimately responsible for everything that goes on in their group including Health & Safety.

**MANAGER & DEPUTY MANAGER** - are responsible for recruiting instructors, volunteers and helpers. The Manager on site is responsible for ensuring health & safety procedures are followed.

**INSTRUCTORS** - Instructors are responsible for delivering safe sessions and safe riding lessons.

The Health & Safety Policy requires written records - management and instructors are responsible for making sure that these are kept.

**VENUE.** The venue is subject to an annual veterinary inspection and has been risk assessed for suitability. Any new activity must be risk assessed before commencement. Please also refer to COSHH (Control of Substances Hazardous to Health) eg: chemical, medical and veterinary supplies, where applicable.

**EQUINES.** Should not be used until they have been fully assessed by the Manager and passed as of good temperament, sound, in good condition and suitable for use by disabled riders. Only suitably trained helpers should be allowed to handle them.

**TACK.** All tack/harness and special equipment should be inspected on a regular basis to ensure that it has been maintained, is in good condition and that it fits the equine on which it is being used. All instructors must check condition and fit before every session.

**INSTRUCTORS.** All instructors must be familiar with the Health & Safety policy. A programme of training should be discussed and planned, appropriate to the instructor's experience and qualification. All instructors must have up to date First Aid training.

**HELPERS.** All helpers must fill in a new volunteer form before joining a group. All helpers should be given induction training when they first join the group and be over the age of 10 years. They should be capable, competent and trained for all duties they are asked to perform and should be briefed by the instructor at the beginning of each session.

**RIDERS.** No person may be allowed to ride at the Stables until they have produced a fully completed new rider application form which has been reviewed by an instructor. If appropriate a risk assessment must also be undertaken prior to the first session. All participants should be assessed by an instructor before they are allowed to ride. If more medical information is needed to enable an assessment to be made, or if there are any doubts, the group can request a medical professional's input. Participants can only be accepted if they can be accommodated safely by the group. Application forms should be reviewed every 3 years, or sooner if it is felt there are changes in the participant's condition that could impact on their ability to ride.

**HATS.** All participants must wear proper protective headwear which conforms to the current standards - PAS015 (1998 or 2011) with BSI Kitemark; ASTM F1163 with SEI kitemark; SNELL E2001 and VG1.

Under no circumstances can riders take part in sessions without wearing an approved hat. The hat should be checked for fit by an instructor prior to each session. Instructors must wear hats when delivering a lesson.

Hats must be worn when leading horses to and from the field for turnout.

**CLOTHING AND FOOTWEAR.** Participants and helpers should wear comfortable and suitable clothing (long trousers and long sleeved tops). Jackets and anoraks, if worn, must be fastened. It is recommended that jewellery is removed and that long hair should be tied back. Gloves are recommended. The footwear of all participants must be checked before they are allowed to take part. Shoes or boots without heels, or lighter types of footwear are not acceptable for riding, unless toe caps are used. Helpers should wear sturdy shoes or boots.

Religious head wear (hijabs, yamulkes etc) can be worn providing they will not come undone or are not fixed to the head by a hard object e.g. brooch, or could present a danger to the participant. There are various balaclavas/riding snoods on the market which are made specifically to use under hats instead of hijabs or some other headwear. These are available from [www.kramer.co.uk](http://www.kramer.co.uk).

**FIRST AID.** No activity may take place without the presence of a person holding an up to date First Aid Certificate (Emergency First Aid at Work or equivalent). Appointed First Aiders should be identified at the start of each session. There must be a First Aid Box readily available for each session, with a list of those holding First Aid qualifications.

**RIDING ON PUBLIC ROADS.** Wherever possible riding should not take place on public roads. It is however accepted that sometimes there may be a need to use a road to access premises, fields, tracks and bridleways. If groups need to go on a public road, they must provide adequate helpers and leaders and ensure the time on the road is kept to a minimum. Riders/drivers and helpers MUST all wear fluorescent tabards when crossing and using roads. Participants and helpers must be briefed on the hazards of using the roads if riding or driving on the roads cannot be avoided. A strict safety routine needs to be followed at all times and included in the risk assessment.

**FIRE DRILL.** Everyone working or attending the group on a regular basis must be instructed on procedures in case of fire. This is to include the location of fire points, use of different types of fire extinguishers, fire alarm method, evacuation plan for both humans and animals, location of master switch, water stop tap and telephone. Regular (every 6 months) practices must take place.

**ACCIDENT & INCIDENT BOOK.** Accident – an event that results in injury or ill health. Incident – will include a “near miss” where the potential to cause injury or ill health is evident. All accidents and incidents must be recorded immediately using the Accident and Incident form and signed as required. This is an important document and must be retained in files. It is important that all accidents that may give rise to a claim are reported as soon as possible after the event. This includes all accidents that involve:- A fatal incident; An injury involving either a referral to or actual hospital treatment; An injury is defined for insurance is .....any head injury that requires medical treatment, a fracture (other than fingers or toes), amputation, dislocation, loss of sight, resuscitation, loss of consciousness or hospitalisation for more than 24 hours.

**GROUP RECORDS & UP-TO-DATE INFORMATION.** The group should have all up to date information and completed participant application forms available for reference. All relevant information should be passed on to appropriate members of the group, especially trustees, instructors and group organisers.

Participant profiles and reports should be kept securely in group files and any changes should be recorded. Pre-session Risk Assessments should be made and the attention of all group members drawn to them. Ongoing risk assessment by the instructors should be maintained throughout every session.

Up to date weight charts for all horses and ponies should be kept, regularly reviewed and adhered to.

**DATA PROTECTION.** All records will be maintained in accordance with GDPR regulations. Sensitive information will be kept securely locked and accessible only to management and trustees, as appropriate. Accident and Incident forms will be retained by the Stables and copies made available to appropriate relatives/professionals after redaction of confidential information and on the approval of management and/or trustees with safeguarding responsibilities.

**MOUNTING & DISMOUNTING.** All mounting equipment should comply with current guidelines or regulations. All mounting and dismounting teams should be familiar with the procedures used in mounting and dismounting. If handling belts are used to aid mounting, they must be removed before riding commences and must NOT be used to help keep the rider on the horse.

**MANUAL HANDLING.** All staff and volunteers must be trained in safe manual handling techniques. Managers will supervise yard workers to ensure correct manual handling procedures are followed.

**CONTROL OF HAZARDOUS SUBSTANCES.** All veterinary and medicinal products are to be kept in a locked cupboard to be accessed by approved members of staff. The manager is responsible for the safe keeping of any hazardous substances. Any cleaning products or other chemicals are to be checked and, if necessary, kept in a secure location.

**DOGS.** It is preferable to keep dogs separate from all activities. If in the vicinity of any sessions, dogs should be kept on leads and under control at all times.

**ELECTRICAL EQUIPMENT.** All electrical equipment should only be used in accordance with manufacturers' recommendations and should be checked for safety on a regular basis. These checks should be recorded.

**EVENTS/SHOWS.** Helpers for events and shows, who are not registered members of a group, should have their names listed in the Risk Assessment file for the event, with a note of who has vouched for them and a statement that they have been instructed in our health and safety requirements in regard to that event.