

HEALTH AND SAFETY POLICY



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Page no: 1	Position: Trustee

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Scope

The scope of this policy applies to the premises of The Avon Centre (hereafter referenced as TAC) and all persons thereon.

There is a direct link between Health and Safety and RDA insurance arrangements. An approved RDA activity for the purposes of insurance cover is any RDA activity which conforms to and complies with the RDA Health and Safety Policy (see Related Policies).

All staff, volunteers and contractors at TAC have individual responsibilities to take reasonable care for their own health and safety and for that of others who might be affected by their acts or omissions. They must co-operate with those persons who are responsible for health and safety to enable them to carry out their duties.

Purpose

To work in a safe environment, certain measures must be taken by staff and volunteers for their safety and that of visitors to the site. The Health and Safety at Work etc. Act 1974 and subsequent legislation, defines the structure and authority for the encouragement, regulation and enforcement of workplace health, safety and welfare within the UK. It defines general duties on employers, employees, contractors, suppliers of goods and substances for use at work, persons in control of work premises and those who manage and maintain them, and persons in general. The Act established a system of good working practice ultimately backed by criminal sanctions extending to unlimited fines and imprisonment.

Other relevant legislation

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995
- Health and Safety First Aid Regulations, 1981
- Working Time Regulations
- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998

Policy Statement

It is the policy of TAC to promote the health and safety of all persons on its premises and for that purpose it will:-

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises.
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
- Display the HSE poster entitled 'Health and Safety Law'

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- Encourage persons on the premises to co-operate with TAC in all safety matters, in the identification and reporting of any potential hazards.
- Encourage everyone to accept their own responsibility not to endanger themselves or others and to assist actively in fulfilling the requirements and spirit of legislation and good practice.
- Ensure the provision and maintenance of plant and other equipment and systems of work that are safe.
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances.
- Provide sufficient information, instruction, training and supervision (as appropriate) to enable all staff, volunteers, contractors, visitors and other users to be aware of their responsibilities in maintaining good health and safety practice.
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg a person appointed as a Health and Safety Officer or Representative).
- Make, as far as is reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise from TAC's activities.
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of TAC arising out of or in connection with its activities.
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen.
- Provide information to other employers of any risks to which those employers' employees and volunteers may be exposed to when on TAC's premises.
- TAC will have all up to date information and updated participant application forms available for reference
- Participant profiles and reports will be kept securely
- TAC will ensure that there are up to date weight charts for all horses and ponies

Statutory Duties

Duties of the Organisation

TAC will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its employees and volunteers and of visitors to its premises and in general to:-

- The trustees are ultimately responsible for all health and safety at TAC.
- All aspects of the venue are approved for use in RDA Activities by County Coaches.
- Make workplaces as far as reasonably possible safe and without risks to health.

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- Ensure plant and machinery are safe and that safe systems of work are set and monitor they are being followed.
- Monitor ongoing Risk Assessments and review regularly.
- Provide adequate welfare facilities.
- Give employees and volunteers the information, instruction, training and supervision necessary for their health and safety.

In particular TAC will:-

- Assess the risks to the health and safety of its employees and volunteers.
- Implement the health and safety measures identified as necessary by this assessment.
- Monitor ongoing risk assessments and the safety system and review regularly.
- Draw up a health and safety policy statement, including the health and safety procedures and arrangements in force, and bring it to the attention of its employees and volunteers.
- Appoint someone competent to assist with health and safety responsibilities and consult staff members (or their safety representative(s)) about this appointment. The name of this person will be displayed.
- Co-operate on health and safety with other employers, occupiers and contractors sharing the same premises and where appropriate, ensure they have their own safety procedures.
- Set up emergency procedures.
- Provide adequate first aid facilities.
- Make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use, as far as health and safety is concerned, and that it is properly maintained and used.
- All participants in RDA Activities and all ridden activities from other activity streams are to wear proper protective headgear that complies with the current UK Safety Standard. In some cases, where a standard hat is not suitable, alternative headgear can be worn providing RDAs alternative hat wear rules are followed (see RDA Health and Safety Policy). Followers of Sikh religion are exempted from any hat ruling whilst they are wearing a turban.
- Anyone using the hoist must be properly trained.
- Prevent or adequately control exposure to substances that may damage health.
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation.
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury.
- Provide health surveillance as appropriate.
- Ensure that protective clothing/equipment are worn/used when necessary.
- Ensure that appropriate safety signs are provided and maintained.
- Report serious injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.
- TAC will ensure that appropriate riding equipment shall be used.

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- No person may be allowed to participate in RDA activities until they have produced a fully completed application form which has been reviewed by a coach. Participants will be assessed by a coach. TAC can request a medical professional's input and applications will be renewed every three years where reasonably practicable.

Duties of Employees and Volunteers

Employees also have legal duties and TAC expects them and non-employed (voluntary) employees and volunteers, to observe the following:-

- Take reasonable care for their own health and safety and that of others affected by what they do/do not do, by maintaining awareness of TAC's health and safety policies, procedures and risk assessments and adhering to these when executing tasks.
- To co-operate with TAC on health and safety.
- To use work items provided by TAC correctly and wear personal protective equipment, in accordance with training or instructions.
- Not to interfere with or misuse anything provided for health, safety and welfare purposes.
- At the earliest opportunity to report injuries, accidents or dangerous occurrences at premises, including those involving the public and participants in activities organised by the TAC.
- RDA Coaches should hold an up to date "passport".
- BHR Coaches should hold up to date BHS training and qualifications.
- All RDA Helpers must have filled in a new volunteer form before joining a group.

Duties of Visitors and Contractors

General visitors to TAC should take reasonable care of themselves and any accompanying dependents (particularly young children).

Visitors for specific activities or meetings should be directed on arrival to the appropriate member of staff. This person will take responsibility for the visitor(s) and assist in their evacuation from the premises during an emergency or arrange help in the event of an accident.

Contractors working should report any concerns relating to their own safety or suspected unsafe working practices to the Centre Manager or if unavailable another employee on duty at the premises. If the latter, the employee will investigate and liaise with the Centre Manager as appropriate.

Dogs are to be kept separate from all RDA Activities, with the exception of support dogs.

Organisation of Health and Safety

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Governance

The Board will appoint a member of the trustees to liaise with management, trades union and the health and safety representative

- Have a broad overview of Health and Safety matters.
- Keep the TAC's Health and Safety policy and procedures under review.
- Review the results of regular Health and Safety inspections conducted by the Health and Safety Officer and Union Health and Safety Representative.
- Ensure that Health & Safety is always an agenda item and review Health & Safety policies annually.

Health and Safety Rules

All employees and volunteers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which TAC may publish from time to time:-

- Accident Book/Log – Any injury suffered by a worker or visitor in the course of employment or otherwise on the TAC's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, in the accident record maintained by TAC in electronic or hard format.
- Fire Procedures – All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of TAC in relation to fire.
- Equipment and Appliances – No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of TAC and any directions for the use of such must be followed precisely.
- Safety Clearways – Corridors and doorways must be kept free of obstructions and properly lit.
- Maintenance – Defective equipment, furniture and structures must be reported without delay.
- Hygiene and Waste Disposal – Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.
- All staff and volunteers will have initial health and safety training as a part of their induction, with regular updates throughout their tenure.
- Regular health and safety checks are undertaken by an external health and safety consultant.

Work with Horses

- Before the purchase of a horse, the stable manager will assess its suitability and ensure that the horse is safe to be ridden. The animal will then be vetted. Once purchased, grooms will ride the horse regularly, to accustom it to the environment of the centre.

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Once this is done, the grooms will then ride the horse around the arena and eventually in lessons to accustom it once again, but this time to the noises and other distractions during lessons. The horses are to be regularly vaccinated and have regular visits from the farrier and their teeth are to be checked regularly.

- All riders must complete a form prior to having a riding assessment where they inform the Centre of their height, weight and riding ability and any disabilities that the Centre needs to be aware of. [[See EC Pro](#)][[See RDA Form](#)]. From this information the Assessment lesson needs to be planned.
- All new riders must undergo a private riding assessment with a qualified coach to assess their abilities before they are permitted to join a group lesson.
- RDA riders who are assessed as needing additional support (see RDA Riding Risk Assessment) are to have a competent person leading the horse, who is qualified to a silver standard, and as required one or two side walkers who must keep abreast of the horse alongside the rider and to comfort and calm the rider and help them understand the instructions. Coaches, leads, side walkers and riders are all to be made aware that on no account should anyone walk behind the horse. When the saddles are fitted to the horse, it must be ensured and checked that while they are not too tight, they are secure. Great care is to be taken with the length of the stirrup ensuring it is suitable for the rider.
- TAC keeps up to date records of all volunteer training and offers regular refresher opportunities.
- Horses are tacked up by qualified staff and volunteers to ensure consistency and that the tack is fitted correctly and not uncomfortable. Saddles are fitted and regularly checked by a qualified saddle fitter.
- All tack is regularly cleaned and inspected, any faults remedied and irreparable items replaced.
- Horses must be checked daily on their temperament. If there are any concerns, then they are to be withdrawn from lessons.
- All mounting equipment should comply with current RDA regulations.

Electrical Equipment

All electrical equipment should only be used in accordance with manufacturer's recommendations and be checked on a regular basis. All checks are recorded.

Food Hygiene

The main responsibilities for all food businesses under the Food Safety Act 1990 are to:

- Ensure you do not include anything in food, remove anything from food or treat food in any way which means it would be damaging to the health of persons eating it.
- Ensure that the food you serve or sell meets current food safety standards.

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- Ensure that the food is labelled, advertised and presented in a way that is not false or misleading.

Specific hygiene requirements when handling or preparing food include:

- Regularly wash hands before and during food preparation and always after using the lavatory.
- Tell your supervisor of any skin, nose, throat or bowel problem.
- Ensure cuts or sores are covered with waterproof dressings.
- Keep yourself clean and wear clean clothing.
- Smoking on the premises is strictly prohibited apart from in designated areas.
- Never cough or sneeze over food.
- Clean as you go and keep all equipment and surfaces thoroughly clean.
- Prepare raw and cooked food in separate areas and keep perishable food covered and either refrigerated (less than 8 degrees C) or piping hot (above 63 degrees C).
- Ensure waste food is disposed of properly, keep the lid on the rubbish bin and wash your hands immediately after depositing waste in it.
- Avoid handling food as far as possible.
- Tell your supervisor if you cannot follow the rules.
- Advise your supervisor of any defects or concerns regarding the facilities e.g. poor cleanliness, refrigeration malfunction or cracked food preparation surfaces.

Display Screen Equipment and Workstations

TAC recognises its duty to ensure the well-being of employees and volunteers who habitually use display screen equipment (DSE) for a significant part of their work and they are advised to take a five minute break from the DSE at least once an hour. If they experience vision issues/other discomfort that they believe may be wholly/partly a consequence of their use of DSE, they have the right to an eye-test at TAC's expense. Some employees and volunteers may experience upper limb problems/backache from over or improper use of DSE. These can also be experienced from poorly designed workstations or work environments and the causes may not always be obvious. Appropriate seating for computer users must be provided.

Alcohol, Drugs and Tobacco

TAC operates a Smoke Free policy across its premises. The use of drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants is prohibited during working hours and no employee may undertake their duties if under the influence of alcohol or drugs, except under medical supervision.

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Arrangements and Procedures

The Centre Manager, is responsible for ensuring that the health and safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

First Aid and Accident Reporting

First Aid

A list of First Aiders is displayed in the foyer, kitchen, main office and stable block and First Aid Boxes can be found in the following locations – reception office, kitchen, café, main office, arena and stable block (two). No RDA Activity can take place without the presence of a person holding an up to date first aid certificate. Appointed first aiders are easily identifiable.

Accidents

- In the event of an injury or illness, call for a first aider or ring for an ambulance directly. To call an ambulance, dial 999 or 112 and ask for ‘ambulance’.
- All accidents must be reported to the Centre Manager or the member of staff deputising in their absence, as soon as practicable.
- All accidents must be entered on EC Pro in accordance with the accident reporting procedure. Duplicates are automatically emailed to the victim and a record kept on file. All RIDDORS are reported to the council in the allotted timeframe.
- The Centre Manager will notify TAC’s Trustees of any accidents.

Fire Drills and Evacuation Procedures

Fire Drills

- All employees and volunteers must know the fire procedures, position of fire appliances and escape routes. It is the duty of the person in charge of the lesson to ensure the safe evacuation of any riders within that lesson.
- Contractors are to be advised of the correct procedure in the event of an alarm.
- The fire alarm points, fire exits and emergency lighting system will be tested by the Caretaker during the first week of every month and entered in the log book provided.

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- The Centre Manager will arrange for Fire Drills and Fire Prevention Checks to be carried out regularly.
- The last person securing the premises will ensure Fire Prevention Close-Down Checks are made of all parts of the premises at the end of a session.
- For further reference see Fire Safety Policy.

In the Event of Fire

- Persons discovering a fire should sound the nearest alarm.
- The first duty of all employees and volunteers is to evacuate all people from the buildings by the nearest exit immediately after the fire is discovered.
- All persons must evacuate the buildings and where possible without personal risk, leave all doors/windows closed and retrieve any attendance/visitor logs if nearby.
- There are two fire assembly points. POINT A is at the picnic tables in the front car park and POINT B is the Pony Palace located behind the outdoor arena.
- No-one should leave the assembly point without the permission of a Fire Warden or designated member of staff.
- If a fire occurs, however minor, the Fire Brigade must be called immediately by dialling 999 or 112 and asking for 'Fire Brigade'.
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.
- All staff and volunteers will be instructed in procedures to follow in the event of a fire.

Bomb Warnings

- If you receive a warning try to find out from the caller:-
 - The location of the bomb and likely time of detonation.
 - Whether the police and fire brigade have been notified.
 - Try to record exactly what is said.
- Notify the Police immediately on 999
- Evacuate the building taking into consideration any information from the bomb warning.
- Assemble at the same place as the fire assembly unless bomb warning implies otherwise.

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Theatre and Public Entertainment Licensed Events

In addition to the general Health and Safety considerations, the conditions of any license granted for an event need to be complied with.

Cleaning Materials, General Machinery and High Risk Areas

- All portable machinery must be switched off and unplugged when not in use.
- Wandering cables are a hazard; use with caution and safety in mind.
- Slippery floors are dangerous; use warning signs.
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material.
- All portable appliances to be checked annually by a qualified electrician.

General

- All thoroughfares, exits and gates must be left clear at all times.
- Corridors, stairs and fire exits must not be blocked by furniture or equipment.
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard.
- Hazards or other health and safety matters should be reported to the Centre Manager immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

Dangerous Occurrences

In the event of any of the following:-

- Collapse/overturning of machinery.
- Explosion/collapse of closed vessel/boiler.
- Electrical explosion/fire.

The Centre Manager to be notified immediately and will then decide the correct course of action.

Reportable diseases

Employers and self-employed people are legally required to report cases of certain diagnosed reportable diseases which are linked with occupational exposure to specified hazards. The reportable diseases and associated hazards are set out below.

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- Carpal Tunnel Syndrome: where the person's work involves regular use of percussive or vibrating tools
- Cramp of the hand or forearm: where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm
- Occupational dermatitis: where the person's work involves significant or regular exposure to a known skin sensitiser or irritant
- Hand Arm Vibration Syndrome: where the person's work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration
- Occupational asthma: where the person's work involves significant or regular exposure to a known respiratory sensitiser
- Tendonitis or tenosynovitis: in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements

Health and Safety Inspections

A health and safety inspection of the buildings is undertaken twice a year by the Health and Safety Advisor and the Union Rep. A resulting report will be sent to the Centre Manager and the Board.

Records of the reports should be maintained for a period of seven years.

Risk Assessments

A risk assessment needs to be carried out by the programme manager and health and safety officer whenever a new activity is envisaged and assessments need to be repeated whenever circumstances change, for example:

- Changes in layout of equipment.
- Observing trends in the accident book.
- Recent training (to check its effectiveness).
- Changes in legislation.
- Changes in staff.
- An accident or incident.
- Introduction of new equipment, procedures, processes or materials.
- Changes in staff circumstances e.g. a woman becoming pregnant.

Related Documents

- [The Avon Centre Risk Assessments](#)
- [Safeguarding](#)

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