

Horses for Good

HEALTH & SAFETY
MANUAL

MAY 2024

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Introduction

This Health and Safety Manual is our commitment to ensuring a safe work place at Horses for Good

The manual describes the legislation applicable to our business, persons responsible for implementing procedures, and how we will manage health and safety in the workplace.

All employees must ensure they read and understand this manual, a copy of which will be available at all times in the following location: Staff area & Reception area.

This manual is one of a number of documents that assists in the management of health and safety.

DEFINED RESPONSIBILITIES

Horses for Good is responsible for ensuring that an effective health and safety system is put in place.

Nat Stobbe is the named responsible person for health and safety in the business, and for the implementation of the safety manual.

When absent, the responsible person duty will be delegated to Claire Tucker

The responsibilities are:

- Day-to-day responsibility to ensure that the health and safety arrangements are being applied effectively.
- To review risk assessments, incident/accident reports and take action where appropriate.
- To ensure that established work safety rules and procedures are being applied and to investigate all reported accidents/incidents to determine their root cause and initiate remedial action.
- To give personal leadership and integrate safety with operating procedures on the yard, and also raise safety issues at appropriate meetings with employees.
- To induct new employees, make frequent safety inspections and take prompt corrective action for any unsafe conditions.
- To liaise with suppliers if new procedures or materials are introduced to ensure that all proper safety precautions are taken.

The responsibilities that have been issued at Horses for Good are as follows:

HEALTH & SAFETY

Nat Stobbe is responsible for ensuring health and safety is appropriately managed, duties include:

- Accident reporting and investigation
- The control of substances hazardous to health
- Monitoring of work practices and the use of work equipment
- Ensuring provision of appropriate Personal Protective Equipment
- Consultation with employee(s) on health and safety matters
- The provision of information/instruction/training and supervision of all employees
- Ensuring the undertaking of risk assessments and the communication of those assessments
- Ensuring a safe (as far as is reasonably practicable) workplace
- The availability of suitable first aid provision as defined by any risk assessment

MANUAL HANDLING

Nat Stobbe is responsible for ensuring that relevant manual handling policies and procedures are in place and being followed, duties include:

- Assessing manual handling tasks (creating risk assessments)
- Coordinating manual handling training
- Coordinating and monitoring the use of manual handling equipment
- Consulting with employees on manual handling issues

HEALTH AND SAFETY TRAINING

Nat Stobbe is responsible for ensuring that training procedures are in place and operating properly, duties include:

- Assessing the health and safety training needs of the business
- Coordinating the provision of employee health and safety training

- Retaining appropriate records of employee health and safety training

FIRE SAFETY

Nat Stobbe is responsible for ensuring fire safety issues are properly managed, and that policies and procedures are being followed, duties include:

- The assessment of fire risks within the premises
- Retaining fire risk assessment documentation
- Ensuring compliance with actions required following a fire risk assessment
- Monitoring and auditing the continued compliance with fire safety policy
- Coordinating fire safety training
- Coordinating practice fire evacuations
- Retaining records of all routine checks carried out in relation to fire safety

EMPLOYEES

Our employees must co-operate to achieve a healthy and safe workplace.

In law, they have a duty to take care of themselves and others who they affect by their acts or omissions.

Therefore, we expect all of our employees to:

- Comply with our health and safety policies and procedures both written and verbal
- Wear protective equipment when required to do so by the relevant risk assessment
- Wear suitable clothing
- Always conduct themselves appropriately and professionally
- Report all accidents and near misses
- Report any deficiencies in health and safety matters or equipment to Nat Stobbe or Claire Tucker

Applicable Legislation

In this Health and Safety Manual we have listed the key legislation that is applicable to our business.

THE HEALTH AND SAFETY AT WORK ETC. ACT 1974

This Act provides the legal framework to promote high standards of health and safety in places of work. It aims to protect employers, employees and the public from any hazards associated with work activities.

This applies to equestrian premises where there are employees. It is therefore a requirement for every employer to make sure they understand what the law requires in relation to their business.

Everyone has a duty to comply with the Act, including employers, employees, apprentices, freelancers, contractors, visitors to the yard, liveries and clients.

The Act places a general duty of care on an employer to "ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees".

This means employers must do all they can to ensure the health, safety and welfare of their employees.

They must weigh up the degree of risk and balance it against the time, trouble, cost and physical difficulty of putting in place those measures to reduce the risk.

Section 2 of the Act requires an employer to:

- Provide a safe place of employment.
- Provide a safe working environment.
- Provide and maintain safety equipment and safe systems of work/work instructions.
- Provide a written safety policy where there are 5 or more employees. (Even if there are not 5 employees it is really good practice to have a written safety policy to ensure everyone understands their roles and responsibilities).
- Ensure materials used are properly stored, handled, used and transported.

Provide information, training, instruction and supervision:

- Ensure employees are given appropriate training for the tasks they are required to do (for example, putting horses in a horse walker, turning out

- horses, first aid and manual handling);
 - are given instructions, and information, on how to work safely;
 - are supervised to ensure they have understood what is asked of them and they are putting it into practice, provided by manufacturers and suppliers of equipment.
- Look after the health and safety of others, e.g. customers, visitors, the public, contractors doing work on the site.

THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

The duties under these Regulations are for the employer to manage health and safety, and to make 'suitable and sufficient' assessments of the risks to the health and safety of their employees whilst they are at work.

The employer must appoint a competent person to implement the identified requirements, set emergency procedures and provide clear information and training to employees.

The employer must also assess the risks to the health and safety of persons not in their employment who might be impacted by the work that goes on, on their site.

THE WORKPLACE (HEALTH & SAFETY & WELFARE) REGULATIONS 1992

These Regulations set standards regarding the workplace and require as the employers to:

1. Maintain the premises and equipment so that they remain safe and without risk to health.
2. Provide adequate ventilation and ensure that the lighting levels within the workplace shall be maintained so that they do not cause risk to health or safety due to inadequate levels.
3. Provide sanitary conveniences that are suitable and sufficient, in that:-
 - they are adequately ventilated and lit
 - they are kept clean and tidy at all times
4. Ensure the working environment is maintained in a clean condition with waste materials, such as horse muck, only stored in designated, suitable places, for example the muck heap.

THE PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992

These Regulations set standards for the provision of Personal Protective Equipment (PPE) to employees, together with the requirements for training in its use, where risks cannot be

controlled by other means.

PPE is equipment that will protect the user against health or safety risks at work. It can include items such as riding hats, gloves, high-visibility clothing and safety footwear.

Employers have duties concerning the provision and use of personal protective equipment (PPE) at work.

Duties of employees regarding PPE

The Personal Protective Equipment at Work Regulations 1992 place duties on employees to take reasonable steps to ensure that the PPE provided is properly used.

The Regulations place the following duties on employees.

- PPE must be worn and used in accordance with the instructions provided to them
- PPE should be returned to the appropriate storage unit (if applicable) after use, unless the employee takes their PPE home, for example footwear or clothing.
- PPE must be visually examined before use.
- Any loss or obvious defect must be immediately reported to their line manager.
- Employees must take reasonable care of any PPE provided to them and not carry out any maintenance unless trained and authorised.

Managers have a duty to ensure that PPE is fit for use, and is used where necessary, and that training records must be maintained.

THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998

The primary objective of these Regulations is to ensure that the use of work equipment, regardless of its age, condition and origin, should not result in a health and safety risk.

The definition of 'work equipment' covers almost any equipment used at work, from wheelbarrows to quad bikes.

A periodic inspection of work equipment is required, and as employers, we will ensure any equipment provided for use at work is fit for purpose and regularly maintained. Any records of maintenance inspections and repairs should be retained.

Work equipment should conform to relevant standards and be marked with a CE mark.

Any contractors undertaking work on our premises must provide their own work equipment and should on no account be allowed to use work equipment belonging to the business.

Any other people coming to work on the premises – for example freelance grooms or instructors, will be able to use our existing equipment on the premises (jumps, wheelbarrows, tools, for example). However, in the event of the requirement of specialist kit being used (e.g. clippers), they will be briefed by the employer or manager.

The use of any driven vehicles (e.g. tractors, quads, lawnmowers) will only be permitted after a safety briefing and/or competency assessment.

Freelance grooms/instructors must provide their own person protective equipment – for example hard hat/helmet/ body protectors/air vests or safety footwear.

Employees are not allowed to bring equipment into the workplace e.g. radios, kettles, heaters etc. Where this occurs, the equipment must be maintained to the same safety standards as the company equipment.

THE HEALTH & SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996

Legislation requires an employer to establish a forum where health and safety issues can be discussed with their employees.

Employees should be made aware of the arrangements in place to bring health and safety issues to the attention of their employer or manager.

Suitable arrangements, at set intervals, should be organised to allow information regarding health and safety to be exchanged with employees.

All new employees will be inducted by the employer or manager when starting the appointment, and the health and safety rules pertinent to the premises explained.

HEALTH & SAFETY (FIRST AID) REGULATIONS 1981

Employers are required to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to their employees if they are injured or become ill at work.

An assessment of the degree of risk for the premises is also required to ascertain whether a trained first aider or emergency first aider is required, or an 'appointed person' will be sufficient.

The duties of such persons are different:

- A trained first aider may administer the appropriate treatment to an injured person.
- An emergency first aider has been trained to deal with the certain critical injuries only.

- An appointed person who has had no training, will take charge of any incident, make the casualty comfortable, ensure that the first aid box is stocked and summon medical help if required.

The names of the 'appointed person' and/or 'first aiders' must be displayed on the premises' notice board.

The location of the first-aid box is Centre of main stable block.

THE REPORTING OF INJURIES, DISEASES & DANGEROUS OCCURRENCES REGULATIONS (RIDDOR) 2013

Reporting accidents, (typically those that cause death, major injury or absence from work for seven days or more), dangerous occurrences and certain work-related diseases, is a legal requirement for all employers.

The information gathered enables the Health & Safety Executive and local authorities' Environmental Health Departments to pinpoint where and how risks arise, which results in preventative advice to businesses, and to investigate the more serious reports.

THE MANUAL HANDLING OPERATIONS REGULATIONS 1992

These Regulations require the risks from manual handling (i.e. the movement of loads by lifting, pushing or pulling) to be assessed by the employer, and to provide appropriate controls and training.

Employees have a duty to follow the set procedures, make proper use of equipment provided and generally co-operate with the employer on health and safety matters.

THE ELECTRICITY AT WORK REGULATIONS 1989

Mains electrical equipment, through faults or misuse, is extremely dangerous and can cause fatal electric shocks, burns and where electricity is the ignition source, fires or an explosion.

Employers are required to ensure that the electrical installations, equipment and work procedures are safe. Reference to and compliance with BS 7671, or the equivalent, will assist in discharging the requirement.

Risk assessments associated with the use of electricity in the workplace must be carried out; and the hazards will be minimised if electrical equipment is regularly checked and properly maintained.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

These Regulations cover fire precautions in the workplace and require the responsible person, Nat Stobbe, to carry out a fire risk assessment to ensure the safety of those using the premises in the event of a fire.

The Regulations cover the entire premises, and every type of building, structure and even open spaces.

Employers are required to:

- Carry out a fire risk assessment identifying any possible dangers or risks.
- Think about who may be at risk – consideration should be given to any people with disabilities that may restrict movement or the ability to reach a place of safety.
- Ensure the provision of fire precautions, and ability to raise the alarm, where the risk is high (e.g. any human accommodation, hay/bedding stores).
- Create a plan to deal with any emergency. Keep a record of the findings and ensure fire drills are carried out.
- Communicate the emergency plans to staff and all persons on the premises, at least every six months.

THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (COSHH)

These Regulations cover substances and chemicals that can cause ill health when individuals are exposed to them.

They can be recognised by a hazard warning sign, a black pictogram e.g. cross or skull and cross bones on an orange background, on the container. Such substances can be encountered directly in work, arise from the work or occur naturally.

Employers have a duty to examine the substances used and compile a list of those identified as hazardous.

COSHH assessments will be completed for each substance or group of substances identified as well as certain biological substances that occur in the workplace.

Routes of exposure are ingestion, inhalation of vapours and dusts and skin absorption or contact.

The effects of such substances vary widely from skin rashes to genetic damage. Equally some

people are more sensitive than others to certain substances. Consequently, when handling these types of substances, appropriate safety precautions, as stipulated by the manufacturer, and COSHH assessments, must be observed.

Where Personal Protective Equipment (masks/gloves/eye protection identified as suitable for use with the substance) is identified in the COSHH assessment as required to be worn, employees must use the equipment specified.

Employees will be given sufficient information and instructions on:

- The control measures, their purposes and how to use them.
- How to use the PPE provided.
- The results of any exposure monitoring and health surveillance.
- Emergency procedures.

Those who carry out cleaning duties of the premises are also covered by the COSHH regulations.

Health and Safety Policy

1 OVERVIEW

1.1 Horses for Good regards good health and safety practice as a vital part of our business.

1.2 We, at Horses for Good, have the correct provision of health and safety in place to ensure that employees are given the required information, training and supervision, and do all that is reasonably practicable to attain the highest level of health and safety compliance within our workplace.

2 AIM

2.1 Our aim is to prevent injury and protect from any foreseeable harm all employees, contractors, liveryes, clients and members of the general public, who come into contact with Horses for Good and any of its undertakings.

2.2 We - Horses for Good - have a responsibility to:

- Provide and maintain a safe place and systems of work, without risk to health and safety, as far as a reasonably practicable, taking into account any statutory requirements.
- Ensure that all employees are given the information, instruction, training and supervision that enables them to work safely.
- Provide and maintain safe machinery and equipment, ensuring that statutory and manufacturer's requirements are met (for example prescribed maintenance/servicing).
- Ensure that all procedures and processes which may involve hazards, are covered by suitable risk assessments. The findings of the risk assessments are to be updated as necessary, and employees informed of their contents.
- Make available all necessary protective equipment to ensure safe working conditions and to ensure that it is being used correctly.
- Ensure employees have explained to them the need for personal protective equipment, when it needs replacing and when it is required to be used.
- Investigate and record all accidents to identify the root cause, and to ensure that lessons learned are disseminated to avoid further accidents.
- Undertake a review of policies, procedures and risk assessments at least annually to ensure they still apply, are valid and cover the full scope of the business.
- Consult with employees on all matters concerning health and safety.

- Ensure that the same standard of health and safety is provided to other people who may be affected by our undertaking. Including employers, liveries, customers, competitors, members of the public and any person coming on site to carry out work.
- Communicate the contents of this Policy to our employees by meetings and written communications.

3 EMPLOYEES

3.1 Employees have a duty to co-operate with the management of Horses for Good in the operation of our Policy by:

- Working safely and efficiently, by complying with work instructions and the training they have received, and not endangering their own or others safety.
- Using personal protective equipment provided and by meeting the requirements of this Policy and those set out in the Staff Handbook.
- Reporting incidents and/or accidents that have led or may lead to injury or damage.
- Reporting of defective equipment and unsafe situations and recording it, so that it may be assessed and investigated so lessons can be learnt, and measures taken to prevent a reoccurrence.
- Adhering to work practice procedures, jointly agreed on their behalf, for securing a safe workplace.

3.2 The allocation of duties for health and safety matters and the particular arrangements for the implementation of this Policy are as set out in this Health and Safety Manual.

3.3 Where particular duties have been allocated to an employee - that employee will receive suitable and sufficient information, instruction, training and supervision to fulfil that duty effectively.

3.4 This Policy will be kept up to date, particularly as/if Horses for Good changes in nature and size.

3.5 To ensure this, the Policy, and the way it is implemented, will be reviewed annually.

Manual Handling Policy

1 OVERVIEW

1.1 We, Horses for Good, recognise that work-related musculo-skeletal injuries from manual handling can affect our employees.

1.2 Accordingly, we will take all reasonable steps to reduce these injuries to as low as reasonably practicable and will put measures in place to avoid putting our employees at risk.

1.3 Work activities which involve manual handling will have been identified by hazard identification and a risk assessment, as per required by the management of Health and Safety at Work Regulations 1999.

These activities include such operations as the lifting, lowering, pushing, pulling, supporting, carrying and moving of loads by hand or by bodily force.

The Manual Handling Operations Regulations 1992 apply to these activities.

2 DUTIES OF THE 'RESPONSIBLE PERSON'

2.1 To ensure the health and safety of employees with regard to manual handling operations, we will ensure that:

- Manual handling operations which present a risk of injury are identified.
- Handling operations which present a risk of injury will be avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of alternative means of moving that load, for example by using appropriate equipment.
- Those operations which cannot be avoided, will be assessed using an ergonomic approach which considers the task, the load, the environment and individual capability to determine the level of risk. The assessment will be communicated to employees, recorded to show that it has taken place and to allow for review if circumstances change.
- Measures required to eliminate the risk or reduce it to the lowest level which is reasonably practicable, will be identified from the information in the risk assessment and used to implement a safe system of work. The safe system of work/work instruction will be communicated to all employees or persons who may be impacted by this risk.
- All new work which might involve manual handling operations will be assessed and safe systems of work/specific work instructions are implemented and communicated before the work activity begins.
- Regular reviews of assessments will be made to ensure that they are still valid,

but reassessment will be carried out immediately if the work situation changes e.g. personnel or equipment have changed.

- Incidents which result in injury to employee caused by manual handling will be fully investigated and risk assessments and systems of work will be reviewed in the light of such incidents.
- Employees will not be pressurised into undertaking operations which are beyond their safe capability.
- Suitable information, training and supervision is provided for all employees that do manual handling tasks and that training will be recorded, monitored, evaluated and reviewed to ensure its effectiveness. Refresher manual handling training for existing employee will be revisited every two years.

3 DUTIES OF THE EMPLOYEES

3.1 The co-operation of employees is essential in reducing and eliminating the risks from manual handling.

3.2 Employees should therefore ensure that they comply with the following requirements:

- They should follow the safe system of work/work instructions designed and introduced by the management and should not deviate from this without discussing these with their manager.
- They should use any equipment which has been provided for their use and for which they have been trained. Any faults with this equipment should be immediately reported to the manager.
- They should assist and cooperate with the process of risk assessment.
- They should assist their manager with the implementation of employee training. They should attend training sessions as required and should apply the knowledge gained from training to their daily work.
- They should report all accidents and occurrences which either caused, or could have caused, injury.
- They should inform the manager if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition.
- They should not undertake any manual handling operation which they believe is beyond their capability.
- They should report any unsafe systems of work or situations to their manager.

Fire Policy

1 OVERVIEW

- 1.1 We, Horses for Good recognises the danger of fire in the workplace to its employees, third parties using their services and to the continued viability of the business.
- 1.2 The business will ensure as far as reasonably practical the risk from fire will be managed in compliance with The Regulatory Reform (Fire Safety) Order 2005 by:
- Complying with relevant regulations.
 - Undertaking a suitable and sufficient fire risk assessment.
 - Identifying and implementing pragmatic control measures to reduce the risk of fire.
 - Ensuring that fire equipment is serviced and maintained as per approved codes of practice and the manufacturer's instructions.
 - Ensuring all our employees are given suitable and sufficient information, instruction, training and supervision on fire safety and conduct regular fire evacuation drills.
 - Conducting fire safety inspections (fire doors, fire signage, likely sources of ignition, firefighting measures and means of raising the alarm).

2 RESPONSIBILITIES

- 2.1 Nat Stobbe will ensure that a fire risk assessment is carried out and that identified controls are implemented.
- 2.2 It is the responsibility of all members of staff to ensure the safety of themselves and those with whom they work. In addition, it is a legal requirement that all employees are familiar with the emergency procedures in the event of fire.
- 2.3 Employees should be familiar with:
- The actions to be taken on discovery of fire and on hearing the alert.
 - The location of firefighting equipment on the yard and within buildings, and the method of operation.
 - All escape routes.
 - The purpose of fire resisting doors and their location within any buildings.

- Evacuation procedures for the building, yard and the location of the assembly point.

2.4 All employees should be familiar with the methods of fire prevention as detailed below:

- If an employee considers that something or someone presents a fire risk within the building, they should report the matter.
- Employees should not allow the accumulation of large amounts of combustible materials around workplaces, escape routes or in lift lobbies.
- Employees should not obstruct fire escapes, fire exits or any fire-related equipment.
- Employees should not obstruct ventilation grilles on electrical equipment.
- Employees should ensure that self-closing fire/smoke doors are not wedged in the open position.
- Employees should observe the NO smoking policy for the yard and buildings, and use the dedicated area, if permitted by the employer.

3 FIRE PROCEDURE

3.1 In the event of fire, immediately call the Fire and Rescue Service by dialling 999.

Fire Wardens, where appointed, will ensure that their designated area is clear of personnel before evacuating the premises.

A Fire Warden should be at the front entrance of the premises to prevent anyone entering the site until the Fire Brigade gives the 'all clear'.

3.2 All employees, clients, contractors or visitors must leave the building/yard immediately by the nearest fire exit and proceed to the assembly point, which is: Main car park (signposted "Fire Assembly Point").

3.3 The Fire Warden will carry out a check at the assembly point to ensure that everyone is accounted for.

3.4 Nat Stobbe and Claire Tucker will be responsible (if safe to do so*) for removing the horses to a place of safety. This area will be Front paddock, behind fire assembly point & first paddock behind the horse walker..

* no person is to put their own or others safety at risk and enter any burning building.

3.5 In the event of an evacuation, NO ONE must re-enter the building(s)/yard without the permission of the Fire and Rescue Service Officer in attendance.

- 3.6 Nat Stobbe will ensure that fire equipment and appliances are checked annually by a competent company.
- 3.7 Fire evacuation drills will be held at least twice a year. Employees will be briefed on their responsibilities in the event of a fire.
- Drills and briefings are to be recorded in the fire log.
- 3.8 Fire exits must be kept clear of obstructions at all times and must be capable of being opened from the inside, without a key when the building/yard is occupied.
- 3.9 Statutory fire notices and signage will be in place around the whole premises. These will be checked on a regular basis to ensure they have not deteriorated and can be easily seen.