

	Tim Stutt Health & Safety Consultant	

HEALTH & SAFETY POLICY

Employer: GREATWOOD

Address: RAINSCOMBE HILL FARM, CLENCH COMMON, WILTS, SN8 4DT

1 GENERAL STATEMENT OF POLICY

Our policy is to provide safe and healthy working conditions, equipment and systems of work for our employees and to provide adequate information, training and supervision to ensure this. We also undertake to operate with due regard to the health and safety of persons not our employees.

Details of individual responsibilities and arrangements are in Section 2.

This policy will be reviewed yearly and employees advised of any changes.

Signed

(Director)

Date:

Signed

(Director)

Date:

We have prepared this safety statement in compliance with the Safety, Health and Welfare at Work Act, 1974.

The following documents may be relevant, referred to in this policy or used in conjunction with this policy:

- Basic Yard Rules For New Employees
- Safety Procedures
- Staff Handbook
- Emergency Procedures
- Grievance & Disciplinary Procedures
- Fire Notices/Procedures
- Bullying & Harassment Policy
- Mobile Phone Policy
- Equal Opportunity Policy



2 RESPONSIBILITIES

2.1 Responsibilities of Managers, Assistants, Senior Staff

- a) Overall and final responsibility for health and safety is that of **HELEN YEADON**
- b) Special care should be taken with visitors, especially the elderly, infirm, disabled, children and people inexperienced with horses, which may include new, or learner employees and work experience students.
- c) **H YEADON** will be the person responsible for this policy being carried out at the premises at **GREATWOOD**. **CELIA MATTHES** will be the deputy for all aspects of the Health & Safety at work covered by the 1994 Act.
- d) The Health and Safety documents are available on request and are available in the **OFFICE**.
- e) The following are responsible for safety in particular areas:

Area	Supervisor
Main Yard	Massimiliano Adamanti/Helen Yeadon
Office	Helen Yeadon

2.2 Organisation to ensure the policy is upheld

- a) **C MATTHES** is the **SAFETY OFFICER**, assumes day to day responsibility for all matters relating to day-to-day implementation of this policy and they have the power to stop work or any activities if the standards for Health & Safety aren't met.
- b) The Safety Officer is responsible for keeping records relating to:
 - i. Risk assessments
 - ii. Use of subcontractors
 - iii. Accidents, incidents and near misses
 - iv. Concerns over Health & Safety issues and the actions taken
 - v. Safety training
 - vi. Inductions
- c) The Safety Officer will consult regularly, where possible, with the employer to discuss all Health & Safety matters.
- d) The safety officer will discuss and meet with employees over any issues relating to Health & Safety and any changes in procedures/equipment/machinery that may affect them.
- e) The safety officer will ensure staff are adequately trained, aware of emergency procedures and accident reporting procedures.

2.3 Responsibility of Employees

- a) All employees have the responsibility to co-operate with designated responsible members of staff to achieve a healthy and safe workplace and to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work, in particular those who are not so able to care for themselves.
- b) All employees should use correctly all machinery and equipment provided, in accordance with the instruction and training they receive to enable them to use the equipment safely. They must not interfere with any of the machinery provided and they must report any



defects in the equipment or their training. Requests for appropriate additional training should also be made to the Safety Officer.

- c) All employees must also co-operate with the senior staff in order that statutory duties for health and safety are complied with and they must inform the person responsible for health and safety in the yard of any situation that might present a serious and/or imminent danger.

2.4 Health and Safety Representatives

- a) Whenever anyone notices a health and safety risk which they are not able to remedy (without risk to themselves), they must immediately inform the Safety Officer.
- b) The Safety Officer must ensure that all new and existing employees fully understand the rules and regulations so as to maintain a safe and healthy workplace.
- c) The employer will endeavour to consult with the health and safety representative on any measure which substantially affects health and safety.

3 FIRST AID

- a) The management has a responsibility to ensure that an adequate number of employees are trained in the practice of First Aid and also provide a First Aid Area and keep it stocked with appropriate items.
- b) If an accident occurs at work or while a member of staff is on the yard's business elsewhere, a full report should be made as soon as possible to **H YEADON/CELIA MATTHES**. The Accident Book for the yard is kept at the **OFFICE**.
- c) Employees should be aware of the risks of moving or attempting to move any person with suspected neck, back or head injuries. **IF IN DOUBT, DO NOT ATTEMPT TO MOVE A PERSON WITH SUSPECTED NECK, BACK OR HEAD INJURIES.**
- d) In the case of an accident at work which involves or may involve physical injury, one of the following trained/qualified first aiders must be contacted immediately:

JANE MUIR-BROOKS
CELIA MATTHES

PLUS OTHER STAFF

- e) First Aid boxes are to be found in the following locations:

MEDICAL ROOM
KITCHEN AREA
SUMMER HOUSE

4. ACCIDENT REPORTING

- a) The guidelines for reporting accidents, incidents and near misses is spelt out in the document "Accident Report Form Guidance" and can be reported using either the accident book as stipulated in Section 3 or using the internal Accident Report Forms. Accident report forms should be brought to the attention of **TIM STUTT**.
- b) Accidents reportable by RIDDOR 2013 will be reported by **TIM STUTT**. All new employees will have the accident reporting procedure clearly explained on their induction.

5 HORSE HAZARDS

Horses are a major hazard and can be a risk in the following ways. This is not intended to be an exhaustive list, and employees may consider that other hazards exist, in which event the person



responsible for safety should be notified so as they can be assessed and, where possible, appropriate steps taken to reduce the risk.

Due care and attention should however be shown to the horses at all times.

- (i) Kicking – whether predictable or otherwise, horses do kick and caution should be taken at all times when leading, catching, holding or otherwise handling horses to avoid placing yourself where you can be kicked.
 - (ii) Biting – again, whether predictable or otherwise, horses do on occasions bite, and again, care should be taken to stay out of reach.
 - (iii) Rearing – horses may rear without any warning, and again precautions should be taken at all times to avoid any injury arising from that.
 - (iv) Leading – horses can easily be startled, and accordingly care should be taken in leading them.
 - (v) Falls – horse can react very quickly to individual stimuli and to a combination of events and can lead to falls from several metres.
 - (vi) Loose horses - these are predictable only in that they are unpredictable and gallop blind into stationary objects and people.
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- a) All employees must be trained in the correct handling of bloodstock/livestock and should not attempt to handle any bloodstock/livestock without such training. Regular, day to day tasks involving the normal care and welfare of the horses, plus the training and exercise routines shall be carried out in accordance with the yard's standing instructions. Simple handling tasks may be done in the horse's own stable with adequate assistance but for more involved tasks the horse must be correctly and adequately restrained. Employees should make sure that the area in which the task is to be carried out is suitable for the task, and free from obstructions. Some tasks which may be thought likely to cause the horse to resist the procedure, or act in an excitable manner, may require permission, additional restraints, assistance as necessary. The manager or supervisor should be consulted if in doubt.
 - b) Soaps and perfumes which sexually arouse colts must be avoided.
 - c) All movement of horses (eg leading by hand) should be carried out in a safe and controlled manner. Horses must be led with a bridle. It is advisable to wear your skullcap and gloves when leading.
 - d) No-one may ride out unsupervised, except with the consent of **MILLIE JONES, M ADAMANTI or H YEADON**. When riding out, all riders must remain in the string until instructed otherwise and must ensure that they always obey instructions given by **SENIOR STAFF**. Only riders with adequate experience should ride a horse which is known to be excitable or temperamental or to ride at a gallop.
 - e) Lungeing of young horses must only be carried out in a defined fenced area by an authorised and trained employee. Employees are advised to wear a properly fitting skull cap and gloves while lungeing.
 - f) It is advised that all horses should be held while being mounted.
 - g) Particular care should be taken when crossing roads and railway lines. Designated crossing points should be used and when that isn't possible then the person crossing should review the risks at that time.
 - h) Any horse that has a vice or temperament problem should have this indicated by a prominent warning sign, and access limited to experienced personnel only.
 - i) Two members of staff should be present for each foaling at any time during the day or night. Persons monitoring foaling mares should obtain assistance according to stud practice.



6 ELECTRICAL EQUIPMENT

Unlike most hazards which can be seen, felt and heard, there is not advance warning of danger from electricity and it can kill. There are two types of electrical plant and these are :

Fixed electrical installations (the fixed wiring in buildings, lights, sockets and switches etc).
Portable/transportable electrical appliances (clippers, portable lamps etc.)

- a) Only a qualified Electrician is to repair faults in cables and equipment, so do not tamper with electrical apparatus i.e., connections, fuses, switch boxes, etc.
- b) Do not make any temporary cable connections; report any defects in electrical equipment to your Supervisor.
- c) Never use damaged equipment. Use only correct plugs for the sockets and makeshift extension leads or distribution boards will not be allowed. Do not jam wires into sockets with matchsticks, etc and do not let cables cross access walkways or roadways without being protected. Keep trailing cables away from water. Never overload plugs or cables. Make sure all overhead power lines are protected.
- d) Employees will be trained in basic electrical safety awareness so that defective equipment can be identified.

6.1 FIXED ELECTRICAL INSTALLATIONS

- a) It is important to ensure that the fixed electrical installation is constructed and maintained to prevent danger.
- b) Parts of the fixed electrical installation which are outside or may be exposed to a damp environment (eg near to a pressure washer) should be of a type suitable for use in this environment. Electrical systems frequently carry an IP rating which is a guide to the environment the system is designed for.
- c) The fixed electrical installation should be maintained to prevent danger. This involves having a 'periodic inspect and test carried out by a competent electrician. The duration between testes will be selected in accordance with advice from the electrician; results from previous tests (ie if there is deterioration noted between tests then it may be necessary to do the tests more frequently) and guidance published by the Institute of Electrical Engineers, which states that for most industries the initial duration should be between 3-5 years. The result of any inspection will be recorded and kept at least until the next inspection.

6.2 PORTABLE APPLIANCES

- a) Portable appliances should be maintained to prevent danger. A formal inspection and Portable Appliance Test (PAT) will normally need to be carried out at suitable intervals. A simple inspection of electrical appliances, wiring, plugs and cables for loose connections and faults will be carried out periodically. PAT must be carried out by a qualified electrician as arranged by **H YEADON**.
- b) Inspections will be recorded and an asset register of electrical appliances is maintained.
- c) No extension leads or portable electrical equipment may be used except with the permission of **H YEADON/SENIOR STAFF** and only after it has been checked.



- d) Sockets that can be used for powering portable tools should always be protected by a 30 milliamp Residual Circuit Device (RCD). All RCD's should be regularly tested by pressing the test button on the device and any defects rectified by a competent electrician.
- e) All electrical faults must be reported to **H YEADON**.
- f) Outside plugs, cables and switches must be properly installed and insulated.
- g) Using electrical equipment near water can be very dangerous. All electrical equipment, plugs, cables, leads and extension leads must be secured away from water at all times whilst in use. The operator of any electrical equipment must instruct other employees not to spill or throw water near to electrical equipment.
- h) It is dangerous to allow a horse to walk across electrical cables. Piercing of a live cable by the horse's hooves could result in an electrical shock, which may be fatal. Even if the cable is unplugged, damage to the protective covering is likely to occur, which could result in an electrical accident.

DO NOT ALLOW A HORSE TO WALK OVER AN ELECTRICAL CABLE EVEN IF IT IS NOT PLUGGED IN OR SWITCHED OFF.

- i) If electrical equipment (eg clippers) is being used directly on a horse, it must be securely tied up and must not be able to damage part of the equipment, cable, plug or switch (eg by biting or treading on it). The horse must not be left unsupervised at any time whilst electrical equipment is being used, and all electrical equipment must be removed from the vicinity of the horse if the horse should have to be left unsupervised, no matter for how short a time.

7 MACHINERY, TRACTORS AND EQUIPMENT

7.1 Machinery and Equipment

- a) All machinery must be used in accordance with instructions and training and only after it has been vetted for health and safety. Safety guards as appropriate must be used. Any malfunctioning machinery must be reported immediately to **MIKE ALMOND**. Up to date maintenance records will be kept by **M ALMOND** and service requirements must be reported to them. Instructions on how to use equipment will be kept by **OFFICE MANAGER** in **THE OFFICE**.
- b) Repairs are not to be carried out by employees, but only by qualified personnel.
- c) Engines must be turned off before any attempt is made to investigate any apparent faults, otherwise injuries may be caused by hands or loose clothing coming into contact with the machinery.
- d) Only staff authorised and trained in the use of particular equipment may use that equipment. They should sign the "Vehicle/Machinery Checklist" found in the Health & Safety file under "V".

7.2 Tractors

- a) The tractor is only to be used by trained and authorised employees. Safety critical components, e.g. brakes, steering, roll over protection, tyres, visibility aids will be checked regularly by the local dealer. The driver is responsible for daily checks and report any defects to **M ALMOND**.



- b) Passengers should not ride on the tractor unless there is a second seat provided for this purpose. Passengers should not ride in an unsafe position e.g. draw bars, rear linkage etc.
- c) Guidance is provided in the “Tractor Safety leaflet” but the following procedures must always be observed. Whilst stopping the tractor follow the “safe stop” procedure – it makes sure that nothing will move. “Safe Stop” means.....
 - i. making sure the hand brake is on
 - ii. making sure all controls and equipment are left safe
 - iii. stopping the engine and removing the key

ALWAYS DO IT:-

- i. Before leaving the seat; or
 - ii. When anyone approaches; or
 - iii. When anyone is working on the machine
- d) Unguarded power take-off (PTO) shafts, machine blockages and maintenance cause many serious injuries. Correct guarding is essential and you must remember SAFE STOP. This is the most important step to make sure of safety.
 - e) No one is allowed to operate the tractor without the PTO guard on the shaft or with a damaged PTO guard.
 - f) Accidents happen because drivers misjudge slopes, ignore changing ground conditions and forget the effect of loads on stability.
 - i. overturning can happen on flat ground as well as slopes
 - ii. match any connected equipment to the tractor’s specifications
 - iii. always couple and use the implements brake
 - iv. ensure the tractor and associated machinery is well maintained
 - v. use the seat belt
 - vi. make sure the safety cab is fitted where appropriate

7.3 Driving

- a) The business accepts that any person driving on company business is exposed to risk and this could apply to drivers of tractors, ATVs, Horseboxes as well as their own car on company business.
- b) Only authorised persons will drive company vehicles and the company will ensure that they have checked their drivers licence annually. Authorisation will be given by **H YEADON**.
- c) The business will ensure that company vehicles are fit for purpose and maintained as per the manufacturer’s instructions. Those using their own vehicles are responsible for their roadworthiness, maintenance and insurance.
- d) The business draws attention to the use of mobile phones as per the document “Mobile Phone Policy”.

8 TACK AND SADDLERY

- a) It is the responsibility of each employee to check their tack daily before use. Any items that look to be in need of repair should not be used but taken to the **TACKROOM** and will be repaired or replaced under the supervision of **M ADAMANTI**.



- b) It is the responsibility of each employee to ensure they ride with the appropriately sized stirrup irons.

9 COSHH

9.1 Horse medical/veterinary substances

- a) All medicines must be kept labelled in the **MEDICAL CUPBOARD** under the supervision of **H YEADON/M ADAMANTI** who will be directly responsible for the administration of all medicines etc. A record of all medicines must be kept, risk assessed and its use recorded.
- b) Before any medication is used the sell-by date should be checked, veterinary instructions followed and records of use kept. Only authorised staff can administer medicines and treatment.
- c) It is extremely important that standards of cleanliness are maintained when handling veterinary preparations and dealing with minor ailments to prevent further infection.
- d) Once veterinary equipment has been used, it should be either safely discarded or sterilised before being placed back in the cabinet.
- e) If veterinary preparations are inadvertently spilt, the spillage must be thoroughly cleared up and the area cleaned in accordance with the manufacturers' instructions. If the spillage cannot be cleared up straight away, steps should be taken to stop the spread of the spillage to prevent any other person or horse or equipment being contaminated by the spillage.
- f) COSHH assessments have been carried out for all substances and are available under "C" in the Health & Safety file. Further guidance can be found in the supplied leaflet "Veterinary Medicines".

9.2 Chemicals and fluids under pressure

These should only be handled with the greatest of care. Protective clothing, masks and gloves must be worn if necessary, especially if handling weed killer, poisons etc.

- a) All chemicals must be kept properly labelled in the locked area in the **LOCKED WORKSHED** and none may be removed without the permission of **M ADAMANTI/M ALMOND**. A record of all chemical stocks must be kept and all use logged and signed for.
- b) COSHH assessments have been carried out for all substances and are available under "C" in the Health & Safety file. These and data sheets should be consulted for advice on handling, storage and disposal.
- c) When using pressure cleaners you should be suitably trained and where the appropriate PPE as stated in the risk assessment.
- d) Compressed air equipment and compressed gas equipment will be checked regularly by the person listed in 9.2 a). Those over 25 litreage need to be checked by a qualified person.

10 ENVIRONMENT AND PREMISES

- a) All employees must ensure that their work areas are kept clean and they maintain a good standard of personal hygiene.
- b) Drains must be kept clean at all times. **M ALMOND** will be responsible for ensuring that they are disinfected at least once a month.



- c) Employees responsible for stores must ensure safe stacking and storage of all stored goods. All equipment, ladders, tools, barrows, buckets, hosepipes etc, should be correctly sorted and not left at any time in such a way as to be an obstruction.
- d) Particular care should be taken with bales to ensure that they are unstacked safely. Stacks of smaller bales should not be undermined and should be unstacked from the top down. Larger bales should be moved to a safe position before opening. Large haylage bales should not be stacked over 2 high requiring staff to climb on top of them to push them down.
- e) Suitable and sufficient washing and sanitary facilities should be available to all employees.
- f) Surfaces and equipment which are used for the preparation of food must be cleaned immediately after use:
 - i. Towels must be washed regularly.
 - ii. Surplus food must be disposed of in waste bins provided. Rubbish must be put out for disposal at least once a week. Dustbin day is **MONDAY**
 - iii. Any heaters that are used must be sensibly positioned away from tables and chairs and kept clear of food, drink and clothing. Heaters must be switched off when not in use. Ovens gas, electric rings and microwave ovens must not be left unsupervised whilst in use.
- g) All employees must ensure that the toilets and washrooms are kept clean. Toilets must be regularly disinfected, and must not be allowed to become blocked. Washbasins must be kept clean and unblocked. Bins with lids should be provided in the washroom area, and regularly emptied. Toilet paper should be available at all times. Hand towels should be regularly washed. Shower and bathroom facilities must be kept clean and regularly disinfected. Employees should provide their own personal washing, hygiene and sanitary equipment. Lockers and the locker areas should also be kept clean and tidy. Food, perishable items and wet towels, clothing etc should not be stored in, lockers.
- h) Bonfires must not be lit without permission and must be supervised at all times.
- i) All traffic routes on the premises should be suitable for people, vehicles and horses as appropriate. Clear signs indicate the correct route to ensure safety to all people and horses. All debris and rubbish should be removed from traffic routes and fire escapes and exits must be kept free from obstacles.
- j) Keeping pathways, stairs, working platforms free from rubbish. Removing rubbish and putting in skips or taking to collection points. Removing any obstructions or trip hazards, instead of leaving it for someone else to fall over. You are responsible for your own work area, so make sure it is safe and make sure it is tidy.

11 SUITABLE CLOTHING & PERSONAL PROTECTIVE EQUIPMENT

- a) **Skullcaps** - Managers are required to ensure that any staff mounted where a skullcaps. The skullcaps should be fit for purpose and fit the user's personal size. The chinstrap should be adjustable and be fastened by a quick release buckle; it should remain fastened whilst mounted. It should be inspected annually as a minimum and if there has been any impact or the rider has suffered concussion then the skullcaps should be replaced. It is advisable to wear a skull cap when leading or legging up. **If in doubt wear a skull cap.** Skull caps will be checked annually by **TIM STUTT**. Staff who do not abide by these rules will not be able to ride out. Managers are also required to wear skullcaps when mounted.



- b) **Body Protectors/Safety vests** - Managers are also required to ensure that all staff riding from their premises are wearing a safety vest as spelt out in the risk assessment for that task. It must be adjusted to fit the wearer correctly, must be compatible with other safety equipment and the right level of protection must be worn for the purposes of the job. It is recommended that the protector should be replaced at least every 3 years and checked for dents immediately after an accident. The employer will provide any replacements. If, upon termination of employment, the employee takes a body protector without prior consent from the trainer, which was provided by the employer, then the employer will deduct the cost of such replacement from final wages.
- c) The above items are classed as PPE (Personal Protective Clothing) and should be supplied free of charge by the employer.
- d) Below are other items that may be deemed suitable, advisable or PPE depending on the risk assessments:
- Gloves** – it is advisable to wear gloves when lungeing and leading. Gloves should also be worn when handling chemicals.
 - Goggles** – to protect eyes on the gallops.
 - Riding Boots** – suitable boots with smooth sole and heel should be worn at all times when mounted. Wellington boots or other ribbed soled footwear are not considered suitable footwear when mounted. Flip flops, sandals and fashion shoes are not deemed suitable to wear when handling horses on the ground
 - Ear Plugs** – to protect from noise (eg on a tractor or fork lift)
 - Overalls** – must be worn whilst doing maintenance work and during handling of chemicals and using steam cleaning equipment.
 - Visors** – when strimming or hedge trimming
 - Dust masks** – may be used when working with hay, straw or shavings
 - Helmets** – For use on quad bikes (see section). Must be an approved safety helmet. Must be worn at all times when required and at all stages of the job. If damaged, replace it.
- e) Unsuitable jewellery (eg flamboyant earrings, rings, bracelets, brooches) must not be worn when staff are working with horses.
- f) Long hair should be tied back or secured so as not to impair visibility or to risk entanglement with equipment, tack of horses.
- g) When horses are being exercised in poor visibility, particularly on roads, then the riders should all wear reflective tabards/fluorescent clothing. It is also advisable to use white tape on bandages or equine boots.

12 OCCUPATIONAL HEALTH AND WELFARE

- a) Staff should be aware of the following occupational diseases and notify **LINE MANAGER** immediately of any symptoms:
- i. Farmer's lung
 - ii. Asthma
 - iii. Hay fever
 - iv. Ringworm
 - v. Weil's Disease (Leptospirosis)
 - vi. Tetanus



- vii. Salmonella
- viii. Campylobacter
- ix. Corynebacterium
- x. Animal allergies

They should also notify the Safety Officer of any allergies or illnesses.

- b) It is the policy of the site not to allow employees to work under the influence of substances i.e. alcohol or drugs. To do so places employees and third parties at risk, and renders the employer liable to prosecution.
- c) No employee should operate any machinery, or equipment or ride, lunge, lead or otherwise work or handle a horse if affected by medicine, alcohol or drugs or any medical condition which affects their ability to function safely. There may be temporary conditions (eg influenza, migraine etc) that may be indicative of more serious, long-term problems. Any employee who believes themselves or another employee to be affected by medicines, drugs, alcohol or any medical condition which makes it inadvisable for them to operate equipment or machinery or handle horses, should draw this to the attention of the trainer or supervisor.
- d) Where an employee appears to have a problem of substance misuse, they are encouraged to seek help from the employer who, if applicable and at the employers discretion, will provide support in line with the industry's drug and alcohol policy.
- e) A copy of the substance misuse policy can be obtained from all the industry bodies who can also offer employee guidance, assessment, counselling and referral to appropriate agencies. The company does not allow smoking unless it is in a designated area and no alcohol may be consumed during working hours. If you are required to take prescription drugs that may effect your ability or bring prescription drugs onto site then you must inform the **SAFETY OFFICER** who will treat your information as sensitive data.

13 OFFICE

- a) Employees who habitually use display equipment as a significant part of their normal work will have an entitlement to request an eyesight test. If tests show an ophthalmological examination or spectacles to be necessary specifically for the display screen user, and normal ones cannot be used the employer will bear the costs of these tests or examination at a designated optician and/or spectacles (up to a value of £100 for the first pair or as otherwise agreed in writing by **H YEADON** and changes in lenses required thereafter. Employees must provide the optician with written consent to provide the employer with a copy of the report on the results of the tests.
- b) The users of display screen equipment must periodically interrupt their work by breaks or changes of activity (eg, filing). Users should take a five minute break every 50 minutes of uninterrupted use of the equipment. Such breaks should be taken away from the screen but do not need to be formal rest breaks and can be spent doing other office tasks.
- c) A foot rest and/or wrist rest will be made available to any user who wishes to have one and if it is advisable.
- d) Any user who suspects that they are suffering from any physical problems, visual fatigue or mental stress must notify **H YEADON** without delay.
- e) Any user who suffers from photosensitive epilepsy must notify **H YEADON** before commencing use of display screen.



- f) Visual Display Unit (VDU) radiation emission does not apparently put unborn children at risk but any women users who are pregnant or planning children and are worried about VDUs should talk to their doctor and report back to **H YEADON**

14 CONTRACTORS, VISITORS AND FAMILY WORKERS

- a) All employees must make it their responsibility to advise all contractors and visitors to the site that is not an employee of any hazards on the premises and what precautions they should take and any applicable Health and Safety arrangements in accordance with this policy. In the event of difficulty please contact any of the persons in section 2.5.
- b) Subcontractors may be appointed to undertake certain tasks where there is not the expertise within the company. The company will ensure that they are suitably experienced and qualified to carry out the work.
- c) When contractors are on site they will liaise with **H YEADON** and he will inform them of any hazards on site and site rules that may apply to them. For further information on this subject, refer to the HSE booklet “use of contractors” available from the HSE website.

15 EMPLOYEE CO-OPERATION & DUTIES

- a) Employees must co-operate with the stables in the application of all relevant safety legislation, and it should be noted that failure to co-operate, may open that employee to a claim of contributory negligence.
- b) Employees must not intentionally interfere with or misuse any appliance, convenience or equipment provided in compliance with safety legislation or otherwise for security health, safety and welfare.
- c) Read the document entitled “Basic Yard Rules For New Employees”. This is your guide to safety and it will:

Identify Hazards

Outline Methods of Controlling Hazards

Advise In detail of Safe Working Practices

Set Out Who Is Responsible for What

- d) Put forward any suggestions regarding safety – they will always be welcome.
- e) Use all protective equipment and clothing required. Never misuse or abuse any protective clothing or equipment or any welfare facilities provided. It may be a criminal offence to do so.
- f) Report all defects “without delay” – equipment, methods or systems of work that may not be safe.
- g) Use safely the correct tools and equipment and do not forget any safety devices or guards.
- h) Report all accidents and injuries no matter how minor, and any accidents even if a person is not injured – a near miss today maybe an accident tomorrow.



16 WORKING AT HEIGHTS AND LADDERS

- a) Work at heights can only be carried out after a suitable risk assessment. Specialist Work at heights shall only be carried out by a sub contractor or by someone suitably qualified appointed by the Safety Officer.
- b) Check condition of ladder before use for cracked or missing rungs, splits in stiles, hinges on stepladders and restraint line between legs on stepladders. If there is any defect, do not use and report defective ladder to your Supervisor immediately.
- c) Ladders are not suitable for tasks over 2 metres high and for over a duration of 30 mins.

17 MANUAL LIFTING AND HANDLING

- a) Manual handling covers all lifting, carrying, pulling and pushing that goes on in the work place. Manual handling assessments have been carried out for all basic tasks including mucking out, lifting water buckets and bales and moving cast horses.
- b) More unusual tasks need careful assessing. If the load is awkward or too heavy 'get help'. If there are mechanical aids available 'use them'. Check for sharp edges; use your own gloves where necessary. Check to see that there is adequate room to lift the object, a clear path for your destination, that you can see where you are going and that there is adequate room for setting the object down. Do not let objects obstruct your vision.
- c) Make sure your back is warm, particularly on a cold day. Cold muscles tear easily. Keep your feet slightly apart and one foot forward to maintain your balance. Bend your knees and drop alongside the load. Keep your back straight and head up. This helps your spine to stay straight. Test the load first, if it is too heavy, get help. Lift the load using your strong leg muscles, not your back. Keep the load as close to your body as possible.
- d) Training in safe lifting techniques may be required and will be provided where necessary.

18 FIRE EVACUATION PROCEDURE

- a) The Safety Officer is responsible for seeing that fire orders are given to each new employee detailing fire exits to be used, the fire assembly point and the person in charge of the head count.
- b) The document "Fire Notice" spells out what to do in case of a fire in your area. You should familiarise yourself with the procedure. Fire drills are carried out at least annually and Fire extinguishers are available in all areas. You should only use them if you are confident and competent enough to do so. A fire map can be found on the notice board detailing where they are located.
- c) General fire safety is checked regularly at **GREATWOOD** by the Safety Officer. This person is responsible for ensuring that all fire fighting equipment is checked regularly.
- d) Remember horses are terrified of fire and smoke and will tend to panic. Even greater care must be taken therefore to be aware of the risks and know the drill.
- e) All employees are responsible for ensuring that fire escape routes and access for emergency vehicles to the premises are kept clear of obstruction at all times.
- f) There must be no smoking in the yard or near muck trailers/storage barns or where vehicles are parked or near flammable material. The smoking area is as designated.



19 EMERGENCIES

- a) In an emergency priorities must be:
 - i. to ensure the safety of yourself and others
 - ii. to ensure the safety of the horses
 - iii. to minimise damage to buildings and machinery
- b) If there is an emergency then details of the yard and the grid reference can be found on the document “Emergency Procedure” which is displayed on the notice board. Horses should be lead to a safe and secure place away from the source of the emergency. **H YEADON/M ADAMANTI** will be responsible for giving instructions for the safety of the horses in an emergency.
- c) Special care should be taken to ensure the health and safety of children, the elderly, infirm, disabled, and to inexperienced persons, trainee employees and work experience students and livestock.
- d) Telephones are located in the **OFFICE**.

20 TRAINING & SCHOOLS

- a) The Safety Officer will supervise the training of all employees, trainees and work experience people in all safety procedures.
- b) Everyone working within the yard will sign an induction form when they have had all procedures explained to them.
- c) Any employee who feels that they require further training must consult with the Safety Officer.
- d) All relevant staff will be trained in the safe use of any new equipment.
- e) Local schools (including special schools) visit the site with groups of children on a practical learning programme. Each programme lasts approximately 6 weeks although this may be longer according to the needs of the pupils. The children are supervised at all times and carers accompany the children in a ratio that is deemed safe and acceptable by the schools in accordance with their risk assessments. In the case of special schools the all qualified teachers undertake 1 to 1 work but within view of (but not always earshot) of other staff members. Many of our session are now 1 to 1 and the schools and parents are both aware that they are agreeing to the process of individual work. There are nominated staff at Greatwood who help with the visits, all the necessary staff have been checked with the Disclosure and Barring Service (DBS) and are never left alone with children. An exception to this would be the special needs teacher when undertaking individual work with pupils and this will only occur after discussion with the school and the parents. Each school has completed the necessary risk assessments and these are kept on record at the Greatwood office.
- f) Greatwood’s Risk Assessments and Safety Policy are available to all schools as required
- g) The Safeguarding Children and Child Protection Policy and subsequent Allegations Management document will be applied at all times.



21 YOUNG WORKERS & DISABLED WORKERS

- a) Anyone between the ages of 16 and 18 is classed as a young worker and must have higher levels of supervision, instruction and training whilst on site.
- b) A risk assessment has been carried out that covers any young worker that has been to the NRS/BRS and has a NVQ level 1 in horse care or similar/equivalent qualification.
- c) Anyone still of school age but over the age of 13 is permitted to work but only after a specific risk assessment has been carried out on them and their specific circumstances and with permission of their parents.
- d) No one under the age of 13 will be allowed to work here regardless of their experience.
- e) When considering employing a disabled worker the business will:
 - i. Take account of the disability whilst avoiding assumptions
 - ii. Involve disabled employees in risk assessments and make reasonable adjustments
 - iii. Consult others with the necessary expertise where required.

22 RISK ASSESSMENT SHEETS

- a) All employees may identify and report a hazard or risk in the work area to the Safety Officer. Risk assessments have been carried out on all known risks and are available in the Health & Safety File in the **OFFICE**.
- b) The Safety Officer will issue a risk assessment sheet after consulting with **TIM STUTT** when the risk/hazard has been identified. The following principles are to be used when completing the risk assessment sheet:
 - i. Remove the risk completely
 - ii. Try a less risky option
 - iii. Prevent access to the hazard
 - iv. Organise work to reduce the hazard
 - v. Issue personal protective equipment

23 NEW AND EXPECTANT MOTHERS

- a) Any employee that finds out that they are pregnant or are under going fertility treatment must let the Safety Officer know as soon as possible. This will be treated with complete confidentiality.
- b) A note from the employees GP must be produced to say how long the GP is happy for the employee to continue riding out for whilst pregnant.
- c) A risk assessment will be conducted which will include an assessment of their duties and any horses they ride. The employee must inform the Safety Officer of any horses which they are unhappy to ride. They may be put on light duties until they start their maternity leave.
- d) The employee will not be asked to handle any COSHH related items that have been highlighted during the pregnancy risk assessment. Expectant mothers should avoid any contact with pregnant ewes as they carry the organism “Ovine Chlamydiosis”
- e) Manual handling will be restricted to those spelt out in their pregnancy risk assessment and to those which they feel comfortable doing.



- f) If at any stage during the pregnancy they are not happy with the work they are being asked to carry out then they may consult the Safety Officer or ask for their risk assessment to be reassessed.
- g) A guide “new and expectant mothers at work” explains the actions needed to comply with H&S regulations and provides information on known risks to new and expectant mothers and is available from HSE books.

24 WORK RELATED STRESS

- a) Pressure at work can affect people in different ways, and while being under pressure can often improve performance, excessive pressure can lead to stress, which can be a cause of ill health. The employer will do anything reasonably practical to ensure that employees are not made ill by their work and where stress caused or made worse by work could lead to ill health, a risk assessment will be carried out.
- b) Where reasonably practical, we will seek to ensure that:
 - i. Good communication exists within the organisation
 - ii. Staff are consulted about working conditions and forthcoming changes
 - iii. Excessively long working hours are minimised
 - iv. Adequate time and personnel are allocated to tasks
 - v. Relevant training for the job is provided
 - vi. Bullying, sexual or racial harassment are addressed diligently
 - vii. Fears about job security are allayed wherever possible
- c) If you consider that you have a problem, please talk to your supervisor or senior staff or call Racing Welfare.
- d) If you do not wish to do this, you are encouraged to contact ‘The Rural Stress Information Network’ on 0247 6412916. The RSIN is not a telephone helpline but staff will refer callers to suitable local agencies.

26 SAFE USE OF ALL-TERRAIN VEHICLES (ATV’S)

- a) This Advice applies to sit-astride ATV’s sometimes known as quad bikes. The most important safety issues with respect to sit-astride ATV’s are training, personal protective equipment – particularly the wearing of appropriate head protection – maintenance and driving to suit the terrain. Detailed advice on the safe use of ATV’s can be found in the free HSE information sheet AIS 33 available from HSE offices and downloadable from the HSE website.
- b) Professional training is vital and is accepted by HSE as meeting the legal requirements of both the Health & Safety at Work Act 1974 and the Provision and Use of Work Equipment Regulations 1998. Riders should have formal theory and hand on training provided by a competent instructor. (Details of training courses are available from Lantra, The Forestry Commission, Agricultural Trainers and Colleges, accredited by these two bodies or from dealers.)
- c) Head protection is essential. This should be a BSI approved helmet, either a riding hat, a motorcycle helmet, or a custom made ATV helmet.
- d) Never carry a passenger on a sit-astride ATV.



27 MONITORING AND AUDITING

- a) The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it is operated will be reviewed every year by ***TIM STUTT***
- b) The business will:
 - i. Make sure that it is doing all it can to fulfil this policy
 - ii. Ensure that opportunity is given to raise and discuss any concerns about Health & Safety
 - iii. Ensure that a record of those concerns is retained
 - iv. Review all practices, policies and procedures as well as accidents, incidents and Near misses over the last 12 months.

Health and Safety is the responsibility of us ALL!!!