

HARLEQUIN FARM STABLES

RIDING SCHOOL & LIVERY



Health and Safety Policy

Part 1: Statement of intent

This is the health and safety policy statement of

Harlequin Farm Stables

Our health and safety policy is to:

- Prevent accidents and cases of work-related ill health.
- Manage health and safety risks in our workplace.
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work. This includes but is not limited to ; care for the horses correctly at the centre, safely providing riding lessons to members the public, ensure the centre is a safe site for other members of the public to visit.
- Provide personal protective equipment along with training and information on correct procedures.
- Consult with our employees on matters affecting their health and safety and on the day-to-day health and safety conditions.
- Provide and maintain safe plant and equipment.
- Ensure safe handling and use of substances including COSHH training and awareness.
- Maintain safe and healthy working conditions.
- Implement emergency procedures, including evacuation in case of fire or other significant incident
- Review and revise this policy regularly

Signed

Date 12/01/2024

Print name Mrs Carley Gammon

Review date 12/01/2025

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Part 2: Responsibilities for health and safety

- Overall and final responsibility for health and safety:

Mrs Carley Gammon

07885897261

harlequinfarmstables@btinternet.com

Harlequin Farm Stables, Mildenhall Drove Kenny Hill IP28 8DS

- Day-to-day responsibility for ensuring this policy is put into practice:

Mrs Carley Gammon

07885897261

harlequinfarmstables@btinternet.com

Harlequin Farm Stables, Mildenhall Drove Kenny Hill IP28 8DS

- To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Mrs Carley Gammon 07885897261

Mr Ian Gammon 07960988903

harlequinfarmstables@btinternet.com

Harlequin Farm Stables, Mildenhall Drove Kenny Hill IP28 8DS

All members of staff and volunteers

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Consulting employees, risk assessments, accident reporting, first aid, work related ill-health

Monitoring of health and safety: accident and ill health investigating, emergency procedures, fire, and evacuation

Maintaining equipment, information, instruction and supervision and training

Mrs Carley Gammon 07885897261

Mr Ian Gammon 07960988903

harlequinfarmstables@btinternet.com

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- All employees should:
- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Arrangements for health and safety

Risk assessments are reviewed yearly even if there are no change to the best practices already being implemented.

Risk assessments should be reviewed after any incident or near mis incident, all information and findings should be recorded.

Staff should be regularly updated on any additional procedures or changes to day-to-day health and safety procedures.

We will complete relevant risk assessments and take action

We will review risk assessments when working practice, habits or conditions change

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Training

- *We will give staff and sub-contractors health and safety inductions and provide appropriate training to members of internal staff. Sub contractors will need to provide their own proof of competence training and insurance (including working at height, asbestos awareness, and electrical safety) This also outlines their level of responsibility on near misses, accident and hazard reporting.*
- *Included in this, staff duties to health and safety within the workplace, their level of responsibilities are outlined and explained to highlight the importance of reducing risk of injury, serious injury and death to themselves and others.*
- *We also explain in detail areas that would not be safe or appropriate to carry out themselves eg. repairing electrical equipment, maintenance of structures/buildings, servicing and repairing machinery or equipment- trained and qualified individual's are appointed in such circumstances- outside contractors etc.*
- *We will provide personal protective equipment*
- *We will make sure suitable arrangements are in place for employees who work remotely including lone working*
- *We will provide all staff with access to health and safety guidance, posters and handbooks, additional requests to access information in other formats is available when needed.*

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Consultation

- *We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety this can be done verbally, in writing and can also be in an audio version (podcast/ memo/ video clip)*
- *Any matters or findings are always documented, recorded and reviewed.*
- *Hand books are available for all machinery and equipment, only appointed individuals are allowed to operate machinery and equipment, carry out servicing and repairs.*
- *Posters, notices, signs and warnings are clearly and suitably displayed within the centre, these are also available in areas where members of the public visit.*
- *All staff will have access to risk assessment information during training and day-to-day working operations. This includes a detailed plan of working procedures that are carried out daily, weekly, monthly, quarterly and yearly.*

Evacuation

- *We will make sure escape routes are well signed and kept clear at all times.*
- *Evacuation plans are tested from time to time and updated if necessary.*
- *Smoke alarms are regularly tested by engineers.*
- *Fire drills are carried out at a minimum of 6 month intervals, all information is documented and recorded.*
- *Fire extinguishers are serviced and replaced yearly/ after use.*
- *A safe fire/ emergency assembly point is provided, clear signage is displayed. All staff are shown and regularly reminded of where this point is at the centre.*
- *Emergency names and contact details are displayed for the relevant individuals in public areas at the main entrance and reception area. These are easily accessible.*
- *A suitable contingency plan is in place for the animals at the centre, this includes an evacuation plan for fire, flooding, storm damage.*