



Date: 01/02/2021

For: Employees/volunteers, students, referrers, members

Health and Safety Policy

Introduction

GH Group is committed to:

- providing adequate control of the health and safety risks arising from our activities;
- providing and maintaining safe equipment;
- ensuring safe handling and use of hazardous substances;
- consulting our employees/volunteers on matters affecting their health and safety and that of children and young people (hereinafter together referred to as “young people”) in our care;
- ensuring all employees/volunteers are competent in health and safety matters and giving them adequate information, supervision and training;
- doing all we can to prevent accidents and work-related ill health.

Responsibilities

Overall responsibility for health and safety lies with the Trustees. However day-to-day responsibility for ensuring this Policy is put into practice is delegated to the GH Group CEO.

To ensure health and safety standards are maintained (and improved when and where necessary), the GH Group CEO has specific responsibility to assess any risks attached to the following areas, and to eliminate or reduce any risks identified:

- Grove House Stables Equestrian Centre (including the I-Pegasus classroom, Yard, offices, toilets) and all equipment therein
- Outings
- Dangerous substances
- The Grove House Stables Equestrian Centre as a riding school



All employees/volunteers must:

- co-operate with the Yard Manager and the GH Group CEO on health and safety matters;
- not interfere with anything provided to safeguard their and/or the young people's health and safety;
- take reasonable care of their own health and safety;
- report all health and safety concerns to the Yard Manager or the GH Group Manager in a timely manner.

Health and safety risks arising from our activities

- Risk assessments for each of the areas listed above will be undertaken by the Yard Manager. The Yard Manager will obtain copies of all risk assessments carried out by Grove House Stables Equestrian Centre to the extent they relate to services and premises used by the GH Group.
- Risks will be graded by multiplying the probability of occurrence (from 1 to 4, where 1 is the lowest) by the possible harm caused (from 1 to 4, where 1 is the lowest).
- Any findings of risk assessments with a grade of 6 or more will be reported to the GH Group CEO, and the actions required to remove/control the risks will be approved by the GH Group CEO.
- The Yard Manager will be responsible for ensuring the actions required are implemented.
- The GH Group CEO will check that the implemented actions have removed/reduced the risks.
- Consultation with employees/volunteers will invite their input on risks to health and safety and the actions necessary to reduce risks.
- Risk assessments will be reviewed every twelve months or when our activities, premises or other relevant circumstances change, whichever is the sooner.
- The GH Group CEO will also undertake a risk assessment for each group and each young person where deemed appropriate, and make appropriate provision if any issues for concern arise.

Risk assessing young people

A risk assessment on a young person will be carried out by Grove House Stables Equestrian Centre before that young person is accepted on to the I-Pegasus programme if deemed appropriate following a home or school visit (or an initial meeting at I-Pegasus CIC based at Grove House Stables Equestrian Centre).



- The risk assessment should be kept in the young person's file.
- The young person should be advised when, how and why information is to be shared with others.
- The risk assessment should be reviewed and updated as a matter of course if/when an incident occurs or information is received, which impacts upon the risk assessment.
- The risk assessment should otherwise be reviewed termly.
- Any special measures required when working with a young person must be agreed with I-Pegasus and explained to the young person.
- I-Pegasus CIC will make all employees and volunteers, and Grove House Stables Equestrian Centre aware of any special measures required when working with a particular young person.
- The addition or deletion of special measures to or from an existing risk assessment in respect of a young person must be agreed with the Children's Manager or Yard Manager.

Health and safety risks arising from horse-riding

In our Parent/Carer consent form, Grove House Stables Equestrian Centre alerts parents/carers of young people to the unpredictability of horses' behaviour and to the fact that horse-riding is classified as a risk sport. We work closely with Grove House Stables Equestrian Centre, as the provider of the riding lessons to our members, to reduce the health and safety risks for our members as much as possible, but there are some rules that we require our members to adhere to:

- They must be suitably dressed for riding and have suitable footwear. Long hair must be tied back. Face piercings must be removed. Any other piercings must be removed or covered over as determined by the Yard Manager. Other jewellery must be removed if requested by the Yard Manager.
- Suitable footwear is provided for use during the lessons.
- Grove House Stables Equestrian Centre has safety helmets which must be worn during the lessons. The helmets all meet the required British Standard. We take particular care that our hats are checked regularly to ensure they continue to meet a high standard. As part of the induction process for new members, we will identify a helmet that fits each member.
- All members must adhere to our Behaviour Policy.

The GH Group will not be responsible for members who engage in activities unauthorised by Grove House Stables Equestrian Centre employees or volunteers.

Maintenance of equipment

The Yard Manager will be responsible for:

- identifying all equipment that needs maintenance;
- ensuring effective maintenance procedures are drawn up;
- ensuring all identified maintenance is implemented;
- reporting any problems with equipment to the GH Group CEO;
- checking that any new or second-hand equipment purchased by or donated to Grove House Stables Equestrian Centre meets health and safety standards.

Outings

When young people are taken on trips out, those employees/volunteers accompanying them must ensure that someone (“the Designated Person”) knows what time they are expected to return, and must report to the Designated Person on their return (or alert the Designated Person to any delays) to confirm that all the young people have been dropped off at their agreed destinations.

Full details of the outing must be given in advance to the Designated Person and also be recorded in the Operations office so that the alarm can be raised if necessary.

Those accompanying the young people must have a fully charged mobile phone in their possession, ensure that it is switched on and ensure that the Designated Person knows the telephone number.

Control of substances hazardous to health (COSHH)

The Yard Manager will be responsible for:

- identifying all substances which need a COSHH assessment;
- undertaking COSHH assessments;
- ensuring that all actions identified in the assessments are implemented;
- ensuring that all relevant employees/volunteers/Trustees are informed of the COSHH assessments;
- checking that new substances can be used safely.

Assessments will be reviewed every twelve months or when our activities or other relevant circumstances change, whichever is the sooner.



Information

The Health and Safety Law poster is displayed in the Grove House Stables Equestrian Centre office.

Advice on health and safety is available from the designated health and safety Trustee. A central file with all health and safety related policies, risk assessments and other relevant certificates and documents as well as a schedule of review dates is kept in the Grove House Stables Equestrian Centre office. Responsibility for ensuring that this file is complete and current lies with the Centre Yard.

The GH Group CEO is responsible for ensuring that our employees/volunteers are given relevant health and safety information.

Grove House Stables Equestrian Centre

The Yard Manager will be responsible for checking that Grove House Stables Equestrian Centre:

- displays an up-to-date Health and Safety Law poster;
- has the requisite first aid notices and trained first-aiders available during all lessons;
- has carried out COSHH assessments where applicable;
- checks all its equipment for safety on a regular basis;
- has carried out the appropriate risk assessments and reviews them on a regular basis. (A copy of the relevant risk assessments should be kept in the Grove House Stables office.)

Grove House Stables Equestrian Centre, its instructors, employees or agents are responsible for the physical and moral wellbeing of the young people whilst in its care. All Grove House Stables Equestrian Centre instructors have suitable experience or qualifications to provide tuition. The instructors assign horses and ponies based on their suitability for the level of riding and height/weight of the rider.

All employees/volunteers are required to be vigilant about safety whilst involved in or observing riding lessons and any employee/volunteer who has concerns about the safety of a riding lesson for any young person shall immediately report those concerns to the Yard Manager.

The Yard Manager shall at his/her absolute discretion immediately terminate the riding lesson for a young person or group of young people that (s)he deems to be unsafe for any reason.



The GH Group CEO reviews this issue and takes appropriate action should any concerns arise.

Accidents, first-aid and work-related ill-health

The first aid kits are kept in the Grove House Stables equestrian Centre office.

At all times there will be -two qualified first aiders among our employees/volunteers. In our Parent/Carer Consent Form, parents/carers are asked whether they consent to first aid being given to their child and/or to their child being taken to the nearest A&E Department and being given such medical treatment, including anaesthetic, as is considered necessary by the medical authorities present.

All accidents and cases of work-related ill-health will be recorded in the accident book, which is kept in the Grove House Stables Equestrian Centre office.

The Yard Manager is responsible for reporting accidents and dangerous occurrences to the Health and Safety Executive or the local authority as and when appropriate.

Monitoring

To check our working conditions and to ensure our safe working practices are being followed we will fully investigate any accidents or ill-health arising from our activities. A written report will be presented to the Board of Trustees in respect of any serious incident.

The designated health and safety Trustee and CEO have joint, - responsibility for:

- investigating accidents;
- investigating work-related causes of sickness;
- preparing written reports to the Trustees where necessary;
- recommending remedial action.

The GH Group CEO will act on the findings of any investigation to prevent a recurrence.

Emergency procedures

- The Yard Manager is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes and fire extinguishers must be checked by or on behalf of the Yard Manager every session.
- Fire extinguisher maintenance is monitored by the Yard Manager.



- Alarms must be tested by or on behalf of the Yard Manager every week .
- Emergency evacuation must be tested within two weeks of joining for each group of young people and at least once every three months thereafter.

No smoking

Grove House Stables Equestrian Centre does not permit smoking anywhere within its areas, nor during riding lessons or on outings, trips or visits.

Lone working

Our Lone Working Policy sets out the health and safety issues concerned with lone working and the steps the GH Group takes to ensure the safety of Trustees and employees/volunteers who work alone.

Training and awareness

A copy of this Policy will be shown to all employees and volunteers, and each must sign the list attached to the original to indicate they have read and understood it. It will also be made available to all referrers and members and/or their parents/carers, and shown to all students undergoing training at Grove House Stables Equestrian Centre.

Induction training on health and safety will be provided for all employees/volunteers by the Yard Manager. Any task/job-specific health and safety training will be provided via a training course. Health and safety training requirements will be identified, arranged and monitored by the Yard Manager. Health and safety training records will be kept by the Yard Manager.

Approval and review

This Health and Safety Policy was developed by Andrew Stennett's Management Team. - It will be reviewed each year thereafter, or more frequently if appropriate.

Signed.....

Date.....



Contacts

Andrew Stennett

07434 779032

I-Pegasus CIC based at Grove House Stables Equestrian Centre

01427 890 802