



# Equestrian Training

## **Equestrian Training Ltd Health, Safety and Welfare Policy**

### **General Statement**

Equestrian Training (ETL) aims to provide a healthy and safe environment for all its staff, visitors, business associates and learners/apprentices always. In doing this ETL will endeavour to prevent accidents and cases of work-related ill health, ensuring that all equipment is safe and regularly maintained and that any substances are handled safely and in accordance with COSHH regulations.

To achieve this, each member of staff will ensure the required standards are applied and met. Adequate and appropriate information and training will be provided to all staff ensuring that a healthy and safe environment is continuously maintained for staff, learners/apprentices, business associates, and visitors.

This policy is a continual working document and will be reviewed and revised as necessary (As a minimum it should be reviewed annually along with all other ETL Policies).

### **Scope**

The scope of this policy encompasses all offices and training venues operated by ETL. There are also procedures in place and guidelines for the Health and Safety of learning taking place within environments provided by ETL's Training Partners. Furthermore, facilities offered by a third party should be used in accordance with their Health and Safety Policy. In all cases, existing local health and safety regulations should be considered when preparing procedures specific to ETL.

### **Commitment**

We undertake to:

- Provide adequate control of the Health and Safety risks arising from our work activities.
- Consult with employers and learners on matters affecting their Health and Safety.
- To advise learners and their employers of how to maintain safe plant and equipment.

- To advise employers apprentices/learners on safe handling procedures and the safe use of substances.
- To provide information, instruction, and advice on supervision for employers and learners.
- To ensure all employers are aware of their learner's competency to do the work required and to provide training where required.
- To prevent accidents and causes of ill health arising from their work.
- To assess the risks to which our employees are exposed at work.
- To review our health and safety policy, risk assessments and control arrangements as necessary.
- To comply with the Health and Safety at Work etc. Act 1974 and other applicable legislation.

### **Applicable Legislation**

General health and safety advice can be obtained from our Health & Safety Officer. Additional advice, online publications and information are available from the Health and Safety Executive web site ([www.hse.gov.uk](http://www.hse.gov.uk)). Some of the specific legislation that applies to this organisation includes:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Noise at Work Regulations 1989
- Manual Handling Operations Regulations 1992
- Control of Substances Hazardous to Health Regulations 1999

### **Responsible Persons**

Overall responsibility for health and safety matters rests with ET's Director.

Day-to-Day responsibility for ensuring the policy is put into practice is delegated to our Health & Safety officer who has relevant Health and Safety qualifications. This responsibility is noted in the individual's job description.

ETL employees have equal responsibility for ensuring that the company's Health & Safety policy is adhered to and of notifying the Health and Safety Officer of any actual/potential issues. Staff should consult with the Health & Safety Officer on any matters that affect this policy.

## **Statutory Notices**

Statutory notices are to be displayed detailing our Health & Safety Officer and local authority contact. The Health and Safety Officer is to ensure that these notices are prominently displayed at our trading site.

Employers' and Public Liability Insurance is required to cover our operations at all sites. This is arranged annually with other forms of insurance. However, the Health & Safety Officer is to ensure that adequate cover is maintained at all times and certificates of insurance are prominently displayed at each site.

## **Housekeeping and Premises**

All staff are required to work in a safe way and this includes ensuring fire exits are kept clear, boxes are stored safely, and desk areas are kept clean and tidy.

All staff have a responsibility to ensure the kitchen area is kept clean and tidy, any food left on a Friday will be disposed of to avoid the potential for contamination and infestation.

Staff should inform the Health and Safety Officer if any risks are identified that cannot be controlled immediately e.g. tripping hazards, faulty equipment etc.

## **Risk Assessments**

Risk Assessments for ETL's premises will be undertaken and feedback given to the Health and Safety Officer annually, who will collate this information to form a centralised assessment. This will also take place if the office environment significantly changes.

Findings of these risk assessments will be reported with recommended actions or controls to the Director for approval. The approved recommended actions are then identified on the H&S Action Plan which is reviewed quarterly. The risk assessment report will be made available to all staff together with the plan of action to reduce the risks identified. The Health and Safety Officer will implement changes and review them accordingly.

As part of the overall assessment the Health and Safety Officer must also carry out COSHH Assessments and a separate Fire Risk Assessment. In addition to a Fire Assessment the Health and Safety Officer must ensure adequate controls are maintained which includes:

- Ensuring all escape routes are clear and accessible
- Fire Extinguishers are accessible and adequately maintained
- Fire Drill is carried out (To be done bi-annually with results and any required actions documented)

To assist with Fire prevention and action in the case of emergency, a second member of ETL's staff will also act as fire marshal and, in the event of a fire, sound the fire alarm and evacuate the building in line with the instructions displayed on the 'In the event of a fire' posters. The Fire Marshal will check that the office is clear, doors and windows are shut (if

possible) and that any persons unaccounted for are reported to a Health & Safety Officer or Senior Management Team member who is on-site.

### **Accidents, First Aid and Work-Related Ill-Health Reporting**

Issues relating to health and safety can be reported by any member of staff directly to the Health & Safety Officer.

ETL holds an Accident Folder, which complies with the GDPR of 2018 and HSE guidelines. ETL has a clear procedure in place to ensure employers are notified if learner/apprentice has an accident or ill health during training sessions and a procedure for employers reporting to ETL if a learner/apprentice has an accident or ill health at work. This is introduced to employers as part of the apprentice induction. All accidents and near misses are recorded and details stored accordingly. These are then reviewed regularly by the H&S committee. If required ETL will report incidents reportable under RIDDOR to both the HSE and the ESFA. For more information on RIDDOR go to <http://www.hse.gov.uk/riddor/index.htm>

Reports will be made using the following specified forms:

Reports to the ESFA will be made using either

Learner Incident Record (**All reports other than diseases**)

Learner Incident Record – Report of a Case of Disease (**Diseases only**)

Reports to HSE under RIDDOR will be made via the HSE online forms, <https://www.hse.gov.uk/forms/>, using either

F2508 – Report of an injury

F2508A – Report of a case of disease

For serious incidents, the Health & Safety Officer is responsible for conducting an initial investigation and reporting the matter, together with recommendations, to the Senior Management Team. This report should be submitted within three working days, where practicable. Otherwise an interim verbal report may be given pending the final report.

### **Display Screen Equipment**

All staff will undertake a DSE risk assessment to prevent conditions such as RSI developing, upon joining 1<sup>st</sup>2 Achieve Training, or when their desk is moved or significantly altered. Results of this assessment will determine if additional equipment needs to be provided such as a footrest.

### **Trainer Risk Assessment**

Trainers undertaking any teaching and learning activities have responsibility for day-to-day health and safety issues within their learning venue and for ensuring that ETL's Health & Safety Policy is promoted to apprentice/learners/apprentices as part of their induction. All

learning taking place at either ETL's Facility or external venues should only commence following completion of a trainer checklist and risk assessment form – this risk assessment provides a basis for a healthy and safe learning environment and any issues identified should be raised with the Health and Safety Officer.

### **Lone Working**

Lone working means working in an environment where no other member of staff is available. The team must complete a Lone Worker Risk Assessment, when joining ETL, changing job role significantly or any changes to company working practices.

Where it is necessary to work alone every precaution should be taken to minimise the potential risks: -

- Ensure someone knows you are working alone and when you are expected to return home.
- Ensure that someone knows what to do if you do not return home at your expected time.
- Ensure you have access to a telephone for emergency calls or that your mobile phone is fully charged and has coverage for the area that you are working.
- Try to ensure that public access to where you are working alone is restricted or barred completely.
- Do not let strangers into the area you are working alone.
- Have a personal alarm with you for use in an emergency
- Avoid activity that may be risky, or that should not be undertaken alone.
- Consider asking for an additional person to be available.

### **Electrical Safety**

ETL's office/training environments present a low risk of electrical hazard. Staff should, however, report any electrical faults immediately to the Health & Safety Officer. Staff are encouraged to regularly review office appliances for any obvious faults such as loose wires etc.

All ETL's portable appliances will be tested and maintained by the HSE PAT guidance. For more information go to <http://www.hse.gov.uk/pubns/indg236.pdf>.

All staff members have a responsibility to use electrical equipment safely, and by the instructions and training they have been given; they are also required to carry out visual checks and notify the Health & Safety Officer of any issues.

### **Manual Handling**

Manual handling includes such tasks as moving office and training room furniture, moving paper and archive boxes, moving equipment, unloading from cars etc.

All staff must follow good practice for lifting. No member of staff must attempt to lift carry or manoeuvre any item if they are unsure how to do so safely.

### **Infectious Diseases and Infestations**

Staff are encouraged to inform their Line Manager if they have an infectious disease to ensure other staff members or learners/apprentices are not put at risk.

Any member of staff identifying a cause for concern regarding anyone showing signs of an infectious disease, specifically COVID-19, or infestation should inform the Director immediately.

### **Contractors and Other Visitors**

All contractors must report to the appropriate designated staff member and must ensure they have the appropriate insurance and safe methods of work in place.

Staff members must ensure that all visitors report to reception and sign in an out of the building.

### **Staff Involvement, Induction and Training**

All ETL employees' job descriptions will include a statement of Health and Safety responsibility in line with their position within the organisation. The Health, Safety and Wellbeing [policy is promoted as part of staff induction, where all new members of staff receive Health & Safety training within one month of starting employment with ETL. The Health & Safety Officer with the Senior Management Team will coordinate this training. Further training on specific health & safety issues will be given to staff throughout the year, and initial health & safety training given at induction will be revised annually.

All new employees receive a staff handbook which includes statements on Health and Safety within the organisation, this forms part of their terms and conditions of employment.

The Health and Safety Officer is to receive appropriate formal training to perform these duties. Senior management should also undertake health and safety training appropriate for their duties. Training needs are to be reviewed regularly or as required by changes to legislation.

## **MONITORING ARRANGEMENTS**

ETL will monitor the policy annually as part of our self-evaluation arrangements; amendment and review may also be in response to feedback requests or good practice guidance issued by Regulators, to align with their appeals and complaints process.

## **Review**

The policy has been approved by the Senior Management Team.

The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

**Board signatory:** *Amy Hodgson*

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