**HEALTH AND SAFETY POLICY**

This is the statement of general policy and arrangements for: Mill Farm Riding School

Overall and final responsibility for health and safety is that of: Helen Harrison, Proprietor

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: Gillian Lallement, Yard Manager and Michael Branson, Maintenance

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| **STATEMENT OF GENERAL POLICY** | **RESPONSIBILITY OF:  Name/Title** | **ACTION/ARRANGEMENTS** (customise to meet your own situation) |
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities. | Gillian Lallement | Relevant risk assessments completed and actions arising out of those assessments implemented. |
| To provide adequate training and equipment to ensure employees are competent to do their work. | Gillian Lallement | Provide all staff with protective clothing including – hats, boots, body protectors. All staff understand to help each other when lifting heavy items. |
| To implement emergency procedures – evacuation in case of fire or other significant incident. | Gillian Lallement | Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. |

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| Health and safety poster is displayed: | In the office on the wall |
| First-aid box and accident book are located: | In the office in the bottom drawer |

Signed: \*Sign and print name

Date: