

Mill farm riding school health and safety policy statement

It is the policy of MFRS to ensure as far as reasonably possible the health safety and welfare of its employees customers and general public in accordance with the health and safety legislation (The health and safety at work act 1974)

MFRS will ensure that the plant and systems of work are so far as reasonably practical, are safe and without risk to health. MFRS will provide safe equipment and will ensure safe handling of substances

B. Objectives

Progressive reduction of health and safety hazards by identifying and removing hazards that exist and by forward planning to prevent risk arising and the acceptance of all employees to health and safety as a major element of their overall responsibilities and support this by providing any required training

To maintain safe and healthy working conditions and to remove and or revise this policy as necessary at regular intervals

The maintenance of a safe working environment depends on the cooperation of all who work in the workplace . Employees are required to do everything possible to avoid injury to themselves and others. Employees are also required to offer reasonable suggestions which they believe would improve the safety aspect of the workplace. MFRS will ensure that employees are competent to carry out their task and to give them adequate training.

Each member of staff is responsible on a day to day basis for maintaining safety standards, management carries the prime responsibility for this, employees must inform management of any matter which may need attention.

Every employee has a duty to ensure that they act in accordance with the procedures and rules devices to protect the health safety and welfare of all employees and clients or others working on the premises. Employees are expected to cooperate with any health and safety requirements imposed by MFRS

Overall and final responsibility of health and safety is that of Helen Harrison day to day responsibility to ensure this policy is put into practice is delegated to Helen Harrison and Michael Branson along with Gillian Lallement

The following people have been allocated the responsibility for the following areas to ensure the health and safety standards imposed by MFRS are maintained on a daily basis

Helen Harrison - school and riding areas

Michael Branson - yard car park stable all machinery area

Gillian Lallement - main barn staff room feed shed

Jess Lee - pony barn tack room equipment shed

Danielle Brown - back seven stables and back two stables

Alex Warrior - pony barn and middle six stables

All employees have to:

Co-operate with senior staff and management on health and safety matters

Not to interfere with anything provided to safeguard theirs and others health and safety

Take reasonable care of their own health and safety

Report all health and safety concerns to either of the following people

Helen Harrison

Michael Branson

Gillian lallement

F Competency tasks and training Induction training will be provided for all employees by Helen Harrison and Gillian Lallement

G Safe plant and equipment Michael Branson will be responsible for all equipment and recognising maintenance requirements ensuring all checks are carried out and all equipment meets MFRS health and safety policy.

H Safe handling and use of substances Michael Branson will be responsible for identifying all substances that need COSH assessment he will ensure all action is identified and assessments implemented and all relevant staff are informed of cosh assessment

Assessment will be revised annually or when work activities change which ever is sooner.

I Health and safety risk arising from our work activities

Risk assessments will be undertaken by Gillian Lallement the findings of these risk assessments will be reported to Helen Harrison action to remove / control risk will be approved by Helen Harrison. Michael Branson will be responsible to ensure all actions are taken to implement the reduction or and removal of the risk is carried out this will then be reported back to Helen Harrison who will check all action has been taken , assessment will be reviewed annually or when the work activity changes which ever is sooner.

J Consultation with employees

Employees representative is Gillian Lallement and Helen Harrison consultation with employees is provided by Gillian Lallement and Helen Harrison.

K Information instruction and supervision

The health and safety law poster is displayed in the office. Health and safety advice is available from Gillian Lallement. Supervision of young workers/trainees will be arranged, undertake and monitored by Helen Harrison. Gillian Lallement is responsible for ensuring that employees working at locations under other employees are given relevant health and safety information .

Specific training in handling horses will be undertaken by all employees and training records will be held in the office and monitored by Helen Harrison. D The health and safety policy applies to all employees and management

Responsibility For Safety Matters

MFRS attaches great importance to the provisions of a working environment for its employees clients and to all people visiting or working on its premises

A MFRS in conjunction with those employees given particular responsibility for health and safety matters, will take all steps to ensure that all equipment facilities on the yard and buildings are consistent with standards to maintain a safe working environment.

B Appropriate measure will be taken to keep all staff fully informed of safety matters and procedures training will be given when and where it is needed to all working with equipment livestock for which safety precautions must be followed .

Accident reporting

Any accidents occurring on the premises must be reported and recorded in the accident book how ever minor.

Health surveillance is required for employees doing the following jobs feeding and watering of horses handling horses health surveillance will be arranged by Helen Harrison

The first aid box is kept in the office the appointed first adders are Gillian Lallement, and Alex Warrior, Jess Lee, Helen Harrison and Michael Branson

All accidents and cases of work related illness is to be recorded in the accident book the book is kept in a cabinet in the office.

Helen Harrison is responsible to reporting accidents diseases and dangerous occurrences to the enforcing authorities .

To check our working conditions and ensure our safe working practices are being followed we will continually asses situations, Helen Harrison is responsible for investigating accidents and responsible for investigating work related courses of sickness and absences and responsible for acting on investigating findings to prevent recurrence.

Fire control

Employees should be made aware from commencement of employment the procedure in the event of a fire. The location of fire call points fire exit fire extinguishers and assembly point.

Michael Branson is responsible the fir risk assessment is undertaken escape routes are checked and that emergency evacuation is tested every 6 months.

Alcohol and drugs

Under legislation MFRS has a duty of care so far as reasonably practicable to safe guard the health and safety and welfare of all its employees and similarly you have a responsibility to yourself and colleagues

the use of alcohol and drugs may impair the safe and efficient running of the business and or the health and safety of MFRS employees and customers.

The use of alcohol or drugs is prohibited and will lead to disciplinary and possible dismissal

Risk assessment for hacking/trekking

Overall risk assessed for accident in traffic riding road safety

All ponies to be assessed in traffic

All staff to be competent in traffic /leading ponies and rider safety

1 leader per beginner

A minimum of 1 experienced staff member per group

Hats to be worn to current safety standard PASSE 15 by all riders

Body protectors to be worn by all riders over 16 years of age

Correct footwear to be worn by all riders

Route to be confirmed prior to ride/ no deviation on route unless school notified

Mobile phone to be fully charged and carried by experienced staff member

First aid kit human and equine to be carried

Lead ropes to be used

All tack to be checked by senior staff member prior to leaving the yard

Full instructions to be given to all riders prior to leaving the yard