

# **RICHMOND EQUESTRIAN CENTRE (REC)**

## **HEALTH & SAFETY POLICY**

### **Policy Statement**

We take health and safety very seriously here at Richmond Equestrian Centre. All volunteers, staff and livery yard clients must read and sign our policy statement.

This policy relates to:

**Richmond Equestrian Centre, Breckenbrough Farm, Brough Park, Richmond, North Yorks, DL10 7PL**

The policy lays out the requirements for a safe and healthy environment for employees who work at Richmond Equestrian Centre, members of the public who visit Richmond Equestrian Centre and livery yard clients.

### **Our Responsibilities**

At Richmond Equestrian Centre we wish to maintain a very high standard as far as health, safety and welfare is concerned. We recognise that it is a legal responsibility of the owners and all employees to contribute to the safe running of Richmond Equestrian Centre and to be aware of the importance and continuous maintenance of the policy.

### **Visitor's Responsibilities**

Individual and group safety is paramount. To this end visitors, especially parents/guardians who have responsibility for young people under the age of 18 years, also have a part to play. If you become aware of any issue which you feel may have a bearing on anyone's safety, please inform us without delay. If you become aware of anything which you feel might present serious and imminent danger to any person stop the activity immediately and seek advice.

### **Information**

Each member of staff, livery client or volunteer will be taken through our induction process and issued with the all our Rules, Plans, Risk Assessments, Responsibilities, Policies & Rules. All documents should be read by all.

### **Responsible Person**

Abigail Turnbull, Proprietor, has overall responsibility for ensuring this policy is implemented

Mobile: 07779 282665

### **Designated Assistant**

Andrew Turnbull, Proprietor

Mobile: 07980 085165

## **Qualified First Aider**

Abigail Turnbull, Andrew Turnbull and Lydia Turnbull are all Level Accredited First Aiders.

All mobile phone numbers can be found on the notice boards in each stable yard

## **Identified Health and Safety Hazards**

See Appendix 1 – Risk Assessment

Recording and Dealing with Accidents

All accidents or incidents must be reported immediately and entered in the Accident Record Book.

There is one accident book next to the notice board in the pen yard and one in the office. When an entry has been made the parents/carers of any child under the age of 18 are to be shown the entry in the Record Book and both a member of staff and the parent/carer must sign the entry.

## **Fire Emergency Procedure**

Please see our Fire Action Plan

## **Medical Emergency to Animal or Human**

In the event of a medical emergency, to animal or human, another person should be alerted and if necessary an ambulance or veterinarian should be called. Swale Vets' number is on the notice board in each stable yard. The emergency services' number is 999.

## **Reporting Hazards, Near Misses and Dangerous Occurrences**

It is the responsibility of people on the yard to employees including volunteers to safeguard their own safety and the safety of others. They must work within the guidelines set out in this policy and comply with the regulations for employees.

## Appendix A – Risk Assessment

Hazardous Activity	Potential Consequence	Control Measures
Slippery floor surfaces	Slip, trip or fall	Surfaces to be maintained properly Non-slip surfaces to be used in high risk areas Proper non-slip footwear
Lifting large or awkward objects such as hay bales, water troughs and feed etc.	Musculoskeletal injuries	Mechanical aids such as fork lift trucks (operated by competent and authorised personnel) Minimising loads Manual handling training
Working at height – changing light bulbs in indoor arenas, stacking hay bales or feed	Fall from height – minor injury to fatality	Use of mechanical lifting devices such as ‘cherry pickers’ or similar (operated by competent and authorised personnel) Warnings on muck heap
Use of portable electrical equipment such as clippers and electrified fencing	Electric fencing – minor burns to fatality	Portable electrical equipment to be visually inspected on a regular basis Fencing to be maintained according to the manufacturer’s instructions Use of residual current devices
Working with horses as in tacking up, moving, loading, feeding and lunging	Crushing injuries – weight of horse against a person and inanimate object Biting Injuries Impact injuries – being kicked Fracture of toes – being stood on	Training of personnel Extempore risk assessment of individual horse temperaments Personal protective equipment where relevant
Riding a horse	Musculoskeletal injuries from the horse pulling or the rider being unseated Fracture of vertebra of the spine and neck from being unseated and falling Multiple injuries from being dragged when unseated but foot caught in the stirrup Vehicle/horse collision on a public road	First aid trained staff First aid kit available
Use of combustible material	Fire	Fire Action Plan Training of fire marshals Management of combustible materials
Use of the buggies for poo picking	Vehicle/horse collision	Not to be operated by anyone under 14 Seat belts to be worn Not to be used on the public road
Vehicles hitting pedestrians	Vehicle/pedestrian collision	On days where a high volume of traffic is likely, car park attendants used
Diseases caused by pests	Disease transfer	Rubbish bins emptied into a secure container regularly
Electrocution	Horse walker – minor burns to fatality	Horse walker to have a safety certificate
Trapping/entanglement	In horse walker or out in park – minor injury to fatality	Try to buddy up when in situations where this may arise