

**Date: 17 January 2017**  
**For: Employees/volunteers, referrers, members**



## **Health and Safety Policy**

### **Introduction**

Ride High 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 Operations Manager.

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

- Clubroom and offices, and equipment therein
- Portakabin and equipment therein
- Transporting young people
- Outings
- Dangerous substances
- Bryerley Springs Farm Equestrian Centre (“Bryerley Springs”)

All employees/volunteers must:

- co-operate with the Operations Manager and Trustees 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 Operations Manager or one of the Trustees 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 Operations Manager. The Operations Manager will obtain copies of all risk assessments carried out by Bryerley Springs to the extent they relate to services and premises used by Ride High.
- 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 Children's Committee, a sub-committee of the Board of Trustees, and the actions required to remove/control the risks will be approved by the Committee. If no Children's Committee meeting can be held before the event giving rise to the risk assessment occurs, actions to remove/control risks where the risk assessment has a grade of 6 or more will be approved by the Chief Executive or in her absence by the designated health and safety Trustee, Ann Whitfield.
- The Chief Executive will be responsible for ensuring the actions required are implemented.
- The Operations Manager 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.
- Ride High 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 Ride High before that young person is accepted on to the Ride High programme if deemed appropriate following a home or school visit (or an initial meeting at Ride High).

- 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 at six monthly intervals.
- Any special measures required when working with a young person must be agreed with Ride High and explained to the young person.
- Ride High will make all employees and volunteers, and Bryerley Springs, 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 Operations Manager.
- If any employee/volunteer carrying a young person in their car, the people carrier or the minibus has concerns about his/her behaviour during the journey, they should discuss with the Children's Manager or Operations Manager whether it is appropriate to continue to transport that young person to and from Ride High. The Children's Manager or Operations Manager will decide whether a second Ride High employee/volunteer must accompany the driver, or whether to advise the young person's parents/carers to arrange their own transport.

### **Health and safety risks arising from horseriding**

In our Parent/Carer consent form, Ride High alerts parents/carers of young people to the unpredictability of horses' behaviour and to the fact that horseriding is classified as a risk sport. We work closely with Bryerley Springs, 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 Operations Manager. Other jewellery must be removed if requested by the Operations Manager.
- Suitable footwear is provided for use during the lessons if required.
- Ride High has safety helmets which must be worn during the lessons. The helmets all meet the required British Standard. They are used only by Ride High members and are kept in our portakabin. 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 are asked to take care of their helmets and to bring any damage or ill-fitting concerns to the attention of the Operations Manager.
- All members must adhere to our Behaviour Policy.

Ride High will not be responsible for members who engage in activities unauthorised by Ride High or Bryerley Springs employees or volunteers.

### **Maintenance of equipment**

The Operations 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 Children's Committee;
- checking that any new or second-hand equipment purchased by or donated to Ride High meets health and safety standards.

### **Vehicles**

The Operations Manager will be responsible for ensuring that the minibus and people carrier are fully insured, taxed and regularly serviced and maintained, and that any driver of the minibus or people carrier has a valid driving licence.

Any employee/volunteer/Trustee who uses his/her own car to transport young people will be asked to verify to the Operations Manager that they have a valid driving licence, that their car is insured, taxed and roadworthy and that their insurers have authorised the occasional use of their car to transport young people for Ride High purposes.

If any driver (of the minibus or people carrier or of a car used to transport young people for Ride High) earns any points on his/her licence this must be brought to the attention of the Operations Manager without delay.

Parents/carers of young people being transported to and from Ride High or on outings by Ride High employees/volunteers/Trustees will be asked to sign a consent form (this is included in our Parent/Carer Consent Form).

Young people being driven by a Ride High employee/volunteer/Trustee may only sit in the front seat of the minibus, people carrier or car if all other seats are taken or if permitted to do so at the driver's discretion.

Booster seats will be used in the people carrier, and other car being used to transport young people, for those young people aged under 12 years and under 135cm in height.

### **Outings**

When young people are taken on trips out, those Ride High 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 Ride High 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 Operations 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 Ride High clubroom at Bryerley Springs Farm.

Advice on health and safety is available from the designated health and safety Trustee, Ann Whitfield.

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 Ride High office. Responsibility for ensuring that this file is complete and current lies with the Operations Manager.

The Operations Manager is responsible for ensuring that our employees/volunteers are given relevant health and safety information.

### **Bryerley Springs**

The Operations Manager will be responsible for checking that Bryerley Springs:

- 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 Ride High office.)

The Operations Manager meets a representative of Bryerley Springs on a regular basis to discuss any health and safety issues. If the Operations Manager has any concerns in the above areas, (s)he will report them immediately to the Chief Executive. The Chief Executive will decide whether such concerns are sufficient to warrant the suspension of riding lessons with Bryerley Springs.

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 Operations Manager.

The Operations 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 Children's Committee reviews this issue at each of its monthly meetings and takes appropriate action should any concerns arise.

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

The first aid boxes are kept in the Ride High office and in the portakabin at Bryerley Springs.

At all times there will be at least three qualified first aiders among our employees/volunteers.

Ride High has procedures in place for dealing quickly and effectively with any dental injuries suffered by the young people or by Ride High employees or volunteers or any visitors.

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 Ride High office.

The Chief Executive 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, Ann Whitfield, is responsible for:

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

The Operations Manager will act on the findings of any investigation to prevent a recurrence.

### **Emergency procedures**

- The Operations 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 Operations Manager every session.
- Fire extinguisher maintenance is monitored by the Operations Manager.
- Alarms must be tested by or on behalf of the Operations Manager every three months.
- 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**

Ride High does not permit smoking anywhere within its offices, clubroom or portakabin, 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 Ride High takes to ensure the safety of Trustees and employees/volunteers who work alone.

## **Home visits**

Our Home Visits Policy sets out the health and safety issues concerned with home visits and the steps Ride High takes to ensure the safety of employees undertaking home visits.

## **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.

Induction training on health and safety will be provided for all employees/volunteers by the Operations 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 Operations Manager. Health and safety training records will be kept by the Operations Manager.

## **Approval and review**

This Health and Safety Policy was approved at a Board Meeting of the Trustees on 17 January 2017. It will be reviewed each September thereafter, or more frequently if appropriate.

Signed.....

Date.....

## **Contacts**

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