

44 Newcroft Crescent, Urmston, Manchester. M41 9NW

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Community Interest Company No. 11987734

Health and Safety Policy

Name of Organisation: Empowering Equine CIC.

Venue Address for which policy applies: All venues

Date of last review: 28th March 2022

Date of next review: 28th March 2023

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REMEMBER ! ALWAYS BE AWARE ! EVERYONE CONCERNED SHOULD LEARN HOW TO WORK SAFELY
ASK IF YOU DON'T UNDERSTAND AND REPORT ANYTHING THAT SEEMS DAMAGED, UNSAFE,
DANGEROUS OR FAULTY

1. Directors are asked to note the direct link between Health & Safety and Empowering Equine CIC Insurance arrangements.
2. Please note that an "approved Empowering Equine CIC Activity" for the purposes of insurance cover is any Empowering Equine CIC activity which conforms to and complies with these guidelines and which has been approved by Empowering Equine CIC. If in doubt, please refer to Empowering Equine CIC National Office.

WHO IS RESPONSIBLE?

- a. Directors - are ultimately responsible for everything that goes on in their Group including Health & Safety.
- b. Empowering Equine CIC Management - are responsible for recruiting instructors, volunteers and helpers. They are responsible for keeping available and/or distributing all relevant papers received from Empowering Equine CIC National Office, Region or County. Up to date information and records are essential.
- c. All persons accessing Empowering Equine CIC are responsible for safe working practices.

WHAT ARE THEY RESPONSIBLE FOR?

- a. VENUE. All aspects of the venue used by Empowering Equine CIC should have been approved by the Directors. A Empowering Equine CIC risk assessment should be completed initially, updated as necessary and checked with copies kept.
- b. HORSES/PONIES/DONKEYS. Should not be worked with until they have been fully assessed by the Directors and passed as of good temperament, sound, in good condition and suitable for Empowering Equine CIC purposes. They must be a minimum of 5 years old. Only suitably trained

helpers should be allowed to handle them.

c. TACK. All tack and special equipment should be inspected on a regular basis to ensure that it has been maintained, is in good condition and that it fits the equine on which it is being used.

d. Empowering Equine CIC STAFF/VOLUNTEERS. All staff and volunteers should be advised on the contents and use of Empowering Equine CIC Health & Safety Guidelines. A programme of training should be discussed and planned appropriate to the new Coach's experience and qualification. All staff and volunteers must fill in an application form before joining. They must provide references which should be checked, and complete an enhanced disclosure application (if aged 16 or over). All helpers should be given induction training when they first join the Group which must be recorded. They should be capable and trained for all duties they are asked to perform and should be briefed at the beginning of each session.

e. All people accessing Empowering Equine CIC should wear comfortable and suitable clothing. Jackets and anoraks, if worn, should be fastened. It is recommended that jewellery is removed and that long hair should be tied back. Gloves are recommended. Sturdy shoes or boots should be worn

FIRST AID

No Empowering Equine CIC activity may take place without the presence of a person holding an up to date First Aid Certificate. Appointed First Aiders should be identified at the start of each session. There must be a First Aid Box readily available for each Empowering Equine CIC session, with a list of those holding First Aid qualifications.

FIRE DRILL

Everyone working or attending the Group on a regular basis must be instructed on procedures in case of fire. This is to include the location of fire points, use of different types of fire extinguishers, fire alarm method, evacuation plan for both humans and animals, location of master switch, water stop tap and telephone.

ACCIDENT & INCIDENT BOOK

All accidents and incidents must be recorded immediately in the Accident and Incident Book and signed as required. This is an important document and must be retained in Group files even if it has been replaced by a new book. Serious accidents must be reported in accordance with RIDDOR.

GROUP RECORDS & UP-TO-DATE INFORMATION

Empowering Equine CIC should have all up to date information and completed staff/volunteer/client forms available for reference. These will be kept in accordance with Data Protection Guidelines.