

Somerset Equus

SAFETY POLICY

Valid From October 2016

Prepared by



01278 671995



COMPANY POLICY FOR HEALTH, SAFETY AND WELFARE

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions and all reasonably practicable measures taken to avoid risk to its employees or others who may be affected.

Mrs E. Langdon has the responsibility for implementing this Policy throughout **Somerset Equus** and must ensure that health and safety considerations are always given priority in planning and day-to-day supervision of work.

All employees and sub-contractors are expected to co-operate with **Somerset Equus** in carrying out this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

Mrs E. Langdon has the responsibility for health, safety and welfare, and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.

The operation of this Policy will be monitored by the management and staff of **Somerset Equus**. To assist him in this respect, he has appointed a Safety Advisor to visit sites and workplaces if required and to give advice on the requirements of the relevant statutory provisions and safety matters generally.

The Safety Advisor is **Mr J. Timbrell** of **C2 Safety**.

Statement of Company Policy will be displayed prominently at all sites and workplaces.

The organisation and arrangements for implementing the Policy will also be available at each site and workplace for reference by any employee as required.

Signed:

Dated:

INTRODUCTION TO SAFETY POLICY

Every employer must regard the prevention of accidents and the provision of healthy working conditions as obligations.

Mrs E. Langdon will communicate that Somerset Equus intends to:

- Prevent employees and other persons from suffering as a result of company policies and practices.
- Comply with all relevant health and safety legislation.

Mrs E. Langdon recognises that accident and unsafe or unhealthy working conditions may have considerable financial implications and signal inefficient management.

This document has been prepared to define the way that this company will manage health and safety issues to meet the requirements of section 2 (3) of the Health and Safety at work Act 1974, which requires Mrs E. Langdon to prepare a policy statement to implement the requirements of the act.

This policy has been drawn up taking into account the general duties of the Health and Safety at Work Act which are summarized below.

Mrs E. Langdon must ensure, as far as is reasonably practicable, the health and safety or work of their employees by providing:

- **A safe system of work.**
- **Safe plant and equipment.**
- **Safe means of handling, transporting, etc articles and substances.**
- **Adequate training, instruction, information and supervision.**
- **A safe place of work with safe access to and egress from the place of work.**
- **A safe and healthy environment.**
- **Adequate welfare facilities.**

Mrs E. Langdon must ensure that the way their work is carried out does not, as far as is reasonably practicable, affect the health and safety of non-employees e.g. contractors, visitors or general public.

When Mrs E. Langdon controls premises where non-employees are required to work they will ensure, as far as is reasonably practicable, that the premises, or anything on them, does not present a risk to the health and safety of the non-employees.

Employees must look after their own health and safety and ensure that they do not endanger others. They must co-operate with Mrs E. Langdon to assist in meeting the statutory requirements.

No person must recklessly or wilfully interfere with anything provided for health and safety.

Failure to comply with these duties or to breach any of the specific regulations for health and safety can lead to prohibition and improvement notices or a prosecution of Somerset Equus or individuals throughout the business for certain offences.



Certificate of Appointment

This is to certify that

C2 Safety

Are the Appointed Health & Safety Advisors for:

Somerset Equus

Valid for twelve months from October 2016

And assist in the provision of;

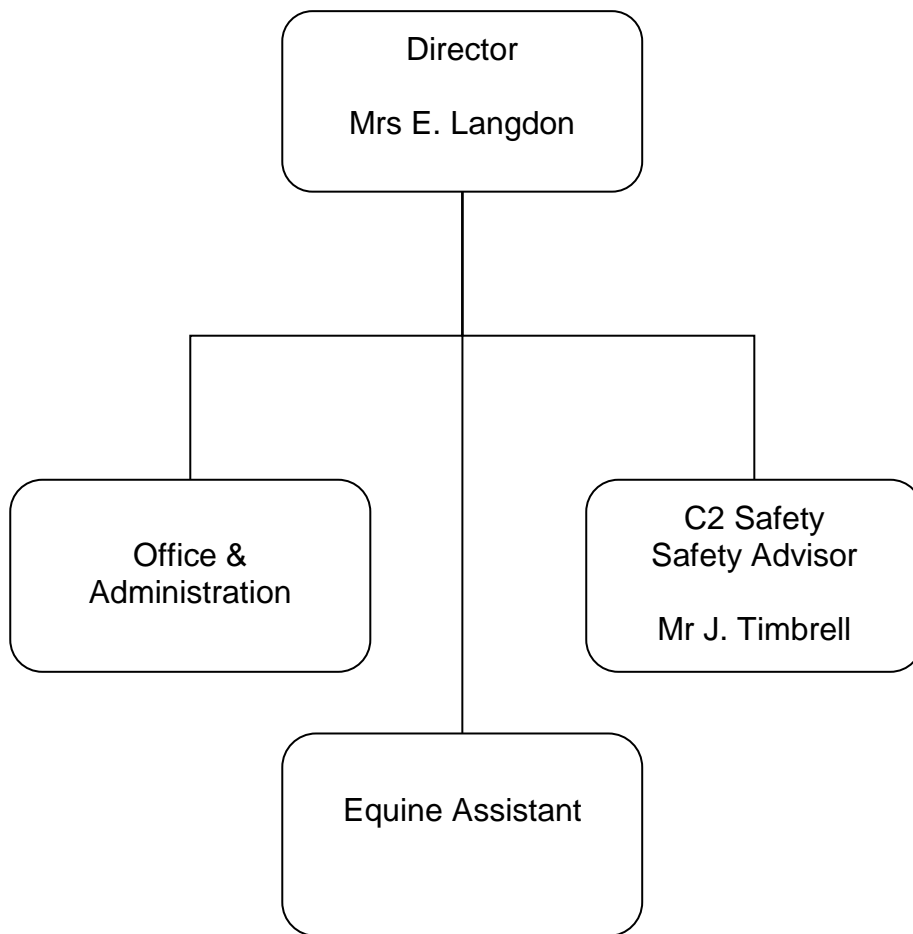
- Company Safety Policy
- Risk Assessments
- Method Statements
- Accident Investigations
- Legislative Amendment Updates
- Toolbox Talks and Safety Briefings

Jerome Timbrell, Director
BA (Hons), CMS, Clog, MILT, GradIOSH



Somerset Equus

Organisational Structure



DIRECTORS RESPONSIBILITIES

- Prepare and keep up-to-date a Statement of the company's policy for health and safety and ensure that it is brought to the notice of all employees.
- Prepare instructions for the organisation and methods for carrying out the company policy to make sure each person is aware of their responsibilities and the means by which they can carry them out.
- Mrs E. Langdon will administer the policy throughout the company, using Mr J. Timbrell to assist.
- Know the appropriate statutory requirements affecting the operations of Somerset Equus.
- Ensure that appropriate training is given to all staff as necessary.
- Insist that sound working practices are observed as laid down by codes of practice and that work is planned, the risks assessed and then carried out in accordance with the statutory provisions.
- Ensure that any tenders are within the capability of the business and to allow for safe working methods with sufficient equipment to be in place to avoid injury to the workforce and others.
- Institute reporting, investigations of injury, damage and loss. Carry out risk assessments as required.
- Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for health and safety.
- Instigate liaison with external accident prevention organisations, encourage the distribution of safety literature throughout the company.
- Arrange for funds and facilities to meet requirements of the company policy for health and safety.
- Make certain that all the workforce understands that injuries, equipment damage and wastage will all be taken into account when bonuses, salary reviews and promotions are being decided.
- Set a personal example with the business by wearing appropriate protective clothing.
- Arrange for regular meetings with Mr J. Timbrell of C2 Safety to discuss accident prevention, performance, possible improvements etc.

HEALTH AND SAFETY ADVISORS RESPONSIBILITIES FOR SAFETY

- To prepare and review the employers Health and Safety Policy reflecting current legislation, Approved Codes of Practice, HSE guidelines and the standards within that industry.
- Provide the employer with such information, advice and assistance to enable compliance with both their legal and moral duties with particular reference to the provision of:
 - Method statements
 - Risk assessments
 - COSHH risk assessments
 - Fire risk assessments
 - Tool box talks
 - Training
 - Accident reporting and investigation
 - Safety visits, inspections and audits

OFFICE BASED EMPLOYEES RESPONSIBILITIES FOR SAFETY

- Take reasonable care of your own health and safety.
- Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work.
- Be aware of and work with the employer to reduce the risks of the typical office based hazards such as trailing leads and manual handling injuries through over stretching.
- Wear personal protective equipment allocated to you where it is mandatory.
- Co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies and procedures.
- Not to interfere with or misuse anything that's been provided for your health, safety or welfare.
- Report any injuries, strains or illnesses you suffer as a result of doing your job.
- Tell your employer if something happens that might affect your ability to work (eg becoming pregnant or suffering an injury).
- If you drive company vehicles tell your employer if you take medication that makes you drowsy.
- Highlight anything that you consider unsafe to your line manager or safety representative. If sensible and within your remit try to resolve the problem immediately.
- Only operate equipment that you have been authorized to do so.
- Avoid wearing jewellery or loose clothing when operating machinery in which it is likely to cause a hazard.

EQUINE ASSISTANT RESPONSIBILITIES FOR SAFETY

- Fully observe the rules of the Safety Policy of Somerset Equus.
- Report all Safety hazards noticed on premises or malfunction of any item, tools etc. immediately to their Manager.
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Ensure enclosed footwear is worn at all times.
- When riding ensure correctly fitted riding hat is worn at all times. Body protector and gloves to be worn where necessary.
- DBS checks to be made prior to working with young persons.
- Risk assessment to be carried out prior to young person's being on the premises.
- Check daily on the condition of the horses / ponies and their stables / yard, reporting or resolving any concerns as appropriate.
- Check and record health of horses and medicate or call vet as appropriate.
- Conduct themselves in an orderly manner in the workplace and refrain from any form of horseplay.
- Take reasonable care not to put at risk the Health and safety of others by your acts or omissions in the performance of your work. This includes ensuring that path / walkways are clear of debris after moving / taking out horses.
- Avoid any improvisation of any form which could create an unnecessary risk to their personal safety and to the safety of others.
- Co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies and procedures.
- Not to interfere with or misuse anything that's been provided for your health, safety or welfare.
- Report any injuries or illnesses you suffer as a result of doing your job.
- Tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant, suffering an injury or being on medication which can affect your ability to work safely).

- Report anything or any conditions that you consider unsafe to your manager. If sensible and within your remit try to resolve the problem immediately.

ALL PERSONNELS RESPONSIBILITIES FOR SAFETY

All personnel must:

- Fully observe the rules of the Safety Policy of Somerset Equus.
- Report all Safety hazards noticed on site or malfunction of any item, tool or plant immediately to their Manager.
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Be sensibly and safely dressed for their particular working environment.
- Conduct themselves in an orderly manner in the workplace and refrain from any form of horseplay.
- Use all Safety equipment and all protective clothing as may be provided.
- Avoid any improvisation of any form which could create an unnecessary risk to their personal Safety and to the Safety of others.
- Maintain all tools and equipment in good condition and report any defects to their Manager immediately as they occur.
- Report all accidents to their Manager whether injury is sustained or not.
- Attend any training designed to further the needs of Health and Safety.
- Become acquainted with all processes, materials and substances used in connection with their work.
- Become aware of the fire evacuation procedure and the position of fire alarms and fire equipment (this provision applies equally whilst on construction sites or working on clients or customers premises).
- In liaison with the immediate Supervisor, ensure that all reasonable steps are taken to protect the general public against any hazards which may be created by the site or workplace activities.
- Not partake in drinking alcohol or the taking of drugs whilst at work.
- Ensure that no pets of any description whatsoever be allowed in the confines of the contract.

In addition to the above responsibilities, the Health and Safety at Work etc Act 1974 places legal duties and statutory responsibilities on all employees. These are:

Section 7 of the Health and Safety at Work Etc Act 1974 states:

- a) To take all reasonable care for the Health and Safety of himself/herself and of the persons who may be affected by his/her acts or omissions whilst at work.
- b) To co-operate with his/her Employer to enable the Employer to carry out their legal duties or any requirement as may be imposed.

Section 8 of the Health and Safety at Work Etc Act 1974 states that:

No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of Health, Safety or Welfare.

Arrangements and procedures produced by



For Somerset Equus

ALCOHOL AND DRUG ABUSE
COMMUNICATING WITH EMPLOYEES
DISPLAY SCREEN EQUIPMENT
ELECTRICAL SAFETY
FIRE PREVENTION
FOOD PREPARATION & STORAGE
HORSES
HOUSEKEEPING
INCIDENT AND ILL HEALTH REPORTING
LONE WORKING
MANUAL HANDLING AND LIFTING
MONITORING AND REVIEW OF COMPANY SAFETY POLICY
NEW & EXPECTANT MOTHERS
OFFICE WORK
PERSONAL PROTECTIVE EQUIPMENT - EQUINE
PLANNING AND CONTROL
PROCEDURE FOR NEW EMPLOYEES AND VOLUNTEERS
PROHIBITION AND IMPROVEMENT NOTICES
RISK ASSESSMENTS
VERMIN
VIOLENCE
WASTE MANAGEMENT
WELFARE, EMERGENCY PROCEDURES AND FIRST AID

ALCOHOL AND DRUG ABUSE

Alcohol and drug abuse by employees and sub-contractors (including supervisory and management staff) can adversely affect the safety and health of themselves or others within our workplace.

Somerset Equus has a robust attitude to the abuse of drugs and alcohol whilst at work.

It is the policy of Somerset Equus that any person known to be, or strongly suspected of being, affected by alcohol or drugs must be referred to the appropriate manager who must arrange for the person to be removed from site.

If Somerset Equus suspects that an employee is under the influence of drugs and alcohol the company will seek to take the employee through formal disciplinary measures.

It must be noted that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, etc, also the person may be affected by legitimate medication prescribed by a doctor.

These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered therefore, if there is any doubt as to the persons condition or cause of their condition medical advice should be sought immediately.

COMMUNICATING WITH EMPLOYEES

Mrs E. Langdon will implement a procedure where all employees will be consulted on safety matters which will help in providing a healthier and safer workplace.

Mrs E. Langdon will consult with employees or their representatives on the following matters:

- The introduction of any measures that may substantially affect the health and safety of employees
- The arrangements for appointing or nominating competent persons
- Any health and safety information the employer is required to provide
- The planning and organisation of any health and safety training
- The health and safety consequences of the introduction of new technology

NON – ENGLISH SPEAKING EMPLOYEES

In the event of the company employing Non – English speaking person's Mrs E. Langdon will ensure the safety of the individual and other personnel on site.

The company will assess the risks associated with the fact that the individual does not speak and/or understand English.

Having identified and assessed the health and safety hazards, Mrs E. Langdon will consider reasonable means of reducing the risk which may include:

- Provide greater supervision
- Allocate low risk work to Non – English speaking individuals
- Ensure maximum use of pictorial warning signs
- Provide a greater degree of training and allow additional time
- External translator

EMPLOYEE BRIEFINGS

Mrs E. Langdon will regularly brief employees on Health and Safety related matters and this will be done through the following methods:

- Induction
- Toolbox talks
- Staff briefings
- Memos with payslips

Due to the size of the business and the short reporting lines the company does not operate a workplace safety committee.

DISPLAY SCREEN EQUIPMENT

SAFE PROCEDURES

Mrs E. Langdon will identify the equipment which is classed as a workstation and assess the risk to health and safety of those operators who use them habitually or for continuous periods of an hour or more.

The Company will plan work activities so that, where possible, short breaks away from the display screen are a regular feature. If this is not possible then deliberate breaks or pauses must be introduced.

Mrs E. Langdon will organise eye/eyesight tests at the request of the operator and ensure that the provision of suitable basic spectacles etc. where these are required for the display screen work concerned.

Somerset Equus will arrange for relevant health and safety training of operators, and provide adequate information regarding these aspects.

Training will be provided for those persons defined as users or operators, and will cover the health and safety aspects associated with the equipment, including recognition of risks, and their causes, adjustment of seating and equipment positions, cleaning and maintenance, use of breaks, consultation arrangements, eye test arrangements.

Mrs E. Langdon will ensure that defective equipment is reported promptly and rectified as soon as possible. Where there is a risk to health and safety, the equipment will, if appropriate, not be used until remedied.

Mrs E. Langdon will ensure that breaks are taken when planned, or when necessary, and organise work to accommodate them.

RISK CONTROL MEASURES

In order to minimise any potential risks to the health and safety of VDU operators, the following guidelines have been drawn up.

It should be stressed that, where the terminal is not used continuously, minor, faults in equipment placement or design are not crucial. Conversely when intense and continuous operation is required, the need for optimum workplace and screen characteristics become crucial.

These guidelines should, therefore, be the subject of full consultation between Managers and Operators.

1. Operator Selection

- a) Any potential operator who suffers from photosensitive epilepsy must seek specialist medical advice before carrying out any work on a VDU.
- b) Eyesight tests can be carried out determine the suitability of potential operators who currently wear spectacles or contact lenses. If there are particular problems envisaged, an optician should be consulted to advise on such matters.

2. Training

All operators will receive basic training and instruction in the use of VDU's including specific information and advice on health and safety aspects.

3. Work Organisation

- a) Wherever possible, work should be arranged so as to prevent long periods of continuous viewing of the terminal by a single operator. Where work on VDU's is continuous then suitable regular breaks should be incorporated into the work cycle (many organisations have agreed that a break should be taken after one hour continuous viewing at VDUs). Periods of work not involving viewing of the VDU integrated into the overall job cycle will also assist in preventing operator fatigue.

4. Display Screen

- a) The display screen should be set at right angles to the viewer's line of sight, and should be freely adjustable to suit the operator.
- b) Characters should be clear and easily legible, sharp and well-defined, with a stable image.
- c) Screens should be cleaned at regular intervals using the manufacturer's recommended method, and should be free of reflected glare and reflections.
- d) Equipment will be regularly maintained in line with the Manufacturer's recommendations in order that problems with display visibility do not occur.
- e) Wherever possible the operator should be able to adjust the brightness and contrast to suit the conditions.

5. Workplace Design

a) Seating

Comfortable chairs should be provided for use with VDU's which have both an adjustable back rest and adjustable seat height. The back rest should adjust both up/down and fore/aft in order to provide good lumbar support. Such facilities are crucial where the terminal is used by more than one person. The ideal position is where the forearm is horizontal when operating the keyboard. For smaller operators, a foot rest may be required to attain a proper seated position and a proper relationship to the work surface.

b) Viewing Distances

Where VDU's are used in conjunction with documents (i.e. to transfer information) then to enable easy reading of both, the viewing distance (from the eyes) should be within the range 450 mm and should not exceed 700 mm. The distance from the eyes to the screen and from the eyes to the document should be approximately equal in order to minimise changes in focus.

c) Keyboard

Text entry ("regular" typing) requires equal use of both hands for keying so the keyboard should be directly in front of the operator, at a comfortable height and with sufficient space in front to provide support for the hands and arms. Data entry, however, usually requires one hand for typing and the other for such activities as maintaining a source document reference position for manipulating source documents for data entry; then the keyboard should be directly in front of the keying hand leaving a large area free for the activity of the other hand. The keyboard should, therefore, be detachable from the display screen console, tiltable and a document holder should be provided where necessary.

d) General

Where the operator uses many documents, sufficient desk space should be made available. The desk top and equipment should have matt surfaces in order to prevent reflections and glare. Cables and wiring should not be allowed to trail over desks or across floors.

6. Environmental Factors

a) Lighting

A luminance of between 300 to 500 lux is recommended since this will permit the reading of source documents without impairing legibility. Alternatively a supplementary desk light may be provided. External windows whose light is reflected from the screen should be provided with curtains or preferably blinds in order to avoid glare.

b) Heating

Heating standards for rooms in which VDU's are located should be the same as those for general office work. (Overheated rooms may cause drowsiness and dryness in the eyes). All VDU's generate heat and so where a number of terminals are in use in one room consideration should be given to the provision of additional ventilation. Consideration should also be given to humidity to ensure an adequate level is established and maintained.

c) Noise

Care should be taken at the planning stage to avoid irritation and stress to operators (and other staff in the vicinity) from printer noise. The extent to which this may be a problem will depend on the equipment chosen, the siting of it and the other operations being carried out.

7. Software

This must be suitable for the task, easy to use and adaptable to the operator's experience/knowledge and must provide information in a suitable format and at a suitable pace.

ELECTRICAL SAFETY

It is the responsibility of Mrs E. Langdon to ensure that the company is compliant with regards to electrical safety.

They will ensure that all hard wired electrical equipment is inspected by a competent electrician at least every five years and certificate of inspection has been issued.

Mrs E. Langdon will implement a portable appliance testing schedule and will ensure tests are carried out at regular intervals. The point at which the equipment requires testing will depend on the working environment and type of equipment used.

Mrs E. Langdon will ensure that the user of the portable appliance will check the condition of the equipment prior to use, and that a more formal inspection will be carried out at regular intervals by a competent person.

Generally, equipment that has a lead (cable) and plug and which is normally moved around or can easily be moved from place to place can be described as portable electrical equipment.

As part of the visual inspection the user will identify the piece of equipment and where and how it will be used as well as checking the following:

- Cable covering (cuts or abrasions)
- Plug (casing cracked or pins bent)
- Non-standard joints including taped joints in the cable
- Equipment that has been used in conditions that are not suitable (wet)
- Damage to the outer covering of the equipment, including loose parts
- Overheating (burn marks on the casing)

In the event of a piece of equipment being identified as faulty it will be taken out of service to be repaired or replaced.

FIRE PREVENTION

The important steps in providing adequate fire prevention are to ensure that fire risks and potential for damage are properly assessed and minimised and the workplace complies with statutory requirements for fire precautions.

Setting up fire escape routes and access, communications, drills and training, security measures, materials storage and waste control.

Training will cover the relevant aspects of all fire procedures and precautions including inspections and use of any fire fighting facilities provided.

Mrs E. Langdon will check all fire fighting equipment, alarms, escapes and access routes, every week and keep a log of all checks, inspections, tests, drills and any other events such as alarms etc. and ensure all procedures and precautions are known and understood.

Mrs E. Langdon will monitor the arrangements and procedures for calling the fire brigade and review / revise if necessary.

Mrs E. Langdon will ensure that the premises is evacuated safely during any alarm situation, and that all staff and visitors report to the assembly points. The company will promote a safe working environment especially with regard to fire prevention.

RISK CONTROL MEASURES

- Provide a suitable means of raising an alarm. The alarm should be audible in all areas
- Written procedures should be clearly displayed and all staff made aware of the requirements
- Keep emergency access areas clear
- Ensure fire exits routes are clear and unlocked when persons are on site
- Ensure adequate fire-fighting facilities are available, are clearly defined and free of obstructions
- Ensure working areas are kept clean and tidy, and waste is disposed of promptly. Keep waste collection areas away from any flammable stores, buildings etc
- Ensure highly flammable liquids are stored correctly, and kept to a minimum
- Ensure electricity and gas supplies are correctly installed and maintained by a competent person, and are inspected regularly

FOOD PREPARATION & STORAGE

HAZARDS

Food safety is a serious concern and generally a high risk. The possibility that food could be contaminated at any point from preparation to plate is likely. The potential harm from contamination or improper storage could cause a food poisoning outbreak.

The main hazards associated with food preparation and storage are;

- Contamination of food stuffs
- Cross contamination
- Poor temperature control leading to food spoiling or bacterial growth
- Poor segregation in storage leading to contamination from other products such as cooked and un-cooked

SAFE PROCESS

- Temperatures will be taken and recorded of all fridges and freezers. If any problem is found then the fridge/ freezer should be repaired as soon as possible. If the cold chain hasn't been disrupted then the food can be moved to another freezer/ fridge otherwise food stuffs will have to be disposed of.
- All food handlers should hold at least a basic food hygiene certificate if not they should be supervised by a competent and suitably trained person.
- Stock rotation is essential along with date checking in coming foods and food stuffs prepared and made on site.
- Food stuffs will be checked when they are delivered to make sure they are: at the right temperature, in good condition, have a good shelf life and are not damaged in any way especially by pests.
- Food stuffs will be segregated when being prepped so ready to eat and uncooked foods are not mixed. This can be achieved though colour coded chopping boards, separate knives for different tasks, separate food preparation areas and a good cleaning regime.
- A good and well implemented cleaning schedule is essential.

HORSES

As part of the risk assessment process Mrs E. Langdon will ensure effective control measures are adopted to maximise the safety of persons, this will then be communicated.

Mrs E. Langdon will ensure that only competent persons are allowed in the stables or where necessary full training and instruction is arranged.

Risk Control Measures

- Helmets and riding boots to be worn by riders as a minimum.
- Persons to clean hands thoroughly after being in contact with horses.
- Only authorised persons allowed in stables.
- Competent and trained persons allowed in enclosure when dealing with a distressed horse.
- The enclosures to be safe, maintained and free from poor housekeeping.
- Persons using the yard are trained in emergency procedures.
- Pedestrians to take care when using the yard at the same time as tractors.
- The stables must be secured at all times to prevent dogs gaining access.
- All riding equipment is kept tidy to avoid tripping hazards.
- All riding equipment is kept in good condition.
- All repairs, maintenance and inspections will be carried out by a competent person additional control measures will be taken when working at height.
- Tractors and machinery to be used around horses on the advice of Mrs E. Langdon.

HOUSEKEEPING

Mrs E. Langdon will –

Ensure that access points to the premises and all other routes are kept clear and free from poor housekeeping at all times.

Ensure that all employees are made aware of the need to maintain the premises in a tidy condition.

Ensure deliveries are programmed to ensure that excess materials are not stored on the premises.

Ensure storage areas are clearly defined and all employees are made aware of the requirements with regard to storage, clearing up, tidiness, etc.

Ensure that all working areas on the premises where employees are required to work are safe and free from poor housekeeping.

Ensure that all waste materials are cleared and disposed of safely.

Ensure all materials delivered to the premises will be stored safely ensuring that access points and other routes are not obstructed.

Arrange for sufficient labour and equipment to enable good housekeeping standards to be reached and maintained.

Ensure welfare areas are to be subject to both high housekeeping and high hygiene standards.

RISK CONTROL

- Clear up waste materials and dispose of correctly. Keep floor areas clean and dry if possible.
- Keep materials and items in their correct storage location until required and return them when finished.
- Keep access routes clear at all times.
- Clean up spillages immediately and dispose of waste correctly.
- Keep welfare facilities clean and do not use them as storage areas.
- Keep areas around work equipment and machinery clean and tidy.
- Ensure electrical leads are routed so as to avoid tripping hazards and they are protected from physical damage.

- Ensure all working areas are subject to ongoing high housekeeping standards.

INCIDENT AND ILL HEALTH REPORTING

All injuries sustained within the workplace to employees, sub-contractors, members of the public and visitors will be entered into the accident book.

Non routine or more serious or with the potential to become more serious accidents will be reported by the individual or their line manager to Mrs E. Langdon and Mr J. Timbrell at C2 Safety.

An accident book will be available to ensure all injuries are recorded with details of the accident.

All notifications to the HSE will be via the web link <http://www.hse.gov.uk/riddor/>

In the event of a fatal or major injury to any person or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations the HSE will be notified immediately by Mrs E. Langdon or other appropriate Manager or Supervisor.

In the case of an employee of another company being killed or seriously injured, this duty is placed on his/her employer. However, in order to ensure that Somerset Equus has fully complied with legal requirements, the company will either notify the Health and Safety Executive or get confirmation that the other company has done so.

Where any injury to any employee, self-employed operative or person undergoing training (other than those reported above) results in the injured person being absent from work for more than 7 days the Health and Safety Executive will be notified within 15 days of the incident.

Over 3 day injuries must be recorded but are not reportable.

If a medical certificate or other written diagnosis from a doctor has been received in respect of an employee who is absent from work and with a disease diagnosed as one of those listed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations the Health and Safety Executive will be notified as soon as possible but must be within 15 days.

Accidents and incidents will be investigated by Mr J. Timbrell of C2 Safety as requested.

Mr J. Timbrell will send a full report of any incident asked to investigate to Mrs E. Langdon together with any photographs, statements or other relevant material for use by the company's insurers or legal advisers.

All fatalities, major injuries, reportable diseases, dangerous occurrences and other notifiable injuries will be recorded in the accident book and records will be kept for at least 3 years from the date of the last entry.

LONE WORKING

Lone workers are persons who work by themselves without direct contact to supervision or fellow colleagues.

If persons do work alone then a safe system of work needs to be established.

Hazards need to be identified for working alone.

A communication system needs to be set up which allows checks on the whereabouts and the safety of the lone worker.

The lone worker should have a system to summon help if required.

Somerset Equus needs to ensure that:

- Employees are trained in emergency procedures.
- A communication system is in place so that staff can carry out their duties in a safe manner.
- There is a system that ensures that management have been informed that lone workers have completed their duties at the end of their working period.

MANUAL HANDLING AND LIFTING

PLANNING PROCEDURE

All work will be planned taking into account the relevant standards.

Mrs E. Langdon will ensure that relevant assessments of manual handling operations are carried out. Materials etc will be handled as far as possible by mechanical handling device by suitably trained individual.

Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads.

All staff will be given training in the correct methods of handling and lifting loads, this training will be reviewed and updated on a regular basis.

Training will be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

MONITORING

Mrs E. Langdon will:-

- Instruct any operative in the correct handling and lifting of loads as required
- Ensure that a supply of suitable gloves are available for issue as required for the handling of materials which could cause injuries to the hands
- Ensure that no operative, particularly the young, pregnant and those with other special needs, is required to lift without assistance a load which is likely to cause injury

RISK CONTROL MEASURES

- Wherever possible use mechanical means to lift and transport items
- Where use of mechanical means is impracticable, then sufficient persons must be available to lift the relevant load and take into account the size, shape and weight of that load
- Ensure that items are lifted correctly with the back straight and using the legs to raise yourself if the load is low. Use a good grip with the feet apart to hip width and one foot slightly in front of the other
- Avoid twisting, stooping or reaching to lift or deposit the load
- Ensure that access areas are clean and clear and that the lighting is adequate

- Protect sharp edges
- Avoid long lifts and if necessary change grip when the load is at waist height
- Keep the load close to your body
- Arrange storage so that the heaviest loads are in the most convenient position i.e. from knee to shoulder range
- For long distances arrange supports to allow the load to be placed for brief breaks
- During repetitive work, ensure sufficient time for resting
- If more than 1 person is involved then a suitable person must be nominated to control the job
- If possible, break the load down into smaller items
- If possible, provide proper handles, handholds or use carrying devices, to avoid the possibility of trapped fingers etc.
- Secure items which are loose to prevent the load shifting when being carried
- Avoid carrying up and down steps
- Suitable training can be arranged by C2 Safety, as requested

MONITORING AND REVIEW OF COMPANY SAFETY POLICY

All employees will be expected to bring to the notice of their immediate Supervisor any areas where the company policy on Health, Safety and Welfare appears to be inadequate. The suggestions will be passed to Mrs E. Langdon and Mr J. Timbrell for consideration.

Mr J. Timbrell will visit Somerset Equus sites / premises at regular intervals and will report on any hazards, defects or breaches of Regulations observed during the visit.

A copy of this report will be emailed to the offices of Somerset Equus so that it can be established where the appropriate procedures in Company Policy have not been complied with or are deficient and action taken to ensure similar problems do not reoccur.

Annually or at other intervals as arranged, a meeting will be held between Mr J. Timbrell and Mrs E. Langdon to discuss the previous safety performance of the Company including accident prevention and compliance with its policy to establish areas where improvements in policies, procedures, training etc could be made and to review and, where necessary, revise Somerset Equus policy for Health, Safety and Welfare.

NEW & EXPECTANT MOTHERS

A 'new or expectant mother' is defined as: *'Any female employee who is pregnant, who has given birth within the previous six months, or who is breastfeeding'*. Giving birth is defined as: *'Having delivered a living child or, after 24 weeks of pregnancy, a stillborn child'*.

Step One: The Practice Manager will ensure that all new and existing employees are made aware of this policy and the requirement for new or expectant mothers to provide them with written confirmation of their status (ie: that their status fulfills the definition of new or expectant mother).

Step Two: On receipt of this notification the Practice Manager will, in conjunction with the employee, carry out an assessment of the risks to the employee, paying particular attention to any specific potential hazards for example, lifting and handling or biological or chemical hazards.

Where a significant risk to the Health & Safety of the employee is identified, the Practice Manager will ensure that the hazard is removed or exposure to the hazard is prevented. If this is not practicable then the next step should be taken.

Step Three: The employee should have her working conditions and/or hours of work adjusted to avoid the identified risks. Or if this is not reasonable then the next step should be taken.

Step Four: The employee should be offered suitable alternative work. Or if this is not feasible then the next step must be taken.

Step Five: The employee should be suspended from work for as long as is necessary to protect her Health & Safety or the Health & Safety of her child.

Note: *The suspension should fulfill the requirements of employment legislation in that paid remuneration will continue for as long as the suspension continues. The only exception to remuneration is where an employee has unreasonably refused an offer of suitable alternative work under Step Four. Where further information is required, advice should be sought.*

Where an employee is engaged on night work and has provided a medical certificate from a medical practitioner or midwife stating that night work could affect her health or safety, the manager must take the following steps:

Step Six: The employee should be offered suitable alternative **daytime** work on terms and conditions no less favorable than her normal terms and conditions. If this is not possible then the next step should be taken.

Step Seven: The employee should be suspended under the same terms as Step Five above. Advice on employment and contractual issues should be sought.

OFFICE WORK

- Read and understand the Company's Safety Policy and carry out your work in accordance with its requirements.
- Mrs E. Langdon will ensure that the clothing and particularly the footwear you wear at work is suitable from a safety viewpoint.
- Do not try to use, repair or maintain any office equipment or machinery, or carry out any work activity which may be hazardous to your health and safety, for which you have not received full instructions or training.
- Report any defect in office equipment or machinery immediately to your supervisor.
- Mrs E. Langdon will ensure that you know the position of the first aid box.
- Mrs E. Langdon will ensure you know the procedure in the event of a fire.
- Report any accident or damage, however minor, to your Supervisor.
- Mrs E. Langdon will ensure that corridors, office floors, doorways etc, are kept clear and free from obstruction.
- Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.
- Do not attempt to reach items on high shelves unless using steps or a properly designated hop-up: do not improvise or climb.
- Suggest ways of eliminating hazards and improving working methods.
- Only smoke in designated smoking areas and dispose of spent matches, cigarette ends, etc properly.
- Warn new employees, particularly young people, of known hazards.

PERSONAL PROTECTIVE EQUIPMENT - EQUINE

Mrs E. Langdon will establish what protective clothing and equipment will be necessary and will ensure that adequate supplies of all necessary protective clothing or equipment will be available for issue.

Mrs E. Langdon will ensure that before employees are set to work, that any necessary protective clothing is provided.

Inform any person observed carrying out any process which requires the use of protective clothing or equipment, of the company policy and instruct them not to continue working until protective clothing or equipment is obtained. This applies to any subcontractors as well as direct employees.

Mrs E. Langdon will ensure that the protective clothing or equipment is suitable for the specific process for which it is provided.

Information and advice on the correct equipment to be issued will be sourced from the Safety Advisor, Mr J. Timbrell, as required.

RISK CONTROL MEASURES

- Everyone is required to wear suitable enclosed footwear whilst on the premises.
- When riding or on horses well fitted riding hats to worn at all times and where necessary body protectors.
- Employees and visitors / young persons shall obey the requirements of any sign or notice indicating that personal protective equipment is to be worn.
- All persons issued with protective clothing or equipment must immediately report to supervision any loss or defect in the equipment.
- All employees, visitors and young persons shall be appropriately trained in the selection and use of any personal protective equipment prior to use.

PLANNING AND CONTROL

INTRODUCTION

Management of health and safety is concerned with the controlling of risks leading to an improved injury and ill-health record. This can be achieved successfully by having a safety policy which fulfils both the spirit and the letter of the law by assisting to preserve both physical and human resources and reduce financial losses and liabilities.

MANAGEMENT SYSTEMS

Effective systems use the safety policy as a foundation to influence activities and decisions including those concerned with resources selection, design and operation of working systems, design and delivery of products/services, and the control / disposal of waste.

Structured organisations maintain high standards by putting their policy into effective practice thus creating positive attitudes, involvement and participation at all levels. This is achieved by effective communications and the promotion of competence, enabling all employees to contribute to the effort by good co-operation.

A planned and systematic approach to the policy implementation is aimed at minimising risks created by work activities. Risk assessment methods are used to set priorities and objectives for hazard elimination and thus risk reduction, by establishing performance standards and identifying specific ACTIONS required. Planning is the important feature of this system, by allowing hazards to be eliminated and risks reduced by designing the work method in advance rather than relying on individual protection.

Performance can thus be measured against the pre-determined standards, and identify objectives for improvements. The control of such risk is achieved by effective monitoring, which looks at the fixed elements of activities such as premises, plant, equipment, substances etc, and the variable elements such as people, procedures and working systems.

Reactive monitoring such as accident/incident investigation can identify failures of control, but proactive monitoring seeks to identify those failures before the accident/incident occurs. In both cases, the objectives are to identify not only the immediate causes of sub-standard performance, but also any underlying causes which may have implications for the health and safety management systems.

Systematic reviews of performance based on data from both monitoring activities and independent audits of the whole management system allows a constant development and improvement in health and safety management. Information produced can then be used to revise the safety policy, implementation and techniques of risk control.

ACTION

The aims of the above will be achieved by:-

1. Regular review of the Safety Policy.
2. Effective communication of the Safety Policy.
3. Assessment of risks by good forward planning.
4. Effective and consistent monitoring of performance standards.
5. Consultation between staff at all levels.
6. Quick and effective response when deficiencies in work systems are noted.

PROCEDURE FOR NEW EMPLOYEES AND VOLUNTEERS

All new employees and volunteers will be inducted to the company at the start of employment.

Somerset Equus will treat volunteers with the same degree of care and respect as normal employees.

Mrs E. Langdon will ensure that the induction will include as a minimum the following points.

- Explain to the new team members what they will be required to do and to whom he/she will be directly responsible.
- Show the new employee where the Somerset Equus Safety Policy is kept, explain its purpose and ensure that the employee is aware of his/her responsibilities.
- Ascertain if they have any disability or illness which could prevent him/her carrying out certain operations safely or require additional protective measures.
- Warn new employees of any potentially dangerous areas of operation in the workplace.
- Ascertain if there are any training requirements for the new employee and ensure that this is provided prior to work commencing.
- Inform the new starter of the protective clothing or equipment necessary and the procedure for accessing them.
- Mrs E. Langdon will inform employees of the hazards they may face at work and the control measures in place for these.
- Show the new starter the location of the first aid box and explain the procedure in the event of an accident, in particular, the necessity to record all accidents, however trivial it may appear at the time and explain that Mrs E. Langdon is responsible for first aid provision within the business.
- Explain to the employee what should be done in the event of a fire, where the fire assembly point is and who to report to.

ADDITIONAL PROCEDURES FOR NEW EMPLOYEES UNDER 18 YEARS OLD

- Inform employees that they must not operate any equipment or machinery unless being trained under the supervision of a competent person.
- Advise Mr J. Timbrell to ensure an appropriate risk assessment has been completed for the young worker and ensure that it has been communicated to the new employee.
- Mrs E. Langdon will let the parents or guardians of any child know the possible risks and the measures put in place to control them

PROHIBITION AND IMPROVEMENT NOTICES

If a prohibition or improvement notice is issued by an Inspector of an enforcement authority (Health and Safety Executive, Local Authority), the person to whom it is issued must comply immediately with any instructions on the notice and contact C2 Safety.

Mr J. Timbrell will, if required, provide advice on the measures necessary to comply with the notice.

When remedial measures have been taken Mrs E. Langdon will contact the Inspector who issued the notice to inform him/her of the action taken. This will be confirmed in writing ASAP.

Somerset Equus will work with C2 Safety and the enforcing agency to implement the best solution for all parties.

RISK ASSESSMENTS

The Management of Health and Safety at Work Regulations 1999 place duties on employers and the self-employed to take certain actions as summarised below:-

- Assess the risks to health and safety of employees and any others who could be affected by work activities. This also includes contractors and temporary staff engaged for specific work. Relevant procedures must be specified to eliminate or minimise the risks. Generic assessments incorporated as arrangements within a Safety Policy document will be acceptable provided arrangements for identifying additional risks are in place
- Where the risk is considered to be significant, then this must be recorded in writing
- Risk assessments should be reviewed and altered if they are no longer valid or circumstances have changed significantly
- Provide health surveillance where there is an identifiable disease or adverse health condition related to the work concerned, provided that it is able to be detected and there is a reasonable likelihood it may occur under working conditions
- Appoint one or more nominated competent persons to assist in complying with requirements
- Establish emergency procedures to be followed in the event of serious and imminent danger, and nominate sufficient competent persons to implement evacuation procedures
- Provide relevant information to employees on the identified risks, the control measures to be taken, emergency procedures, names of competent persons, and risks where work areas are shared with other employers
- Co-operate fully with other employers where work areas are shared, by exchanging information on the protective measures and risks associated with the others activities, and subsequently pass such information to employees in those areas
- Provide relevant training to employees in respect of:-
 - Duties and tasks allocated to them
 - Induction on first being employed
 - When transferred to new work or given increased responsibility
 - When changes in work equipment or methods are introduced

The training must be repeated periodically and take account of changes, and also take place during working hours.

Employees also have the duties as follows:-

- Use anything provided by Somerset Equus in accordance with the instructions and training given. This includes machinery, equipment, dangerous substances, means of transport, plant and safety equipment
- Inform Mrs E. Langdon or other nominated person of any dangerous work situation or any matter that is considered to be a shortcoming in his employer's health and safety protection arrangements

Definitions:-

Hazard - this is the potential for harm

Risk - this is the likelihood that actual harm will occur

Assessment of risk will take into account the severity of the hazard, the number of people likely to be exposed and the possible consequences.

General Procedure:-

- Identify the hazard and activities
- Assess the risks i.e. what is the nature and extent of the risk
- Are existing control measures or precautions adequate ?
- Is there full compliance with the law ?
- Are any further precautions required ?
- Record the findings, and arrangements to be implemented if necessary
- Check competence of all staff in their duties

VERMIN

HAZARDS

The main hazards are;

1. Contamination of food stuffs
2. Food outbreak
3. Structural damage
4. Direct contact with vermin leading to physical injuries
5. Contact with pesticides
6. Closure of business

SAFE PROCEDURES

In order to ensure so far as is reasonably practicable, the health and safety of employees, visitors and young persons Somerset Equus will;

- Ensure that all employees are aware of the signs of pest infestation and to report any signs of pests immediately to their manager.
- Ensure that a professional and competent pest control contractor is employed and that they make regular visits.
- If any signs of pests have been identified or pests have been spotted then contact pest control contractor immediately and inform them.
- Make sure that the premise is pest proof (no gaps under doors of more than 5mm as mice can squeeze through).
- If a nest is found by staff they must not disturb it, especially if it's rats. If rats are cornered they may attack. If this happens then any injured person (bitten) should be taken to hospital immediately and tell them that they may have been exposed to leptospirosis from a rat bite.

VIOLENCE

What is work related violence?

Work-related violence is defined as 'Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.'

Employees should not accept incidents of violent or aggressive behaviour as a normal part of the job. They have a right to expect a safe and secure workplace.

Who is at risk?

Employees, visitors, contractors and users of services are all at potential risk. Incidents arise primarily because the work involves contact with a wide range of people in circumstances, which may be difficult. Some people may be predisposed towards violence.

Employees involved in the following activities are at increased risk of violence and aggressive behaviour:

- working alone
- working after normal working hours
- working and travelling in the community
- handling valuables or medication
- providing or withholding a service
- exercising authority
- working with people who are emotionally or mentally unstable
- working with people who are under the influence of drink or drugs
- working with people under stress

Key risks

- Rudeness, threats, abuse to staff.
- Physical attacks – when dealing with customers who are under the influence of alcohol or drugs, or those with mental illness.

Reducing the risks

Training and information

- All staff are made aware of the factors which place them at risk.

Job design

- Staff use coded messages to alert other staff to a potential problem.

WASTE MANAGEMENT

Somerset Equus acknowledge that a substantial cause of workplace injuries is caused by poor housekeeping.

It is our objective to run a professional organisation, this desire extends to our waste management system.

Wherever possible the company will ensure waste is segregated and recycled.

When disposing of any waste medicine containers the company will only use a licenced waste carrier / facility.

The main waste generated as part of the companies proceedings is equine faeces. This is to be taken and stocked in a dung heap for later spreading.

WELFARE, EMERGENCY PROCEDURES AND FIRST AID

Welfare facilities will be provided to all employees, the minimum requirements are;

- a) Available drinking water.
- b) A means of boiling water.
- c) Hand cleanser in dispenser.
- d) Paper towels or other suitable means of drying hands.
- e) Storage facilities for protective clothing.
- f) Adequate first aid equipment.
- g) Convenient sanitary facilities

EMERGENCY PROCEDURES

The Somerset Equus will ensure that appropriate emergency procedures are in place for all employees.

Employees will be trained on these emergency procedures as part of their induction

The emergency evacuation muster point is the End Of Drive.

Mrs E. Langdon is an appointed Fire Marshal / Emergency Procedure Marshal who shall ensure that a role call is conducted in order to confirm that no one is missing or left in the building.

Evacuation signage will be in place.

Emergency contact numbers will be prominently displayed either within the evacuation signage or very close to it.

An appropriate level of trained First Aiders will be in place in order to ensure that additional harm does not come to anyone in the event of an emergency evacuation.

FIRST AID

Mrs E. Langdon will oversee and ensure suitable and sufficient first aid provision is in place within Somerset Equus.

There will be in place appropriate well stocked first aid equipment and checked regularly to ensure its contents are up to date.

The First Aiders will be provided with full appropriate training.

The First Aiders will be provided sufficient time to perform their role fully.

Risk Assessments produced by



For Somerset Equus

Access and Egress

Agricultural hand tools

Assisted catering from Shepard hut

Cleaning outside (yard / stables)

Equine assisted coaching

First aid

Lone working

Manual handling

Using computers/display screen equipment

Violence and Aggression

Working with horses

Young persons

RISK ASSESSMENTS

What Are Risk Assessments and How To Do Them

A risk assessment is an important step in protecting workers and the business, as well as complying with the law.

It helps you focus on the risks that really matter in your workplace – the ones with the potential to cause harm.

The law does not expect you to eliminate all risk, but you are required to protect people as far as is 'reasonably practicable'.

What is risk assessment?

A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures.

You are legally required to assess the risks in your workplace so that you put in place a plan to control the risks.

How are risk assessments calculated?

There are five steps to risk assessment:

1. Identify the hazard
2. Decide who might be harmed and how
3. Evaluate the risks
4. Record and implement your findings
5. Review your assessment

What is a hazard?

'A Hazard is a potential source of harm or adverse health effect on a person or persons'.

For example; if there was a spill of water in a room then that water would present a slipping hazard to persons passing through it. If access to that area was prevented by a physical barrier then the hazard would remain though the risk would be minimised.

How do we evaluate the risk?

We look at the effect of the hazard and the probability of harm occurring because of the hazard, these are given a standard score which are multiplied giving a risk score.

From the risk score we are able to describe a risk factor that details the risk from the hazards.

Somerset Equus will work to reduce the risks presented to the lowest possible reasonably practicable level.

The table below shows how the hazard rating and probability rating are calculated.

Effect of hazard	Rating	Probability	Rating
Multiple Fatality	6	Certain	6
Single Fatality	5	Likely	5
Major disabling injury or illness	4	Probable	4
Non- disabling injury or illness	3	Possible	3
Minor injury	2	Remote Chance	2
No injury and negligible damage	1	Improbable	1

The table below shows the remaining risk factor and likely consequences when the effect of the hazard and the probability are multiplied together.

Score	Risk Factor	Likely consequences
1 – 8	Minor Risk	No injury, negligible damage
9 – 15	Acceptable Risk	Minor injury, minor damage
16 – 22	High Risk	Serious but non-disabling injury or serious damage
23 – 29	Substantial risk	Major disabling injury or disease or major damage
30 - 36	Unacceptable Risk	Single or multiple fatalities

Somerset Equus Risk Assessment for Office Safety Policy

Location Office Copy **Description** Office Copy
Assessor Mr J. Timbrell **RA Date** 24/10/2016 **Review Date** 31/10/2017

Risk Assessment: Access and Egress

Who is at Risk?	Hazard	Hazard Effect	Initial Probable Hazard Level		Initial Probability of Harm		Hazard Risk Rating	Control Measures	Residual Probability of Hazard Rating		Residual Probability of Harm		Residual Risk Rating	Residual Risk Statement
Employees and third parties	Obstructed emergency access route	Exacerbated illness	4	X	3	=	12	- Ensure access routes are planned and kept clear - Emergency routes to be double checked for accessibility - Visitors parking area is situated at the top of the driveway	3	X	2	=	6	Minor Risk
Employees and third parties	Slips, trips and falls	Sprain / strain	3	X	4	=	12	- Good housekeeping procedures to be in place and adhered to - No tools, trailing leads, trip hazards to be left on walkways	3	X	2	=	6	Minor Risk
Employees and third parties	Struck by vehicle	Major injury	4	X	3	=	12	- Manager / equine assistant to police area during deliveries - Site vehicles to be immobilised when not in use - Visitors and young persons to be accompanied	4	X	2	=	8	Minor Risk

Somerset Equus Risk Assessment for Office Safety Policy

Location Office Copy **Description** Office Copy
Assessor Mr J. Timbrell **RA Date** 24/10/2016 **Review Date** 31/10/2017

Risk Assessment: Assisted catering from Shepard hut

Who is at Risk?	Hazard	Hazard Effect	Initial Probable Hazard Level		Initial Probability of Harm		Hazard Risk Rating	Control Measures	Residual Probability of Hazard Rating		Residual Probability of Harm		Residual Risk Rating	Residual Risk Statement
Employees and third parties	Slips, trips and falls	Non-disabling injury	3	X	4	=	12	- All spillages to be mopped up immediately - Remove all trailing leads - Equipment maintained to prevent leaks - Good lighting in work area - No trailing cables in kitchen	3	X	2	=	6	Minor Risk
Employees and third parties	Gas appliances	Major injury	4	X	3	=	12	- Daily visual check of controls - Annual inspection by registered engineer - Staff briefed on shut off procedures	4	X	2	=	8	Minor Risk
Employees and third parties	Manual Handling	Non-disabling injury	3	X	5	=	15	- Deliveries limited in size - Two members of staff or trolley to move heavier items that cannot be broken down - Only trained competent staff to be used to handle barrels and other bulky items	3	X	2	=	6	Minor Risk
Employees and third parties	Contact with chemical and washing agents	Non-disabling injury	3	X	4	=	12	- Dishwasher used as an alternative to hand washing with gloves - All containers labelled - Rubber gloves provided - Moisturiser provided - Use correct dosage of chemicals - Make sure chemicals are fit for use	2	X	2	=	4	Minor Risk
Employees and third parties	Electrical equipment	Death	5	X	3	=	15	- Five yearly installation inspection - Annual portable appliance test, any suspect items to be immediately quarantined / replaced	5	X	2	=	10	Acceptable Risk

Employees and third parties	Food handling	Non-disabling injury	3	X	4	=	12	<ul style="list-style-type: none"> - Hands to be washed thoroughly prior to and after handling food - Use utensils to handle foods rather than hands if possible - Moisturiser provided for staff to replace oils from hands - Segregated chopping boards and knives for different food types - Segregation system in place for fridge - Food handlers will hold, at least, basic food hygiene certificate - All food handlers will be aware of cross-contamination risks and procedures for reducing cross-contamination 	3	X	2	=	6	Minor Risk
Employees and third parties	Contact with steam, hot water, oil and surfaces	Non-disabling injury	3	X	4	=	12	<ul style="list-style-type: none"> - Staff and visitors to be trained in risks of hot oils and steam - Water mixer tap to be provided - All staff and visitors to wear long sleeves in the kitchen - Heat resistant gloves and cloths to be provided and used 	3	X	2	=	6	Minor Risk
Employees and third parties	Knives	Minor injury	2	X	4	=	8	<ul style="list-style-type: none"> - Staff to be trained to handle knives - Knives to be stored away from work area - Different knives are to be used for specific tasks, fit for purpose 	2	X	3	=	6	Minor Risk
Employees and third parties	Violence	Major injury	5		4		20	<ul style="list-style-type: none"> - System in place for requesting assistance - Lone working to be kept to a minimum - All staff to be fully inducted 						
Employees and third parties	Vermin	Major illness	4	X	3	=	12	<ul style="list-style-type: none"> - Use a competent pest control contractor regularly - Employees will not touch or interfere with bait boxes, if they do they must wash their hands immediately with plenty of soap and water - If employees see vermin they must inform their supervisor / manager immediately - Employees and visitors will be made aware of the damage vermin cause and the effect this can have 	4	X	2	=	8	Minor Risk

Somerset Equus Risk Assessment for Office Safety Policy

Location Office Copy **Description** Office Copy
Assessor Mr J. Timbrell **RA Date** 24/10/2016 **Review Date** 31/10/2017

Risk Assessment: **Cleaning outside (yard / stables)**

Who is at Risk?	Hazard	Hazard Effect	Initial Probable Hazard Level		Initial Probability of Harm	=	Hazard Risk Rating	Control Measures	Residual Probability of Hazard Rating		Residual Probability of Harm	=	Residual Risk Rating	Residual Risk Statement
Employees and third parties	Slips, trips and falls	Non Disabling injury	3	X	3	=	9	- Do not climb on any items of stable furniture or fencing - Use step ladders for short term work at height - Display correct signs for wet floors and warn others - Keep floor areas clear of trip hazards, remove equipment and cleaning solutions from the area once it is finished with and store appropriately - Take care when transporting tools, brooms etc.	3	X	2	=	6	Minor Risk
Employees and third parties	Washing down woodwork, floors etc.	Cuts and Grazes	3	X	3	=	9	- Check all areas to be cleaned for protruding nails, screws, hooks etc. and remove where possible - Take care when cleaning around hinges or ironmongery - Wear gloves and appropriate PPE for the cleaning solutions being used	3	X	2	=	6	Minor Risk
Employees and third parties	Cleaning in tight spaces	Knocks, Bumps & Scrapes	3	X	3	=	9	- Take care and avoid splashing cleaning solutions - Wear gloves and appropriate PPE	3	X	2	=	6	Minor Risk

Employees and third parties	Cleaning Materials	Dermatitis, allergies skin irritation	3	X	4	=	12	<ul style="list-style-type: none"> - Take care when handling cleaning solutions - Do not mix solutions - Wear the correct PPE - Take care when transferring solutions from its container into buckets - Always follow the manufacturers instructions and Coshh sheets - Store in original containers, lids secure with correct labels 	3	X	2	=	6	Minor Risk
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Somerset Equus Risk Assessment for Office Safety Policy

Location	Office Copy	Description	Office Copy	
Assessor	Mr J. Timbrell	RA Date	24/10/2016	Review Date 31/10/2017

Risk Assessment: **Equine assisted coaching**

Who is at Risk?	Hazard	Hazard Effect	Initial Probable Hazard Level		Initial Probability of Harm		Hazard Risk Rating	Control Measures	Residual Probability of Hazard Rating		Residual Probability of Harm		Residual Risk Rating	Residual Risk Statement
Employees and third parties	Slips/trips and falls (including being stood on by a horse)	Disabling injury	4	X	3	=	12	<ul style="list-style-type: none"> - All young persons to receive a full induction prior to working with the horses - Good housekeeping to be maintained at all times - Young persons to be supervised at all times unless a live risk assessment has taken place on an individual and is deemed competent without - Suitable enclosed footwear to be worn at all times - Do not shout around horses or make exaggerated fast movements - Trained first aider to be on site at all times 	4	X	2	=	8	Minor Risk

Employees and third parties	Contracting diseases	Disabling illness	4	X	4	=	16	<ul style="list-style-type: none"> - Welfare facilities to be made available at all times - Staff and volunteers to ensure that young persons wash hands before touching eyes, face, mouth, and before eating or drinking or going to the toilet - Gloves to be worn as required - Handout sheets to be given to young persons prior to working on site, on diseases due to nature of environment - Tetanus vaccinations must be up to date - Any detection of rats to be reported immediately - No working with unprotected open wounds - All staff, volunteers and visitors to be aware of contracting such diseases 	4	X	2	=	8	Minor Risk
Employees and third parties	Violence	Disabling injury	4	X	2	=	8	<ul style="list-style-type: none"> - Trained and competent staff and volunteers only to work with young persons - All young persons to be risk assessed prior to coming to site - Young persons to be fully inducted prior to working on site - Supervision to be in place at all times unless a live risk assessment has taken place on an individual and is deemed competent without - De-escalation techniques to be used - First aid trained staff to be on site at all times when young persons are present - All tools to be locked away when not in use - Group size to not exceed 6 young persons at any one time 	4	X	2	=	8	Minor Risk
Employees and third parties	Self harm	Disabling injury	4	X	2	=	8	<ul style="list-style-type: none"> - Trained and competent staff and volunteers only to work with young persons - All young persons to be risk assessed prior to coming to site - Young persons to be fully inducted prior to working on site - De-escalation techniques to be used - First aid trained staff to be on site at all times - All tools to be locked away when not in use - All medicines to be kept locked away at all times - All substances hazardous to health to be kept locked away when not in use 	4	X	2	=	8	Minor Risk

Employees and third parties	Security	Minor injury or illness	3	X	2	=	6	- Young persons to be made aware of site boundaries as part of their induction	3	X	2	=	6	Minor Risk
Employees and third parties	Vehicular movement	Single fatality	5	X	2	=	10	- Young persons to be made aware of site boundaries as part of their induction - Supervision to be in place at all times - Young persons to remain clear of driveway when deliveries are being made	5	X	1	=	5	Minor Risk
Employees and third parties	Falling debris	Minor injury or illness	3	X	3	=	9	- All visitors to be inducted before going onto site - Good housekeeping to be maintained at all times	3	X	2	=	6	Minor Risk
Employees and third parties	Manual handling	Minor injury or illness	4	X	3	=	12	- Utilize mechanical handling equipment where possible - Avoid manual handling when practicable - For tasks that cannot be eliminated or automated, introduce suitable preventive and protective measures to reduce the risk of injury - Ensure any persons carrying out manual handling operations are trained in safe manual handling techniques and safe use of mechanical aids	4	X	2	=	8	Minor Risk
Employees and third parties	Fire	Multiple fatalities	5	X	4	=	20	- Fire risk assessment to be carried out - Water hose length to exceed the reach of hay store area and spare hose to be kept on site at all time - Fire drills carried out twice a year - Fire signage assembly points well marked and discussed on induction to site - Fire evacuation procedure discussed on induction to site - No smoking on site	5	X	3	=	15	Acceptable

Somerset Equus Risk Assessment for Office Safety Policy

Location	Office Copy	Description	Office Copy
Assessor	Mr J. Timbrell	RA Date	24/10/2016
		Review Date	31/10/2017

Risk Assessment:

First aid

Who is at Risk?	Hazard	Hazard Effect	Initial Probable Hazard Level		Initial Probability of Harm		Hazard Risk Rating	Control Measures	Residual Probability of Hazard Rating		Residual Probability of Harm		Residual Risk Rating	Residual Risk Statement
Employees	Major disabling injury or illness	Cuts, sprains, strains, infection	4	X	4	=	16	<ul style="list-style-type: none"> - First aider available on premises - First aid kit available and well stocked - First aid kit checked regularly and replenished as appropriate - Eye wash bottles / access to fresh running water available and seals checked regularly and replenished as appropriate - All staff to be informed of first aid arrangements - All accidents and near misses to be recorded in accident book and investigated 	4	X	2	=	8	Minor Risk

Somerset Equus Risk Assessment for Office Safety Policy

Location Office Copy **Description** Office Copy
Assessor Mr J. Timbrell **RA Date** 24/10/2016 **Review Date** 31/10/2017

Risk Assessment: **Agricultural hand tools**

Who is at Risk?	Hazard	Hazard Effect	Initial Probable Hazard Level		Initial Probability of Harm		Hazard Risk Rating	Control Measures	Residual Probability of Hazard Rating		Residual Probability of Harm		Residual Risk Rating	Residual Risk Statement
Third parties	Injuries to third parties	Serious injury	4	X	4	=	16	- Demarcation of work area - Work to be co-ordinated with other contractors/staff to ensure removal of hazards for third parties	4	X	3	=	12	Acceptable
Employees and third parties	Noise	Long term illness	4	X	3	=	12	- Exposure to loud / repetitive noise to be limited in line with the control of noise at work regulations - PPE to include sufficient ear defenders	4	X	2	=	8	Minor Risk
Employees and third parties	Slip and trip hazards	Slips, trips and falls	3	X	3	=	9	- Work area to be clear of trip hazards - Work to be monitored - Good housekeeping procedures to be in place and monitored - Make sure the area is well lit - Staff and young persons to wear hi-viz vests and suitable non slip safety shoes where necessary - Staff and young persons to use walkways	3	X	2	=	6	Minor Risk
Employees and third parties	Sharps edges	Cuts	3	X	3	=	9	- Gloves to be available when handling sharp objects or objects likely to cut - Only use tools suitable for the purpose - Inspection on a regular basis - Training on use - Use well designed, high quality tools	3	X	2	=	6	Minor Risk

Somerset Equus Risk Assessment for Office Safety Policy

Location	Office Copy	Description	Office Copy	
Assessor	Mr J. Timbrell	RA Date	24/10/2016	Review Date 31/10/2017

Risk Assessment: Lone working

Who is at Risk?	Hazard	Hazard Effect	Initial Probable Hazard Level	X	Initial Probability of Harm	=	Hazard Risk Rating	Control Measures	Residual Probability of Hazard Rating	X	Residual Probability of Harm	=	Residual Risk Rating	Residual Risk Statement
Employees	Housekeeping	Slips, trips and falls	4	X	4	=	16	- Sufficient lighting to be in place - Ensure that any such hazards, e.g. torn carpets, trailing cables etc. receive prompt remedial attention	4	X	2	=	8	Minor Risk
Employees	Injury to lone individual	Serious Injury	4	X	4	=	16	- Lone workers to sign on prior to commencing work - Lone workers to sign off at end of work - Management system to be in place to monitor lone workers - Periods of lone working generally confined to normal working hours and when others in the vicinity - Activities being carried out generally low risk - Means of summoning emergency assistance easily available (e.g. telephones within the office)	4	X	3	=	12	Acceptable
Employees	Fire or other emergency	Serious Injury	5	X	5	=	25	- Ensure that you receive appropriate fire safety training and that you are familiar with emergency procedures	5	X	2	=	10	Acceptable

Employees	Electrical safety	Electrocution, burns, electric shock	4	X	4	=	16	- Ensure that PAT tested items have been labelled "Pass" and that all electrical cables etc. are regularly visually inspected for damage - Do not interfere with plugs, cables etc., when any item is connected to the power supply	4	X	3	=	12	Acceptable
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Somerset Equus Risk Assessment for Office Safety Policy

Location Office Copy **Description** Office Copy
Assessor Mr J. Timbrell **RA Date** 24/10/2016 **Review Date** 31/10/2017

Risk Assessment: Manual handling

Who is at Risk?	Hazard	Hazard Effect	Initial Probable Hazard Level		Initial Probability of Harm		Hazard Risk Rating	Control Measures	Residual Probability of Hazard Rating		Residual Probability of Harm		Residual Risk Rating	Residual Risk Statement
Employees	Sharp edges	Cuts and abrasions	2	X	4	=	8	- Gloves to be worn at all times specific to the task	2	X	2	=	4	Minor Risk
Employees	Contact with skin / eyes	Irritation / dermatitis	3	X	3	=	9	- Gloves, goggles and PPE covering the lower arm and legs to be provided when working with substances hazardous to health - Use employees who are competent and trained in how to handle such substances	2	X	2	=	4	Minor Risk
Employees and third parties	Trip hazards	Sprain / strain	4	X	4	=	16	- Manual handling training to be provided to all staff and young persons - Alternative system to be used if greater than the capabilities of one person - Alternatives to include mechanical assistance, splitting load and sharing the lifting operation	3	X	3	=	9	Acceptable Risk

Somerset Equus Risk Assessment for Office Safety Policy

Location Office Copy **Description** Office Copy
Assessor Mr J. Timbrell **RA Date** 24/10/2016 **Review Date** 31/10/2017

Risk Assessment: **Using computers/display screen equipment**

Who is at Risk?	Hazard	Hazard Effect	Initial Probable Hazard Level		Initial Probability of Harm	=	Hazard Risk Rating	Control Measures	Residual Probability of Hazard Rating		Residual Probability of Harm	=	Residual Risk Rating	Residual Risk Statement
Employees	Electrocution	Major Disabling Injury	4	X	2	=	8	- Regular portable appliance testing - Visual inspections by operator on a regular basis	4	X	1	=	4	Minor Risk
Employees	Ergonomics	Non Disabling Injury	3	X	3	=	9	- Train user and provide furniture adjustable for height and angle so that small of back is supported, thighs and forearms are level - Leg height adjustment may require footrest - Provide large enough desk so that wrists can rest and elbows do not stick out, particularly when using a mouse - Desk should not have deep front rail restricting height of chair adjustment - Users must be trained how to adjust their equipment and use of the software	3	X	2	=	6	Minor Risk
Employees	Noise	Non Disabling Injury	3	X	3	=	9	- Insulate noisy office machines or relocate if appropriate	3	X	1	=	3	Minor Risk
Employees	Slips, trips and falls	Non Disabling Injury	3	X	3	=	9	- Careful routing of cables - No loose carpets - Keep aisles/ work area and floor clear of obstacles	3	X	1	=	3	Minor Risk
Employees	VDU-general	Non Disabling Injury	3	X	3	=	9	- Provide control of ventilation which is free from draughts - Make special allowances for persons with pre-existing conditions such as back problems	3	X	1	=	3	Minor Risk

Employees	VDU-eye discomfort	Non Disabling Injury	3	X	3	=	9	- Take regular breaks	3	X	1	=	3	Minor Risk
Employees	VDU-stress	Non Disabling Injury	3	X	3	=	9	- Ensure several short breaks during each hour (these must be away from the desk) allowing the body to stretch by doing different work - Allow user to choose pace of work and time of breaks - Ensure sufficient space to vary operators position	3	X	1	=	3	Minor Risk

Somerset Equus Risk Assessment for Office Safety Policy

Location	Office Copy	Description	Office Copy		
Assessor	Mr J. Timbrell	RA Date	24/10/2016	Review Date	31/10/2017

Risk Assessment:

Violence and Aggression

Who is at Risk?	Hazard	Hazard Effect	Initial Probable Hazard Level		Initial Probability of Harm		Hazard Risk Rating	Control Measures	Residual Probability of Hazard Rating		Residual Probability of Harm		Residual Risk Rating	Residual Risk Statement
Employees	Staff exposed to potentially confrontational situations	Non disabling injury	3	X	3	=	9	<ul style="list-style-type: none"> - Staff awareness of recognising situations, diffusing techniques, actions to take, reporting incidents etc. - Presence of other staff, means to summon assistance - Monitoring of incidents and, where necessary, review existing arrangements 	3	X	2	=	6	Minor Risk

Somerset Equus Risk Assessment for Office Safety Policy

Location Office Copy **Description** Office Copy
Assessor Mr J. Timbrell **RA Date** 24/10/2016 **Review Date** 31/10/2017

Risk Assessment: Working with horses

Who is at Risk?	Hazard	Hazard Effect	Initial Probable Hazard Level		Initial Probability of Harm		Hazard Risk Rating	Control Measures	Residual Probability of Hazard Rating		Residual Probability of Harm		Residual Risk Rating	Residual Risk Statement
Employees, young persons and visitors	Zoonosis, weils disease, ringworm and leptospirosis	Non disabling injury/illness	3	X	3	=	9	- Wash hands thoroughly after being in contact with horses - Clean and change footwear when leaving site - Visual check for animal faeces - Employees and visitors and young persons to be briefed on symptoms of common zoonosis - PPE to be in place and used - Welfare to include hot and cold running water	2	X	2	=	4	Minor Risk
Employees, young persons and visitors	Slips, trips and falls	Minor injury	2	X	2	=	4	- Good Housekeeping - Provide safe access routes	2	X	1	=	2	Minor Risk
Employees, young persons and visitors	Distressed horse when handling, ridden or led	Major disabling injury/illness	4	X	3	=	12	- Only competent employees and visitors allowed to work with horses - Maximum group size of 6 - If animals are loose do not enter unless instructed to do so by owner / supervisor - Fencing safe and at a good height - Gates to be hung correctly - Stables to be closed at all times - First aid kit nearby, and trained first aider on site	3	X	3	=	9	Acceptable

Employees, young persons and visitors	Falls from height	Major disabling injury/illness	4	X	3	=	12	- Riding hats and sturdy enclosed shoes / boots to be correctly fitted and worn by competent riders - Riding equipment to be checked before use	3	X	3	=	9	Acceptable
Employees and third parties	Injured or ill horse	Major disabling injury/illness	5	X	3	=	15	-When horses are injured or have a illness they are to be segregated as far from young persons as possible - Vet to called immediately - Vets to assess injured / ill horse away from young persons - Medicines to be kept securely in a locked unit and ensure young persons are not able to access	5	X	2	=	10	Acceptable

Somerset Equus Risk Assessment for Office Safety Policy

Location	Office Copy	Description	Office Copy
Assessor	Mr J. Timbrell	RA Date	24/10/2016
		Review Date	31/10/2017

Risk Assessment:

Young persons

Who is at Risk?	Hazard	Hazard Effect	Initial Probable Hazard Level	Initial Probability of Harm	Hazard Risk Rating	Control Measures	Residual Probability of Hazard Rating	Residual Probability of Harm	Residual Risk Rating	Residual Risk Statement		
Child	Inexperience, Lack of Awareness	Serious Injury	5	X	4	= 20	<ul style="list-style-type: none"> - Work plan to be agreed with parents / carers in advance and copy of the risk assessment to be provided, - Type of clothing to be worn to be notified in advance to the young person. - Protective clothing / enclosed foot wear. - Detailed induction to be provided at the start of the day, this will include details of the tasks which are permitted and any safety rules applicable. Clear instruction to be given as to any activities which are not permitted. 	5	X	2	= 10	Acceptable
Child	Slips, Trips and Falls	Serious injury	3	X	4	= 12	<ul style="list-style-type: none"> - Young persons to be instructed to report all spillages, soiled floor surfaces, damaged floor coverings etc. to their supervisor - Young persons to be instructed to be aware of slipping and tripping hazards at the induction training 	3	X	3	= 9	Acceptable
Child	Manual Handling	Minor Injury	4	X	4	= 16	<ul style="list-style-type: none"> - No young person should be asked to lift any object of more than 20kg, even as part of a team lift. - Induction training for young persons to include an awareness of safe lifting practices. - Young persons to be made aware of the need to use mechanical handling devices and the safe use of such equipment if deemed safe for the young person to use. 	4	X	2	= 8	Minor Risk

Child	Use of hand tools	Serious Injury	3	X	4	=	12	- Young persons only to use hand tools that they have been trained to use unless under direct one to one supervision - Where tasks with hand tools e.g. blades sharpening involve a risk of serious injury the young person should not be permitted to undertake the task - All hand tools to be kept in good repair and young persons to report any faults found with work equipment.	3	X	2	=	6	Minor Risk
Child	COSHH	Serious Illness	3	X	5	=	15	- No young persons are permitted to work with substances that are under the classification of - toxic, corrosive, extremely flammable or carcinogenic. - No young persons to be exposed to ionizing radiation. - Where possible the use of all substances except those rated as low hazard are to be eliminated from use.	3	X	3	=	9	Acceptable
Child	Fire	Severe injuries	5	X	5	=	25	- Young person to have a full tour of the building and shown the fire exits and the nearest exit routes to where they will be working. - Young persons are not permitted to use fire extinguishers. - Young person to be fully aware of the assembly point.	5	X	3	=	15	Acceptable

Accidents, Incidents and Near Miss Reporting

As an employee you have a legal duty to co-operate with your employer in ensuring appropriate and adequate health and safety arrangements are in place. Therefore you must report all accidents, incidents and near misses to your line manager/supervisor and assist where appropriate in accident investigations.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) place duties on employers to report certain accidents, dangerous occurrences and diseases which occur within the work place.

These reports are used by the enforcing authorities to target enforcement action, identify trends and gather data on a national basis. These reports are a legal duty, they identify for Local Authorities and the Health and Safety Executive events of a serious nature such as those which involve people having time off work, suffer a life threatening illness or major injury, in such cases investigation and legal action may take place.

Reports must be made by the 'responsible person' normally the employer, a self-employed person, or the person in control of the premises where the work was being carried out. It is a criminal offence for reportable accidents not to be reported within 15 days and failure to report can lead to prosecution and fines being imposed.

Reportable Accidents

The following must be reported to the enforcing authorities:

- Deaths
- Major injuries
- Over-7-day injuries (not counting the day of the incident) – where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Injuries to members of the public or people not at work, where they are taken from the scene of an accident to hospital

Reportable Diseases

- Carpal Tunnel Syndrome
- Prolonged cramp of the hand or forearm
- Occupational dermatitis
- Hand Arm Vibration Syndrome
- Occupational asthma
- Tendonitis or tenosynovitis

Reportable Dangerous Occurrences

Typical Dangerous occurrences include but are not limited to

- The collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting.
- The failure of any closed vessel, its protective devices or of any associated pipework where that failure could cause the death of any person.
- Any plant or equipment unintentionally coming into contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts; or close proximity with such an electric line, such that it causes an electrical discharge.
- Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which results in the stoppage of the plant involved for more than 24 hours or a significant risk of death.
- The projection of material beyond the boundary of the site on which explosives are being used, or beyond the danger zone of the site, which caused or might have caused injury, except at a quarry.
- Any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.
- The complete or partial collapse (including falling, buckling or overturning) of a substantial part of any scaffold more than 5 metres in height or any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.

Incidents that result in an employee being away from work or unable to perform their normal duties for more than 3 consecutive days should still be recorded.

Somerset Equus

Accident Record

About the person who had the accident

Name _____

Address _____

Occupation _____ Age _____

About the Accident

Time _____ Date _____

Where did it happen _____

What happened _____

Injuries sustained _____

About the person filing in this record

Name _____

Address _____

Occupation _____

Signed _____ Date _____

Reportable ? Yes / No

Safety Advisor Informed ? Yes / No

**If you suspect that this incident may be reportable to the HSE
or you have any concerns contact Mr J. Timbrell at C2 Safety on 01278 671995**

Somerset Equus

Accident Record

About the person who had the accident

Name _____

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Somerset Equus

SITE INDUCTION

SITE; Office Copy

Project Description

Key Members of the Site Management Team

Site Layout

- Boundaries
- Security
- Notice boards
- Parking
- Emergency Exit Route

Major Risks

Health & Safety Targets

We have set a target of no reportable accidents and less than 5 minor injuries across the duration of the project

Minimum PPE required

- High Visibility Vest
- Safety Boots

Other PPE that may be required at Site Managers discretion includes

- Safety Helmet
- Safety Glasses / Goggles
- Hearing Protection
- RPE

Employers Responsibilities

Provide Safe System of Work to include;

- Risk Assessments
- Method Statements
- Appropriate PPE
- Employee Training
- Communication with Employees

Individuals Responsibilities

- Co-operate with employer in provision of safe system of work
- Take care of themselves and others

Accident reporting and First Aid

All accidents to be reported to Site Office

In the event of a reportable accident the Site Manager will ensure that it is reported to the HSE and the companies safety advisors advised

There is a first aid box in the Site Office

Fire and Emergency Procedures

Smoking Arrangements

Welfare Facilities

EVERYONE MUST SIGN THE HEALTH & SAFETY INDUCTION REGISTER TO CONFIRM THAT THEY HAVE RECEIVED INDUCTION TRAINING

The Site Manager is here to help you
Remember - if in doubt ask!