

Somerset Equus SAFETY POLICY

Valid From December 2025

Prepared by





Certificate of Appointment

This is to certify that

C2 Safety

Are the Appointed Health & Safety Advisors for:

Somerset Equus

Valid for twelve months from December 2025

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



PROUDLY
SUPPORTING
THOSE WHO
SERVE.

Somerset Equus

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 them in this respect, they have 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 **Mrs. K Speed** of C2 Safety.

A 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.

Name:

Position:

Signed:

Date:

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 accidents 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.



For Somerset Equus

ORGANISATION CHART

OWNER

SAFETY ADVISOR

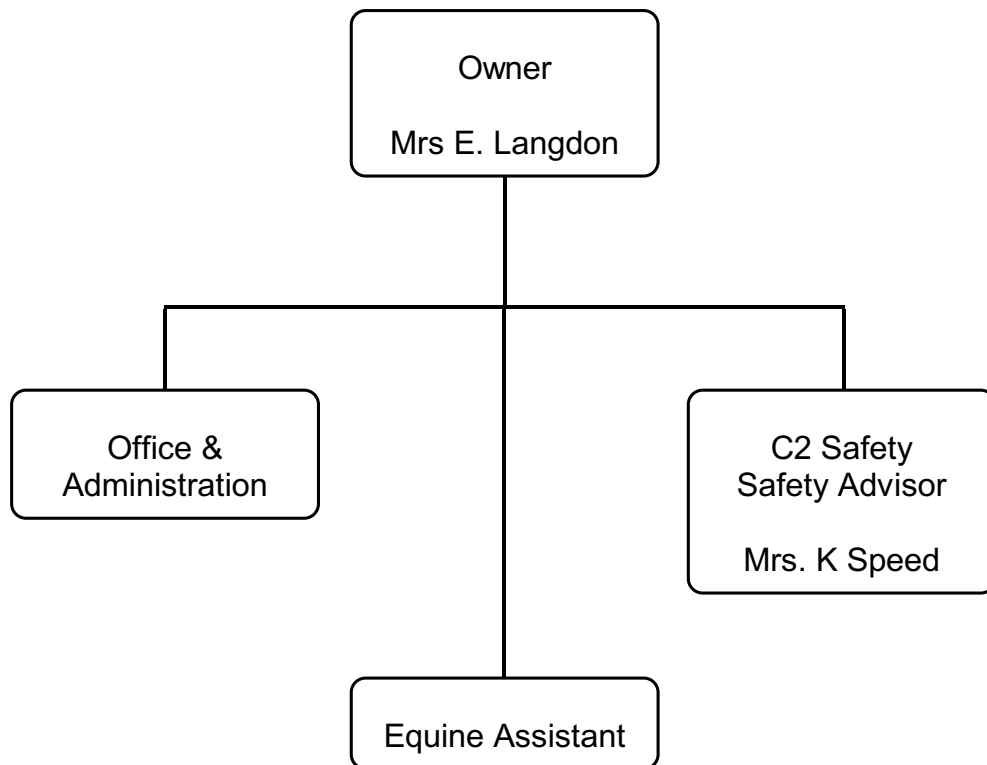
OFFICE BASED EMPLOYEE

EQUINE ASSISTANT

ALL PERSONNEL

Somerset Equus

Organisational Structure



OWNER'S RESPONSIBILITIES

- Prepare and keep up-to-date a statement of the company 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 business, and will be using Mrs. K Speed to assist
- Mrs E. Langdon will know the appropriate statutory requirements affecting the company's operations
- 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
- Ensure that there is liaison on health and safety matters between The Company and others working on the site
- 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 by wearing appropriate protective clothing
- Arrange for regular meetings with C2 Safety to discuss company accident prevention, performance, possible improvements etc.

HEALTH AND SAFETY ADVISOR'S RESPONSIBILITIES FOR SAFETY

To prepare and review the employer's Health and Safety Policy reflecting current legislation, Approved Codes of Practice, HSE guidelines and the standards within the company's 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:

- Safety Policies
- Safety Visits
- Site safety inspections
- Safety audits
- Method statements/safe systems of work
- Risk assessments
- COSHH risk assessments
- Fire risk assessments as requested
- Tool box talks
- Training
- Accident reporting and investigation
- Attend safety committee meetings as appropriate

OFFICE BASED EMPLOYEE'S RESPONSIBILITIES FOR SAFETY

- Read and understand the Company Health and Safety Policy and carry out their work in accordance with its requirements
- 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
- Co-operate with their employer, making sure they get proper training and they understand and follow the company's health and safety policies and procedures
- Not to interfere with or misuse anything that's been provided for health, safety or welfare
- Report immediately to Supervisor/Manager any defects or damage to office equipment and machinery as they occur
- Report any injuries, strains or illnesses they suffer as a result of doing their job
- Tell their employer if something happens that might affect their ability to work (e.g. becoming pregnant or suffering an injury), and notify their Supervisor/Manager if they are taking medication legitimately prescribed by a doctor when it could adversely affect their performance e.g. cause drowsiness
- Highlight anything that they consider unsafe to their Supervisor/Manager
- Work in a safe manner at all times. Do not take unnecessary risks which could endanger themselves or others. If possible, remove hazards, e.g. clear debris, remove obstructions to keep walkways clear, do not let waste paper/recycling build up, empty bins, dispose of toners and cartridges from printers appropriately etc.
- Only operate equipment that they have been authorized to do so and ensure guards on copiers and office equipment are in place before use. Be mindful of hot parts when changing toners/cartridges
- Avoid wearing jewellery or loose clothing when operating machinery in which it is likely to cause a hazard
- Warn other employees, particularly new employees and young people, of particular known hazards
- Suggest safer methods of working
- Co-operate with Mrs. K Speed from C2 Safety and act on their recommendations
- In liaison with their immediate Supervisor/Manager, ensure that all reasonable steps are taken to protect the general public against any hazards which may be created in the office or workplace activities
- Not partake in drinking alcohol or the taking of drugs whilst at work
- Be appropriately dressed for their particular working environment
- Become aware of the fire evacuation procedure and the position of fire alarms and fire equipment (this provision applies equally whilst in the company offices or working on client's or customer's premises)

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

These are:

Section 7 of the Health and Safety at Work 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 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.

EQUINE ASSISTANT RESPONSIBILITIES FOR SAFETY

- Fully observe the rules of the Safety Policy of Somerset Equus and Co-operate with their employer, making sure they get proper training and they understand and follow the company's health and safety policies and procedures
- 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
- Ensure 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
- 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 the employer if something happens that might affect their ability to work (e.g. becoming pregnant, suffering an injury or being on medication which can affect their ability to work safely)
- Report anything or any conditions that they consider unsafe to their manager. If sensible and within their remit try to resolve the problem immediately
- Co-operate with Mrs. K Speed from C2 Safety and act on their recommendations
- In liaison with their 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
- Notify their supervisor if they are taking medication legitimately prescribed by a doctor when it could adversely affect their performance e.g. cause drowsiness

In addition to the above responsibilities, the Health and Safety at Work Act

1974 places legal duties and statutory responsibilities on all employees.

These are:

Section 7 of the Health and Safety at Work 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 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.

ALL PERSONNEL'S 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 of equipment, tool or plant immediately to their Manager
- Maintain all tools and equipment in good condition and report any defects to their Manager immediately as they occur
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others and carry out their duties according to the information, instruction and training they have received
- Be appropriately dressed for their particular working environment
- Not operate any equipment that they are not authorized to use or carry out any work operation that they are not trained for
- Use personal protective equipment allocated to them according to the instructions and training provided
- Co-operate with their employer, making sure they get proper training and they understand and follow the company's health and safety policies and procedures
- Not interfere with or misuse anything that's been provided for their health, safety or welfare
- Conduct themselves in an orderly manner in the workplace and refrain from any form of horseplay
- Avoid any improvisation of any form which could create an unnecessary risk to their personal safety and to the safety of others
- Report all accidents/incidents and near misses 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 client's or customer's premises)
- In liaison with their 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
- Notify their supervisor if they are taking medication legitimately prescribed by a doctor when it could adversely affect their performance, e.g. cause drowsiness
- 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 Act 1974 places legal duties and statutory responsibilities on all employees.

These are:

Section 7 of the Health and Safety at Work 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 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.



For Somerset Equus

COMMUNICATING WITH EMPLOYEES
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH
DISPLAY SCREEN EQUIPMENT
ELECTRICAL SAFETY
FIRE PREVENTION
FOOD PREP AND STORAGE
GENERAL DATA PROTECTION REGULATIONS
HAND ARM VIBRATION
HORSES
HOUSEKEEPING
INCIDENT AND ILL HEALTH REPORTING
LONE WORKING
MANUAL HANDLING
MONITORING AND REVIEW
NEW AND EXPECTANT MOTHERS
OFFICE WORK
PERSONAL PROTECTIVE EQUIPMENT
PLANNING AND CONTROL
PROCEDURE FOR NEW EMPLOYEES AND VOLUNTEERS
PROHIBITION AND IMPROVEMENT NOTICES
RISK ASSESSMENTS
STAFF TRAINING
VERMIN
VIOLENCE
WASTE MANAGEMENT
WELFARE, EMERGENCY PROCEDURES AND FIRST AID
WORK AT HEIGHT
WORK EQUIPMENT INSPECTION FREQUENCIES

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

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

NON – ENGLISH SPEAKING EMPLOYEES

In the event of the company employing Non – English speaking persons 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
- Operations meetings
- Memos with payslip

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Prior to the use of any substance Mrs E. Langdon will obtain a safety data sheet from the supplier. This information is required to complete a full COSHH risk assessment which must be done prior to use.

The COSHH assessment will provide information to all employees on the effects of the substance and what measures need to be implemented to prevent or adequately control the risks.

Somerset Equus will provide employees with all the necessary PPE to ensure their safety and provide appropriate training for the safe storage and use of the equipment. All equipment will be maintained and stored in a suitable location to protect the PPE from contamination, loss or damage.

Mrs E. Langdon will ensure that all First Aiders are familiar with the effects identified within the COSHH assessment and ensure suitable treatment is available at all times.

Employees and others will be informed of the outcomes of COSHH assessments, and what they need to do to ensure they are using the substance safely.

The main routes of entry of substances into the body are:

- Inhalation
- Ingestion
- Absorption
- Direct Entry
- Injection

The form these substances come in could be:

- Paste
- Solid
- Vapour
- Fumes
- Dust
- Foam
- Powder
- Liquid
- Gas

All employees are to ensure that a COSHH risk assessment has been completed before work commences. If an assessment is not in place then Mrs E. Langdon will be informed.

RISK CONTROL MEASURES

- Operatives are to be made aware of the risks associated with any substances they are required to use or handle in the course of their work
- Adequate information and training must be given to operatives to ensure safe handling and correct use of substances
- All COSHH materials are to be stored and used in accordance with manufacturer's instructions and COSHH risk assessment
- Suitable PPE must be provided and used in accordance with the COSHH risk assessment for any substance used
- Operatives must be aware of the immediate first aid actions required for incidents involving COSHH
- Trained First Aiders and medical staff are to be made aware of the content of a COSHH risk assessment and safety data sheet when treating casualties involving hazardous substances

DISPLAY SCREEN EQUIPMENT

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 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.

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.

Operator Selection

- Any potential operator who suffers from photosensitive epilepsy must seek specialist medical advice before carrying out any work on a VDU
- Eyesight tests can be carried out to 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

Training

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

Work Organisation

Wherever possible, work is to be arranged so as to prevent long periods of continuous viewing of the terminal by a single operator. Where work on VDUs is continuous then suitable regular breaks should be incorporated into the work cycle (many organisations have agreed that a break 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.

Display Screen

- 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
- Characters should be clear and easily legible, sharp and well-defined with a stable image
- Screens are to be cleaned at regular intervals using the manufacturer's recommended method and be free of reflected glare and reflections
- Equipment will be regularly maintained in line with the Manufacturer's recommendations in order that problems with display visibility do not occur
- Wherever possible the operator should be able to adjust the brightness and contrast to suit the conditions

Workplace Design

Seating

Comfortable chairs should be provided for use with VDUs 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.

Viewing Distances

Where VDUs 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.

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 is to be directly in front of the keying hand leaving a large area free for the activity of the other hand. The keyboard is to be detachable from the display screen console, tiltable and a document holder provided where necessary.

General

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

Environmental Factors

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 to be provided with curtains or preferably blinds in order to avoid glare.

Heating

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

Noise

Care is to 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.

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 a 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

Mrs E. Langdon will be responsible for ensuring that this policy is implemented throughout Somerset Equus and for ensuring that all persons are familiar with their responsibilities.

As part of the risk assessment process Somerset Equus will ensure effective control measures are adopted to maximise the safety of persons, this will then be communicated to all employees.

One of the important steps in providing adequate fire prevention is the assessment of fire risk, to consider all aspects and measures to mitigate the risk of fire wherever possible.

Mrs E. Langdon will ensure that a fire risk assessment of the premises is carried out and reviewed regularly and will include setting up fire escape routes and access, communications, drills and training, security measures, materials storage and waste control measures.

All employees will receive training which will cover the relevant aspects of all fire procedures and precautions including inspections and the correct use of any firefighting facilities provided.

Mrs E. Langdon will ensure all fire procedures and prevention measures are known and understood by all operatives and visitors to Somerset Equus. Written procedures must be clearly displayed and all staff and visitors made aware of the requirements.

A suitable means of raising an alarm will be provided. The alarm will be audible in all areas and take account of any noise and operating machinery etc.

All materials, tools and equipment will be stored securely and in accordance with any applicable regulations, such as the storage of flammable materials and gas cylinders. Waste will be disposed of in line with the designated procedure and combustible waste materials will not be permitted to accumulate.

All electricity and gas supplies will be correctly installed and maintained by a competent person and inspected regularly.

Provision will be made for the containment and clean-up of any spillages or leaks of potentially flammable materials.

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. The arrangements and procedures for calling the fire brigade will be reviewed and revised if necessary.

Mrs E. Langdon will ensure that the premises are evacuated safely during any alarm situation, and that all staff and visitors report to the assembly points.

Smoking will only be permitted in designated locations.

Somerset Equus will promote a safe working environment especially with regard to fire prevention.

RISK CONTROL MEASURES

- An adequate alarm system is in place and can be seen/heard in all areas and above the noise of any machinery
- Written fire procedures must be clearly displayed and all staff and visitors made aware of the requirements
- Highly flammable liquids and LPG are stored correctly and kept to a minimum
- Working areas will be kept clean and tidy and waste disposed of promptly
- Waste collection areas must be kept away from any flammable stores, buildings etc.
- A suitable fire assembly point is in place, is sign posted and all employees and visitors are aware of its location
- Smoking is only permissible in designated locations
- Adequate firefighting facilities are in place, are clearly defined and free of obstructions
- Electricity and gas supplies must be correctly installed and maintained by a competent person and inspected regularly
- Spillages of flammable materials are to be contained and cleaned up immediately
- Keep emergency access areas clear
- Ensure fire exit routes are clear and unlocked when persons are present

FOOD PREPARATION & STORAGE

Somerset Equus will ensure all equipment provided and used by employees in the course of their work will be supplied, maintained or used in accordance with the relevant standards and regulations.

Somerset Equus will implement procedures and utilize available equipment to reduce the possibility of contamination of food at any point through hygiene measures, correct storage, staff training and good housekeeping.

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 foods

Mrs E. Langdon will ensure temperatures are regularly taken and recorded of all fridges and freezers. If any problem is found then the fridge/freezer is to be repaired as soon as possible. If the cold chain has not been disrupted then the food can be moved to another freezer or fridge. Where an alternative is not available or food stuffs have got too warm then they must not be used, and disposed of.

Food handlers are expected to hold a basic food hygiene certificate. Where operatives do not yet hold a certificate they must be supervised by a competent and suitably trained person. Mrs E. Langdon must ensure that all operatives receive appropriate training to conduct their role.

Mrs E. Langdon will maintain a schedule and record of stock rotation including checking dates on 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 correct temperature, in good condition, have a good shelf life and are not damaged in any way especially by pests.

Mrs E. Langdon will ensure food stuffs are appropriately segregated during preparation to prevent cross contamination. This will be achieved through measures such as colour coded chopping boards, separate knives for different tasks, separate food preparation areas and a good cleaning regime.

Mrs E. Langdon will ensure that the correct PPE is available and worn by employees as required including hats, gloves, hairnets and footwear and covers.

Somerset Equus will ensure a thorough housekeeping and cleaning procedure is in place of food preparation and storage areas. Staff are expected to maintain high standards of cleanliness and hygiene at all times.

Any instance of potential contamination, pest infestation or damage, lapse in hygiene standards or damaged and ineffective equipment is to be notified to Mrs E. Langdon immediately.

RISK CONTROL MEASURES

- All employees are trained in basic food hygiene
- A schedule of inspections and stock rotation of perishable foodstuffs is in place
- Different foodstuffs are segregated during storage and preparation to prevent cross contamination
- A colour coded food preparation system is in place for knives and chopping boards
- A housekeeping and hygiene procedure is implemented to prevent contamination, spoiling of food, vermin and pest infestations
- PPE must be worn when required for both hygiene and safety purposes
- A schedule of inspections and maintenance is in place for all heating and chilling equipment
- Any defective or broken equipment is not to be used and reported immediately to Mrs E. Langdon

GENERAL DATA PROTECTION REGULATIONS

The Data Controller for Somerset Equus is Mrs E. Langdon .

This policy complies with Data Protection Law, namely the UK General Data Protection Regulation (UK GDPR)

The Data Controller for C2 Safety is Mr J Timbrell.

C2 Safety provides a secure IT system that will be used to keep personal information provided by Somerset Equus.

All data provided will be treated with due care and respect. C2 Safety will be aware of its origin, where it is stored and who it is shared with.

Data retained in records will consist of:

- General information
- Training information
- Accident information

General information will be populated by personal information (names, business addresses, email addresses, phone numbers and website addresses).

Training information will include names of attendees, national insurance details, dates of training, locations of training, names of courses and course providers.

Accident information will include names of injured persons, location of accident, names of witnesses, and any plant and property damage involved in the accident. All records related to accidents will be kept for a minimum of 3 years from the date the record was produced.

Right to erasure (right to be forgotten)

In respect to Art. 17 GDPR the data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay.

Where the controller has made the personal data public and is obliged to erase the personal data, the controller, taking account of available technology and the cost of implementation, shall take reasonable steps, including technical measures, to inform controllers which are processing the personal data that the data subject has requested the erasure by such controllers of any links to, or copy or replication of, said personal data.

Somerset Equus will store personal information on their secure system and will grant the right to erasure to their employees.

If the employee requests that their data be removed then Somerset Equus shall respect this request and execute erasure procedures as appropriate.

If Somerset Equus requests that personal data be removed from the C2 system then the details will be erased within 48 hours unless required for statutory purposes.

If Somerset Equus's employee requests that their personal data be removed from the C2 system, then Mrs E. Langdon will be informed prior to data erasing.

Data will be stored in both digital (encrypted and secure hard drives of the C2 Safety

management system) and non-digital form (printed copies kept secure in the offices).

Toolbox Talks

C2 Safety shall send a monthly Toolbox Talk via email. Somerset Equus is deemed to have consented to receive the Toolbox Talk email. Somerset Equus shall inform C2 Safety if they wish to unsubscribe from the Toolbox Talks mailing list by email or clicking the unsubscribe box at the bottom of the toolbox talk.

Data erasure will be executed by deleting the data from the C2 Safety management system in regards to data stored in digital form. The hard copies (printed data) will be shredded and disposed of securely.

Sign:

Position:

Date:

HAND ARM VIBRATION EXPOSURE

All work where Hand Arm Vibration Syndrome (HAVS) is a hazard will be planned taking into account the relevant standards. As part of the risk assessment process Somerset Equus will ensure effective control measures are adopted to maximise the safety of persons, this will then be communicated to all employees.

Mrs E. Langdon will be responsible for ensuring that this policy is implemented throughout Somerset Equus and for ensuring that all persons are familiar with their responsibilities.

HAVS is caused by repeated and frequent use of hand-held vibrating tools e.g. power drills, chainsaws, pneumatic drills, etc. It may also be caused by holding or working with machinery that vibrates. It is not clear how vibration causes the condition. The symptoms of HAVS include:

- Numbness and tingling in the fingers
- Not being able to feel things properly making working with small objects difficult
- Blanching (going white) of the fingers when exposed to vibration with the fingers being painful going red on recovery
- Joint pain or stiffness

Ensure operators are trained to use equipment appropriately and are not overly exposing themselves to increased use by inappropriate practice/poor posture.

Where practicable Somerset Equus will avoid exposure of humans to vibration creating instruments and mechanised alternatives are utilised. Where handheld tools are required then rotary action and non-percussive tools and machines will be used in preference to impact and hammer-action tools.

Where it is not practicable to utilise an alternative to human exposure to vibration then any vibration generating equipment so used by the staff is of a high standard so as to reduce the level of vibration exposure.

Ensure where appropriate employees will be provided with vibration reducing gloves and that once issued those employees wear the gloves when using vibration generating machinery.

Somerset Equus will assess daily exposure to vibration by each member of staff and set daily limits in line with The Control of Vibration at Work Regulations 2005 ACOP. Somerset Equus will monitor employees' exposure against the pre-determined safe limits and implement a system of job rotation to ensure that no employees exceed the daily vibration exposure level.

The responsibility for HAVS by Somerset Equus will cover contractors but does not include them in company health surveillance measures.

Somerset Equus will report any newly identified HAVS as determined under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

RISK CONTROL MEASURES

- Avoid exposure to vibration where possible
- All personnel on sites using vibration generating equipment will wear vibration effect reducing gloves
- In line with The Control of Vibration at Work Regulations 2005 set a daily vibration exposure limit of 400 points
- Use staff rotation across the working day to ensure that the daily vibration exposure limit is not exceeded
- Source low vibration equipment where possible

APPENDICES

Appendix 1

Instructions for Calculating the Time Individuals Can Spend Using Vibration Generating Equipment.

Source The Control of Vibration at Work Regulations 2005 ACOP

Step 1 Ascertain the vibration magnitude of the equipment being used, if this is not available on the equipment see Appendix 2 for approximate magnitudes in 15 minute slots

Step 2 Identify all workers likely to be exposed to HAVS

Step 3 Evaluate the risks arising from the vibrations. Estimate daily vibration exposures. Compare the vibration magnitudes against the exposure points table

Step 4 Add the points acquired in each of the 15 minutes slots of exposure across the day

Step 5 Do not let the total daily exposure exceed 400 points

Appendix 2

Vibration Magnitude Values for Different Types of Equipment

Road Breakers	Typical	12 m/s ²
	Modern tool designs, good operating conditions and trained operators.	5 m/s ²
	Worst tools and operating conditions	20 m/s ²
Demolition Hammers	Modern tools	8 m/s ²
	Typical	15 m/s ²
	Worst tools	25 m/s ²
Hammer Drills/Combi Hammers	Typical	9 m/s ²
	Best tools and operating conditions	6 m/s ²
	Worst tools and operating conditions	25 m/s ²
Needle Scalers	Modern tool designs	5-7 m/s ²
	Older tool designs	10-25 m/s ²
Scabblers (hammer type)	Typical	20-40 m/s ²
Angle Grinders (large)	Modern tool designs	4 m/s ²
	Older tool designs	8 m/s ²
Angle Grinders (small)	Typical	2-6 m/s ²
Clay Spades and Jigger Pack	Typical	16 m/s ²
Chipping Hammers (metal working)	Modern tool designs	4 m/s ²
	Older tool designs	8 m/s ²
Pneumatic Stone-working Hammers	Vibration reduced hammer and sleeved chisel	8-12 m/s ²
	Older tools conventional chisels	30 m/s ²
Chainsaws	Typical	2-6 m/s ²
Brushcutters	Typical	4 m/s ²
	Best	2 m/s ²
Sanders - random orbital	Typical	7-10 m/s ²

Appendix 3

Exposure Points Acquired in a 15 minute Work Segment

Vibration Magnitude Level	Points	Vibration Magnitude Level	Points
40	800	9	41
30	450	8	32
25	315	7	25
20	200	6	18
19	180	5.5	15
18	160	5	13
17	145	4.5	10
16	130	4	8
15	115	3.5	6
14	98	3	5
13	85	2.5	3
12	72	2	2
11	61	1.5	1
10	50	1	1

HORSES

Mrs E. Langdon will be responsible for ensuring that this policy is implemented throughout Somerset Equus and for ensuring that all persons are familiar with their responsibilities.

As part of the risk assessment process Somerset Equus will ensure effective control measures are adopted to maximise the safety of persons; this will then be communicated to all employees.

Horses are often unpredictable in their nature and may be spooked by everyday actions and items. Injuries may occur from falling from horses but also crush injuries may occur in stables, stalls and enclosures. Any horse found to be agitated or demonstrating behaviour which may be a risk to others will be removed and segregated by competent persons. Where a person's actions may cause agitation to a horse that person will be removed from the yard for safety.

Mrs E. Langdon will ensure that only competent persons are allowed in the stables or where necessary full training and instruction is arranged. Adequate supervision will be put in place where novices are in contact with horses or participating in animal husbandry activities.

Horses must not be ridden without them wearing a recognised bridle and bit combination. All reins attached to the bridle must be made of webbing, leather or rubber.

All horses must be lead using a rope or leather lead rein with safety clip attachment to the bridle or head collar. Horses are to be tied to rings using appropriate safety knots. Stable doors must be bolted and swivel latches closed when housing a horse.

Mrs E. Langdon will ensure any person sitting on a horse must wear a dedicated riding helmet with fastened chin strap that meets the minimum BS standards. Enclosed and suitable footwear must be worn when in the yard, carrying out animal husbandry activities and whilst leading and riding horses.

Mrs E. Langdon will ensure welfare facilities are available to enable employees and others to wash their hands after touching and working with horses, especially before eating, drinking, going to the lavatory or finishing their duties.

The yard and enclosures, including stables and stalls are to be kept free of waste and muck. Muck is to be stored in a dedicated area. Pedestrian access routes are to be kept free of obstructions including bales, feed buckets, wheel barrows, forks, rakes, brushes. Where vehicles operate on the yard access routes must be kept clear.

RISK CONTROL MEASURES

- Helmets and enclosed footwear must be worn by riders
- Persons to clean hands thoroughly after being in contact with horses
- Only authorised persons allowed in stables
- Competent and trained persons only 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 horses escaping and dogs gaining access

- Horses must be led and tied up in a safe manner to prevent injury to the animal and persons or damage to structures
- All riding equipment is kept tidy to avoid tripping hazards
- All riding equipment is kept in good condition and only recognised equipment is used
- 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 be responsible for ensuring that this policy is implemented throughout Somerset Equus and for ensuring that all persons are familiar with their responsibilities.

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 and provide clearly identified walkways and safe pedestrian routes where necessary.

All employees are instructed in the need to maintain the premises in a tidy condition. All employees will be trained in safe manual handling techniques. Mrs E. Langdon will keep all working areas, where employees are required to work, safe and free from poor housekeeping. Work areas will be kept clear of trip hazards.

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

Somerset Equus will ensure deliveries are programmed to ensure that excess materials are not stored on the premises. Mrs E. Langdon will ensure all materials delivered to the premises will be stored safely ensuring that access points and other routes are not obstructed.

Somerset Equus will arrange for sufficient labour and equipment to enable good housekeeping standards to be reached and maintained and to ensure that all waste materials are cleared and disposed of safely.

Somerset Equus will ensure welfare areas are subject to both high housekeeping and high hygiene standards.

RISK CONTROL MEASURES

- Access points and walkways are clearly marked and remain free of obstructions at all times
- Clear up waste materials and dispose of correctly. Keep floor areas clean and dry where possible
- Keep materials and items in their correct storage location until required and, if relevant, return them when finished
- Clean up spillages immediately and dispose of waste correctly
- Keep welfare facilities clean and do not use them as storage areas
- Safe manual handling techniques must be employed when moving material and waste in and out of storage
- 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, ACCIDENT AND ILL HEALTH REPORTING

Mrs E. Langdon will be responsible for ensuring that this policy is implemented throughout Somerset Equus and for ensuring that all persons are familiar with their responsibilities.

All injuries sustained within the workplace to employees, sub-contractors, members of the public and visitors will be entered into the accident book. Mrs E. Langdon is responsible for the routine checking of entries into the accident book.

Non-routine, more serious, or those with the potential to become more serious accidents will be reported by the individual or their line manager directly to Mrs E. Langdon immediately or as soon as it is safe to do so.

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 Mrs. K Speed at C2 Safety.

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 Mrs. K Speed of C2 Safety as requested.

Mrs. K Speed 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, specified 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

Mrs E. Langdon will be responsible for ensuring that this policy is implemented throughout Somerset Equus and for ensuring that all persons are familiar with their responsibilities.

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. Every lone worker must have a system to summon help if required.

Somerset Equus will ensure that the hazards associated with lone working are identified and a procedure is in place to control any foreseeable risk faced by lone workers including violence and manual handling.

Somerset Equus will conduct an assessment for the suitability of employees to undertake lone working tasks with regard to the level of their competency and training, their physical health and their supervision needs.

Mrs E. Langdon will ensure that any employee required to conduct a lone working task is trained in Somerset Equus's procedure, is provided with the correct communication equipment, has the correct PPE, serviceable equipment and tools, is technically competent, trained in manual handling and fit to carry out the task prior to commencement.

Mrs E. Langdon will implement the procedure for lone working.

It will include the following:

Every lone worker is trained in lone working and emergency procedures.

Every lone worker is appointed a point of contact e.g. a colleague, line manager, nominated buddy or central call centre such as the office reception.

Mrs E. Langdon will ensure every lone worker has a serviceable means of communication to their appointed point of contact e.g. mobile telephone or handheld radio.

Every lone worker is required to provide details of their job location and expected completion or return time to their appointed point of contact prior to commencement.

Lone workers are required to check in with the appointed point of contact at set intervals including to advise if the job will overrun the expected end time.

Lone workers are to check in with their appointed point of contact at the end of a job and return to the usual place of work, if applicable.

Management will be informed by the appointed point of contact when lone workers have completed their duties.

When a lone worker fails to check in at set times with the appointed point of contact efforts will be made to communicate with the lone worker.

If communication cannot be established then a representative will attend their last known location to physically check on the status of the lone worker.

RISK CONTROL MEASURES

- Lone workers are assessed by Somerset Equus as being technically competent, adequately trained and qualified to carry out tasks which require lone working
- Somerset Equus will not permit employees with known medical and physical conditions to carry out lone working as it may impact on the safe completion of the task
- Check-in intervals and times for lone workers will be pre-set and agreed with the appointed point of contact prior to commencement of the task
- The location of lone workers will be provided to the appointed point of contact prior to commencement of the task
- An expected end time of a task is to be agreed prior to commencement of the task and updated as necessary
- When lone working is carried out in a location known to have no mobile phone reception an alternative procedure is to be implemented if possible

MANUAL HANDLING AND LIFTING

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

Manual handling injuries cause individual suffering and are costly to the organisation in terms of disruption and lost output. More than a quarter of reported accidents each year to the enforcing authorities are associated with manual handling.

Manual handling is the 'Transporting or supporting of loads by hand or bodily force'.

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 devices by suitably trained individuals.

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.

Mrs E. Langdon will instruct any operative in the correct handling and lifting of loads as required and will 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.

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.

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, stability 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

- If more than one person is involved in moving an item 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 Mrs. K Speed for consideration.

Mrs. K Speed 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.

Somerset Equus will audit, monitor and review accidents to find trends and put preventative measures in place.

Annually, or at other intervals as arranged, a meeting will be held between Mrs. K Speed 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's policy for Health, Safety and Welfare.

NEW AND 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: Mrs E. Langdon 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 (i.e. that their status fulfills the definition of new or expectant mother).

Step Two: On receipt of this notification Mrs E. Langdon 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, Mrs E. Langdon 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 favourable 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

Somerset Equus will ensure all equipment provided and used by employees in the course of their work will be supplied, maintained or used in accordance with the relevant standards and regulations.

Mrs E. Langdon will be responsible for ensuring that this policy is implemented throughout Somerset Equus and for ensuring that all persons are familiar with their responsibilities.

As part of the risk assessment process Somerset Equus will ensure effective control measures are adopted to maximise the safety of persons; this will then be communicated to all employees.

Mrs E. Langdon will ensure anyone operating office equipment, such as shredders and guillotines, has read and understands the operating manual, has received sufficient training and is aware of the safe system of work, including emergency stop procedures. All new employees will be given appropriate training on the equipment.

All portable electrical equipment in the office will be PAT tested in accordance with current regulations.

All office work areas must be kept clean and tidy with cables covered and not trailing, waste removed regularly and walkways and storage areas kept free from obstruction, allowing workers safe movement around the office.

Suitable and appropriate clothing, particularly footwear, must be worn by employees to prevent strain, discomfort, slips, trips and falls and also being drawn into office machinery causing injuries.

Mrs E. Langdon is responsible for ensuring that all workers are familiar with emergency procedures, locations of first aid provision and firefighting equipment within the office.

RISK CONTROL MEASURES

- Only authorised persons may repair or maintain office equipment and machinery
- Any defect in office equipment or machinery is to be reported immediately and not used until repaired or declared safe by a competent person
- Mrs E. Langdon will ensure the position of the first aid box is known by all employees
- Mrs E. Langdon will ensure the actions to be taken in the event of a fire are regularly practiced
- Report any accident or damage, however minor, to a 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 and employ safe manual handling techniques when lifting
- Do not attempt to reach items on high shelves unless using steps or a properly designated hop-up
- Suggest ways of eliminating hazards and improving working methods
- Only smoke in designated smoking areas and dispose of spent matches and cigarette ends properly
- Warn new employees, particularly young people, of known hazards

PERSONAL PROTECTIVE EQUIPMENT

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, Mrs. K Speed, as required.

RISK CONTROL MEASURES

- All operatives are required to wear suitable footwear whilst in company workplaces
- Employees and visitors 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 shall be appropriately trained in the selection and use of any personal protective equipment prior to use
- If visiting other premises the employee shall ensure that they either have, or are provided with, the appropriate personal protective equipment prior to entry

PLANNING AND CONTROL

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 that 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.

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.

The aims of the above will be achieved by:

- Regular review of the Safety Policy
- Effective communication of the Safety Policy
- Assessment of risks by good forward planning
- Effective and consistent monitoring of performance standards
- Consultation between staff at all levels
- 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 their 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

Inform Mrs. K Speed of the need for an appropriate risk assessment to be 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

Where 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.

Mrs. K Speed 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 as soon as is practicable.

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

Mrs E. Langdon will be responsible for ensuring that this policy is implemented throughout Somerset Equus and for ensuring that all persons are familiar with their responsibilities.

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
- One of the most important aspects of your risk assessment is accurately identifying the potential hazards in your workplace
- Where the risk is considered to be significant, then this must be recorded in writing
- Risk assessments must 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. The training must be repeated periodically and take account of changes, and also take place during working hours. Training must be provided 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

Employees also have 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 the 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

Any work carried out which is not covered by the generic risk assessments within your safety policy will have specific risk assessments carried out and written, along with method statements if appropriate, by Mrs. K Speed or a competent person within the company in conjunction with Mrs E. Langdon .

STAFF TRAINING

Somerset Equus will ensure that all employees are trained to a level that allows them to competently and safely perform their roles.

Mrs E. Langdon will know the competency of individual employees and ensure that they have the required skills in order for them to perform the jobs safely.

A regular assessment of the skills required for each job will be performed.

A regular assessment of the individual's skills will be reviewed and any appropriate shortfalls will be resolved as soon as is reasonably practical.

Skills shortfalls will be resolved via:

- Internal training by a competent manager
- Partnering with a more experienced team member and follow up interview with a competent manager
- Home based study
- College based study
- External training

Training will be prioritised based on risk level mitigated and the training that provides the greatest benefit to Somerset Equus.

The company will ensure that any employees under the age of 18 have sufficient training, supervision and mentoring in place for the young person to be able to work safely.

Mrs E. Langdon has appointed C2 Safety as an external advisor to assist them in identifying the training needs of the business.

VERMIN CONTROL

As part of the risk assessment process Somerset Equus will ensure effective control measures are adopted to maximise the safety of persons, this will then be communicated to all employees.

Mrs E. Langdon will be responsible for ensuring that this policy is implemented throughout Somerset Equus and for ensuring that all persons are familiar with their responsibilities.

Vermin are a hazard to the health and safety of employees, third parties, goods, equipment and property and an active management and prevention strategy, including extermination of existing vermin, is in place. Vermin include mammals such as foxes, badgers, rats, mice and in some circumstances may include deer and bird species such as pigeon.

Vermin can cause contamination of goods, food stuffs and animal feed, structural damage, physical injuries to people and livestock, lead to people having contact with pesticides and insecticides and could necessitate the closure of a company whilst any problem is rectified.

Somerset Equus will ensure that all employees are aware of the signs of vermin infestation and to report any signs of vermin immediately to their manager.

An industry-appropriate and recognised method of vermin control will be employed immediately when signs of vermin are discovered and will continue until all vermin are eradicated or suitably controlled. Such methods may include the use of traps, cages, poisons, fumigation and other physical means and will be appropriate to the species of vermin.

The method of control used will take into account any restrictions imposed by current government legislation. All operators undertaking vermin control will be appropriately licensed to conduct such activities. Where vermin control measures are in place warning signs will be placed alerting employees, contractors and third parties to the presence of traps and poisons where appropriate. Consideration must be given to the safety of third parties who may have proxy access to company property on official public rights of way.

When necessary Somerset Equus will suspend business operations in order to safely fully eradicate vermin, or will suspend operations when required to do so by regulatory authorities until the workplace is declared fit to resume business.

Somerset Equus have adequate physical barriers to prevent the ingress of vermin into company premises and vehicles. All foodstuff will be stored in vermin-proof containers and animals held in secure enclosures.

If a nest is found by staff they must not disturb it and report it immediately to Mrs E. Langdon .

All staff will be aware of emergency procedures for the treatment of physical injuries caused by vermin such as rats. Rats are liable to attack when cornered. Any injured person (bitten) must be taken to hospital immediately and the hospital informed that they may have been exposed to leptospirosis from a rat bite.

When goods and foodstuffs are found to be spoiled or damaged due to vermin they will not be used, and disposed of in a safe and controlled manner that will inhibit any further infestation of company or third party property.

Where goods and foodstuffs are found to have been affected by vermin Mrs E. Langdon will conduct an investigation into the occurrence and consider and implement further prevention

measures as practicable.

Stringent housekeeping and hygiene measures are in place to prevent the occurrence of vermin related risks. Employees are required to adhere to any direction given by Somerset Equus to prevent vermin problems in the workplace. Welfare facilities are provided for employees and visitors to maintain high levels of hygiene in the workplace.

Employees are to report any suspected tick bites, skin rashes and unexplained ailments, or diagnosis of vermin related medical conditions including hair lice, intestinal worms and scabies, or reactions to pesticides used during extermination, immediately to Mrs E. Langdon .

RISK CONTROL MEASURES

- All employees must report signs of vermin immediately
- All vermin control measures will be conducted within the confines of current legislation
- Physical measures will be implemented to prevent access of vermin into the workplace
- Stringent housekeeping and hygiene measures are in place to prevent vermin infestations
- Warning signs will be placed when poisons and traps for vermin control are being used in the workplace where appropriate
- Employees are required to report any ailments and symptoms that may be caused by vermin
- Goods and foodstuffs damaged by vermin will not be used and be disposed of appropriately
- Animal nests will not be disturbed and their presence reported immediately
- Welfare facilities are provided to maintain hygiene levels
- All vermin control activities will be planned to minimise the risk to third parties using recognised public rights of way

VIOLENCE

Mrs E. Langdon will be responsible for ensuring that this policy is implemented throughout Somerset Equus and for ensuring that all persons are familiar with their responsibilities.

As part of the risk assessment process Somerset Equus will ensure effective control measures are adopted to maximise the safety of persons, this will then be communicated to all employees. A combination of appropriate measures, in consultation with employees, will be implemented to maximise their safety.

Somerset Equus will follow the advice and guidance provided in INDG 69 “Violence at Work: a guide for employers” issued by the HSE.

Work-related violence is defined as ‘Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.’ Verbal abuse and threats are the most common types of incidents; physical attacks are comparatively rare.

Employees must 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.

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
- representing 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

Somerset Equus will provide employees with training on how to spot the early signs of aggression and management strategies to avoid or cope with it. All employees will be trained in any relevant emergency procedures.

Employees will be provided with information they may need to identify clients with a history of violence or who may be predisposed to violence.

Where possible the number of staff in the workplace will be maintained at a level where a lone worker situation is avoided. Job design will take into account higher risk tasks.

Somerset Equus will review the physical environment to reduce any waiting times, provide more comfort for visitors, and the implementation of any security measures including personnel access management systems, such as code locked doors, wider counters etc. and CCTV.

Somerset Equus will continuously review cash control and banking measures and will increase

the need to bank money more frequently, accept alternative payment methods to reduce the amount of cash held on premises or by employees. Money will be banked at varied times to prevent any identifiable pattern forming and reducing the possibility of robbery.

Cash and valuables will not be kept unattended on company premises and in vehicles, and where this is unavoidable adequate security measures are in place including the use of safes and locked equipment cages.

Somerset Equus's Lone Worker policy will be adhered to in order to assist in safeguarding employees against the risk of violence.

Any instance of verbal abuse, threats of aggression, attempts of, or actual, violence against employees is to be reported immediately to Mrs E. Langdon . All incidents will be recorded in writing and measures reviewed to prevent reoccurrence.

RISK CONTROL MEASURES

- Lone working will be avoided whenever possible
- Information will be provided to employees where a known risk exists and a mitigation strategy will be in place
- Emergency procedures are in place for handling violence and aggressive situations
- Access to non-authorised persons is restricted in the workplace
- Cash and valuables are not left on the premises and in vehicles whenever practicable
- Cash handling and banking processes will reflect the risk

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 extends to include our waste management system.

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

When disposing of waste the company will only use a licenced waste carrier.

RISK CONTROL MEASURES

- Waste will not be permitted to build up in work areas
- Waste will be disposed of in dedicated bins and skips and stored in dedicated locations until collected
- Waste will be separated based on type e.g. food, paper, plastic
- Sharps, hazardous waste and waste capable of causing environmental and health contamination, including food waste, will be marked and stored accordingly
- Safe manual handling techniques will be used by all staff when moving waste
- Employees are not permitted to climb into skips and bins to compact or recover waste
- Waste will be disposed of as soon as is practicable to prevent build-up of overflow

WELFARE, EMERGENCY PROCEDURES AND FIRST AID

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

- Available drinking water
- A means of heating food, or water for hot drinks
- Hand cleanser in dispenser
- Hot running water
- Paper towels or other suitable means of drying hands
- Storage facilities for protective clothing
- Adequate first aid equipment
- Convenient sanitary facilities

EMERGENCY PROCEDURES

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 End of drive.

Mrs E. Langdon is an appointed Fire Marshal/Emergency Procedure Marshal who shall ensure that a roll 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, which will be checked regularly to ensure its contents are up to and in date.

The First Aiders will be provided with full appropriate training.

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

WORKING AT HEIGHT

Somerset Equus will ensure all equipment provided and used by employees in the course of their work will be supplied, maintained or used in accordance with the relevant standards and regulations.

Mrs E. Langdon will be responsible for ensuring that this policy is implemented throughout Somerset Equus and for ensuring that all persons are familiar with their responsibilities.

As part of the risk assessment process Somerset Equus will ensure effective control measures are adopted to maximise the safety of persons, this will then be communicated to all employees.

The Work at Height Regulations 2005 is in place to protect staff and others against risks to their health whilst working at height.

Work at height, is work in any place, including a place at, above or below ground level where a person could be injured if they fell from that place. This can also include means of access and egress to a place of work.

Somerset Equus will ensure that staff or others do not work at height where it can be avoided. Where alternatives are not available and employees are required to work at height Mrs E. Langdon will ensure the relevant risk assessment for working at height has been completed alongside any specific assessment that has been conducted for the task at hand. Prior to working at height a written safe system of work, including emergency and rescue procedures, will be in place and where necessary a permit to work issued.

All employees will receive instruction in the use of any safety equipment provided and safe working procedures so they fully understand its content and comply with local procedures and safe systems of work.

Mrs E. Langdon will ensure that all safety equipment, staging, safety belts, harnesses, anchorages etc. are inspected weekly and before use. Any defects noted at weekly inspections or reported by employees shall be attended to immediately.

Employees and their representative will be consulted when assessing the risks and developing systems of work connected with working at heights. Employees will inform their manager if they suspect that the system of work in place is ineffective or inadequate. Mrs E. Langdon will ensure all staff who work at height are fit to do so.

Where work at height is to be carried out close to overhead cables adequate precautions and protection for employees is to be in place.

Mrs E. Langdon will ensure that a safe system for moving equipment and materials to and from the working position is available. No equipment or materials are to be intentionally dropped from height and must be lowered by appropriate means.

A safe means of securing tools and materials at height must be in place whilst employees are using them.

Mrs. K Speed will be asked for advice on safe working methods, precautions and safety equipment required for any work at heights where standard procedures do not already exist.

Mrs E. Langdon will ensure that PPE is provided to, and worn by, all employees working at height. This will include appropriate safety footwear, safety helmets with a chin strap, safety harnesses and fall arrest devices.

All necessary precautions will be taken to ensure that persons do not walk or work beneath employees carrying out work at high level and that third parties are protected from the risks associated with work at height, including establishing an exclusion zone underneath the working area with barriers and warning notices.

Access to the working areas must be secured or fenced outside working hours or when unattended to prevent unauthorised access.

RISK CONTROL MEASURES

- Avoid work at height where possible and utilise alternative means when available
- Procedures and/or protection for employees must be in place where overhead cables are present
- Ensure that all staff who work at height have information, instruction, training and supervision in their use
- A safe means of securing and moving tools and materials to and from the work at height is to be in place
- Equipment, materials and debris must not be dropped from height
- Report any activity or defect likely to endanger safety, and damaged equipment is not to be used
- Employees must comply with any safe system of work developed through risk assessment and any requirements of a permit to work
- Employees will use all safety equipment supplied including safety belts, harnesses, fall arrest devices etc.
- All personnel on sites where work at heights is being carried out will wear safety helmets

WORK EQUIPMENT INSPECTION FREQUENCIES

In order to ensure work equipment does not deteriorate to the extent that it may put people at risk, employers, the relevant self-employed and others in control of work equipment are required by PUWER to keep it 'maintained in an efficient state, in efficient order and in good repair'.

LOLER also requires that all equipment used for lifting is fit for purpose, appropriate for the task, suitably marked and, in many cases, subject to statutory periodic 'thorough examination'.

Other significant regulations include

- Control of Substances Hazardous to Health (COSHH)
- Pressure Systems Safety Recommendations (PSSR)
- Work at Height Regulations (WHR)
- Electricity at Work Regulations (EWR)
- Age and condition

The frequency and nature of maintenance should be determined through risk assessment, taking full account of:

- the manufacturer's recommendations
- the intensity of use
- operating environment (eg the effect of temperature, corrosion, weathering)
- user knowledge and experience
- the risk to health and safety from any foreseeable failure or malfunction

Inspection Frequency Guide

Mobile Plant			
Plant	Inspection (Service) Frequency	Certificate of Thorough Examination Required	Regulations
Excavator (With Lifting Eye)	Daily before use and every 12 Months	Every 12 months	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS
Excavator	Daily before use and every 12 Months		THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS
Lifting Accessories		Every 6 Months	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS
Cranes & Lifting Machinery	Daily before use and every 12 Months	Every 12 months or 6 months if lifting persons	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS
Forklift truck	Daily before use and every 12 Months	Every 12 months or 6 months if lifting persons	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS
Telehandler	Daily before use and every 12 Months	Every 12 months or 6 months if lifting persons	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS
Man Basket	Daily before use and every 12 Months	Every 6 months	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS

Mobile Plant (cont)			
Plant	Inspection (Service) Frequency	Certificate of Thorough Examination Required	Regulations
Scissor lift	Daily before use and every 12 Months	Every 6 months	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS
Mobile elevated platform	Daily before use and every 12 Months	Every 6 months	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS
Dumper	Daily before use and every 12 Months		THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS

Small Plant			
Plant	Inspection (Service) Frequency	Certificate of Thorough Examination Required	Regulations
Pedestrian roller	Daily before use and every 12 Months		THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS
Plate compactor	Daily before use and every 12 Months		THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS
Concrete mixer	Daily before use and every 12 Months		THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS

Local Exhaust Ventilation			
Plant	Inspection (Service) Frequency	Certificate of Thorough Examination Required	Regulations
Dust extraction (wood)	In line with the written scheme of works, but no greater than 14 months	At least every 14 months	CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)
Dust extraction (welding)	In line with the written scheme of works, but no greater than 14 months	At least every 14 months	CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)
Fume vapour extraction	In line with the written scheme of works, but no greater than 14 months	At least every 14 months	CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Pressure Systems			
Plant	Inspection (Service) Frequency	Certificate of Thorough Examination Required	Regulations
Compressed air pressure equipment		In line with written scheme of works	PRESSURE SYSTEMS SAFETY REGULATIONS 2000 (PSSR)
Compressors		In line with written scheme of works	PRESSURE SYSTEMS SAFETY REGULATIONS 2000 (PSSR)

Electrical Equipment (Fixed)			
Plant	Inspection (Service) Frequency	Certificate of Thorough Examination Required	Regulations
Fixed wiring		Every 5 years or as recommended by the Electrical Installation Condition Report (EICR)	THE ELECTRICITY AT WORK REGULATIONS

General Work Equipment			
Plant	Inspection (Service) Frequency	Certificate of Thorough Examination Required	Regulations
Ladders	Used daily-every month Used monthly-every 3 months Used infrequently-every 12 months		THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS WORK AT HEIGHT REGULATIONS
Scaffolding	Daily before use and every 7 days when erected		WORK AT HEIGHT REGULATIONS
Hand tools	Daily before use and every 12 Months		THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS
Disc cutters	Daily before use and every 12 Months		THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS
Construction hoist	Daily before use and every 6 Months	Every 6 months	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS
Vehicle tail lifts	Daily before use and every 12 Months	Every 6 months	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS
Pallet trucks	Daily before use and every 12 Months		THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS

Safety Harness			
	Pre-use checks	Detailed Inspection	Regulations
Lanyards	Daily before use	Every 6 months	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS
Harness	Daily before use	Every 6 months and should be subject to interim inspections as per below	THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS
Note: Interim inspections should be carried out where: risks from transient arduous working environments involving paints, chemicals or grit blasting operations; or acidic or alkaline environments if the type of fabric the lanyard is made from cannot be determined (some fabrics offer low resistance to acids or alkalis).			

Portable Electrical Equipment			
	Formal visual inspection	Combined inspection and testing	Regulations
Desktop computers, DSE screens	2-4 years	No if double insulated, otherwise up to 5 years	THE ELECTRICITY AT WORK REGULATIONS
Photocopiers, fax machines: Not hand-held. Rarely moved	2-4 years	No if double insulated, otherwise up to 5 years	THE ELECTRICITY AT WORK REGULATIONS
Double insulated (Class II) equipment: Not hand-held. Moved occasionally, eg fans, table lamps	2-4 years	No	THE ELECTRICITY AT WORK REGULATIONS
Double insulated (Class II) equipment: Hand-held. eg some floor cleaners, some kitchen equipment	6 months – 1 year	No	THE ELECTRICITY AT WORK REGULATIONS
Earthed equipment (Class I): Electric kettles, some floor cleaners, some kitchen equipment and irons	6 months – 1 year	Yes, 2-4 years	THE ELECTRICITY AT WORK REGULATIONS
Cables (leads and plugs connected to the above) and mains voltage extension leads and battery charging equipment	6 months – 4 years depending on the type of equipment it is connected to	Yes, 1–5 years depending on the type of equipment it is connected to	THE ELECTRICITY AT WORK REGULATIONS

Construction sites			
	Formal visual inspection	Inspection and test	Regulations
Fixed	Every month	Every 3 months	THE ELECTRICITY AT WORK REGULATIONS
IT	Every month	Every 3 months	THE ELECTRICITY AT WORK REGULATIONS
Portable	Daily before use and formally every month	Every 3 months	THE ELECTRICITY AT WORK REGULATIONS
Handheld	Daily before use and formally every month	Every 3 months	THE ELECTRICITY AT WORK REGULATIONS



For Somerset Equus

INTRODUCTION TO RISK ASSESSMENTS
ACCESS AND EGRESS
CATERING - KITCHEN
CLEANING OUTSIDE (YARD / STABLES)
DISPLAY SCREEN EQUIPMENT
EQUINE ASSISTED COACHING
FIRST AID
HAND TOOLS
LONE WORKING
MANUAL HANDLING
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 - 14	Acceptable Risk	Minor injury, minor damage
15 - 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

The table below visually shows how risks are determined and demonstrates risk levels when hazard and probability are compared.

	No Injury	Minor Injury	Non-disabling Injury	Major disabling Injury	Single Fatality	Multiple Fatalities
Improbable	Minor Risk	Minor Risk	Minor Risk	Minor Risk	Minor Risk	Minor Risk
Remote chance	Minor Risk	Minor Risk	Minor Risk	Minor Risk	Acceptable Risk	Acceptable Risk
Possible	Minor Risk	Minor Risk	Acceptable Risk	Acceptable Risk	High Risk	High Risk
Probable	Minor Risk	Minor Risk	Acceptable Risk	High Risk	High Risk	Substantial Risk
Likely	Minor Risk	Acceptable Risk	High Risk	High Risk	Substantial Risk	Unacceptable Risk
Certain	Minor Risk	Acceptable Risk	High Risk	Substantial Risk	Unacceptable Risk	Unacceptable Risk

Somerset Equus Risk Assessment for Office Safety Policy

Location	Office Copy	Description	Office Copy	
Assessor	Mrs. K Speed	RA Date	01/12/2024	Review Date 01/12/2025

Risk Assessment:

Access and Egress

Who is at risk?	Hazard	Hazard Effect	Hazard Level		Initial Prob.	Risk Rating	Control Measures	Residual Hazard		Residual Prob.		Risk Rating		Risk Factor
Employees and visitors	Struck by machinery	Serious injuries to operatives, others persons on site and members of the public	5	X	5	= 25	- Provide clearly defined & identified walkways and safe pedestrian routes throughout the work area. - Machinery not to be left unattended or obstructing walkways. - Appropriate guarding is to be utilised on machinery where possible. - Machinery must be switched off or disabled when not in use and at the end of the working day. - Authorised and qualified persons only to operate machinery. - Correct PPE to be issued to and worn by operatives at all times.	5	X	2	=	10		Acceptable Risk
Employees and Visitors	Slips, trips and falls	Ankle sprains or strains, Minor injuries	4	X	5	= 20	- Suitable safety footwear to be worn at all times conforming to BS EN 20345. - Walkways and access routes are to be kept clear at all times. - Any spillages are to be cleaned up immediately. Cordon off area of spillage until clean up is complete. - Any cables/wires that cross over walkways must be taped down or removed from the area. - Do not allow waste/debris to accumulate in work area.	4	X	2	=	8		Minor Risk

Who is at risk?	Hazard	Hazard Effect	Hazard Level		Initial Prob.		Risk Rating	Control Measures	Residual Hazard		Residual Prob.		Risk Rating	Risk Factor
Employees and visitors	Struck by Vehicle/Plant	Crushing injuries, Serious long term ill health effects	5	X	5	=	25	- Nominated banksman to supervise all deliveries to site. - Site vehicles are to be immobilised when not in use. Any ignition keys must be removed. - Site visitors must be accompanied at all times. - Site speed limits must be adhered to at all times. - Operators of site vehicles must prove evidence of relevant competency. - Pedestrians must use the walkways and crossing points provided. - Any beacons/flashing lights must be in good condition and used when necessary.	5	X	2	=	10	Acceptable Risk
Employees and Visitors	Access and Egress	Serious injuries to workers, others on site and members of the public	5	X	4	=	20	- All persons must comply with all signs and instructions for site when entering and leaving site. - All persons must sign in when entering site and sign out when leaving. This process will be monitored. - Visitors to site will be escorted around by authorised persons. - Access and egress routes must be kept clear at all times and free from obstruction. - In instances where access and egress routes are found to be obstructed, this will be reported immediately to the principal contractor.	5	X	2	=	10	Acceptable Risk
Employees and Visitors	Unloading	Serious injuries to workers, others on site and members of the public	5	X	5	=	25	- There is to be a dedicated unloading area available which is to be used when deliveries are made. - Unloading tasks are to be carried out by nominated personnel who are to use appropriate manual handling techniques. - Operatives are to be provided with the correct manual handling techniques. - Segregate unloading area away from other work areas where possible. - Clear access is to be created to the unloading point. - Any deliveries are to be scheduled in.	5	X	2	=	10	Acceptable Risk

Who is at risk?	Hazard	Hazard Effect	Hazard Level		Initial Prob.		Risk Rating	Control Measures	Residual Hazard		Residual Prob.		Risk Rating	Risk Factor
Employees and visitors	Emergency access route	Serious injuries, Fatality	5	X	5	=	25	- All access routes are to be kept clear at all times. - Emergency routes to be checked for accessibility at the start and the end of each work day. - Emergency routes are to be established and communicated during site inductions.	5	X	2	=	10	Acceptable Risk

Somerset Equus Risk Assessment for Office Safety Policy

Location	Office Copy	Description	Office Copy		
Assessor	Mrs. K Speed	RA Date	01/12/2024	Review Date	01/12/2025

Risk Assessment:

Catering - kitchen

Who is at risk?	Hazard	Hazard Effect	Hazard Level		Initial Prob.		Risk Rating	Control Measures	Residual Hazard		Residual Prob.		Risk Rating	Risk Factor
Staff members	Gas appliances	Serious gas incident	4	X	4	=	16	- Daily visual check of controls. - Annual inspection by registered engineer. - Staff briefed on shut off procedures.	4	X	2	=	8	Minor Risk
Staff members	Knives	Cuts/Lacerations to hands	4	X	4	=	16	- 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.	4	X	2	=	8	Minor Risk
Staff members	Food handling	Cross-contamination, Burns	5	X	5	=	25	- 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.	5	X	2	=	10	Acceptable Risk
Staff members	Electrical equipment	Electrocution, shocks, burns, explosions, fatality	5	X	4	=	20	- Five yearly installation inspections to be carried out and documented. - Annual portable appliance test, any suspect items to be immediately quarantined/replaced. - Ensure that any wires/cables are well maintained.	5	X	2	=	10	Acceptable Risk

Who is at risk?	Hazard	Hazard Effect	Hazard Level		Initial Prob.		Risk Rating	Control Measures			Residual Hazard		Residual Prob.		Risk Rating	Risk Factor
Staff members, Customers	Violence	Bruising, Fractures, Mental health side effects	5	X	3	=	15	- If possible use SIA registered door staff, to be in place beyond midnight and at most other times. - System for requesting assistance to be in place. - Lone working will be kept to a minimum if possible. - Do not serve individuals suspected of being intoxicated. - Do not serve underage individuals. - All staff to be informed of excluded customers. - All staff inducted fully. - Staff are not to get involved in any violent acts.			5	X	2	=	10	Acceptable Risk
Staff members, Customers	Noise	Discomfort, Hearing impairment due to constant exposure	3	X	4	=	12	- Noise to be limited to a maximum of 85dB. - Hearing protection to be provided if over 80dB. - Noise monitoring to be carried out if suspicion of greater noise levels.			3	X	2	=	6	Minor Risk
Staff members	Manual Handling	Musculoskeletal injuries	5	X	5	=	25	- 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. - Staff to be trained in the correct manual handling techniques. - Staff to wear suitable footwear at all times.			5	X	2	=	10	Acceptable Risk
Staff members	Contact with Hazardous Substances	Burns/Skin & eye irritations	4	X	4	=	16	- Dishwasher used as an alternative to hand washing with gloves. - All containers with hazardous substances to be appropriately labelled. - Rubber gloves provided to all staff members. - Moisturiser provided. - Use correct dosage of chemicals as instructed on packaging. - Make sure chemicals are fit for use. - Substances to be stored within designated secured area.			4	X	2	=	8	Minor Risk
Staff members, Customers	Slips, trips and falls	Sprains/Fractures, Strains	5	X	5	=	25	- All spillages to be mopped up immediately. - Remove all trailing leads from walkways. - Equipment maintained to prevent leaks. - Good lighting to be provided in all areas. - Carpeted areas are to be well maintained. - Staff to be wearing suitable footwear,			5	X	2	=	10	Acceptable Risk

Who is at risk?	Hazard	Hazard Effect	Hazard Level		Initial Prob.		Risk Rating	Control Measures	Residual Hazard		Residual Prob.		Risk Rating	Risk Factor
Staff members	Contact with steam, hot water, oil and surfaces	Discomfort, Burns, irritations	4	X	5	=	20	- Staff to be trained in risks of hot oils and steam. - Water mixer tap to be provided. - All staff to wear long sleeves in the kitchen. - Heat resistant gloves and cloths to be provided and used.	4	X	2	=	8	Minor Risk
Staff members, Customers	Vermin	Ill health due to exposure to vermin	5	X	3	=	15	- 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 will be made aware of the damage vermin cause and the effect this can have.	5	X	2	=	10	Acceptable Risk

Somerset Equus Risk Assessment for Office Safety Policy

Location	Office Copy	Description	Office Copy	
Assessor	Mrs. K Speed	RA Date	01/12/2024	Review Date 01/12/2025

Risk Assessment:

Cleaning outside (yard / stables)

Who is at risk?	Hazard	Hazard Effect	Hazard Level		Initial Prob.	Risk Rating	Control Measures	Residual Hazard		Residual Prob.		Risk Rating	Risk Factor
Employees	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 others	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	Cleaning Materials	Dermatitis, allergies skin irritation	3	X	4	= 12	- Take care when handling cleaning solutions - Do not mix solutions - Wear the correct PPE - Take care when transferring solutions from it's 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
Employees	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

Somerset Equus Risk Assessment for Office Safety Policy

Location	Office Copy	Description	Office Copy		
Assessor	Mrs. K Speed	RA Date	01/12/2024	Review Date	01/12/2025

Risk Assessment:

Display Screen Equipment

Who is at risk?	Hazard	Hazard Effect	Hazard Level		Initial Prob.	Risk Rating	Control Measures	Residual Hazard		Residual Prob.		Risk Rating	Risk Factor
Employees	VDU-general	Incorrect use of DSE can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain	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	Incorrect use of DSE can lead to fatigue and eye strain	3	X	3	= 9	- Take regular breaks	3	X	1	=	3	Minor Risk
Employees	Slips, trips and falls	Suffer sprains or fractures if they trip over debris or slip on spillages.	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-stress	Incorrect use of DSE can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain	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
Employees	Electrocution	Staff could suffer serious/fatal injuries as a result of electric shock.	6	X	5	= 30	- Regular portable appliance testing - Visual inspections by operator on a regular basis	6	X	2	=	12	Acceptable Risk

Who is at risk?	Hazard	Hazard Effect	Hazard Level		Initial Prob.	Risk Rating	Control Measures	Residual Hazard		Residual Prob.		Risk Rating	Risk Factor
Employees	Ergonomics	Incorrect use of DSE can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain	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	1	=	3	Minor Risk

Somerset Equus Risk Assessment for Office Safety Policy

Location	Office Copy	Description	Office Copy	
Assessor	Mrs. K Speed	RA Date	01/12/2024	Review Date 01/12/2025

Risk Assessment:

Equine assisted coaching

Who is at risk?	Hazard	Hazard Effect	Hazard Level		Initial Prob.	Risk Rating	Control Measures	Residual Hazard		Residual Prob.		Risk Rating	Risk Factor
Employees and third parties	Contracting diseases	Disabling illness	4	X	4	= 16	- Welfare facilities to be made available at all times - Staff and volunteers to ensure that young persons to 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	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	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	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	High Risk

Who is at risk?	Hazard	Hazard Effect	Hazard Level		Initial Prob.	Risk Rating	Control Measures	Residual Hazard		Residual Prob.		Risk Rating	Risk Factor
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	Slips/trips and falls (including being stood on by a horse)	Disabling injury	4	X	3	= 12	- 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	Violence	Disabling injury	4	X	2	= 8	- 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	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	Self harm	Disabling injury	4	X	2	= 8	- 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

Somerset Equus Risk Assessment for Office Safety Policy

Location	Office Copy	Description	Office Copy	
Assessor	Mrs. K Speed	RA Date	01/12/2024	Review Date 01/12/2025

Risk Assessment:

First Aid

Who is at risk?	Hazard	Hazard Effect	Hazard Level	Initial Prob.	Risk Rating	Control Measures	Residual Hazard	Residual Prob.	Risk Rating	Risk Factor		
Employees and visitors	Injuries requiring first aid	Cuts, Sprains, Strains, Infection, Fractures	4	X	4	= 16	- First aider will be available on premises at all times. Certification will be kept within company files. - First aid kit available and well stocked. All contents will be in date of safe use. - First aid kit checked regularly and replenished as appropriate. - Eye wash bottles / access to fresh running water to be available. Any seals will be checked regularly and replenished as appropriate. - Eye wash bottles will be inspected prior use for signs of earlier use. - All staff to be informed of first aid arrangements. - All accidents and near misses to be recorded in accident book and investigated. - Where first aid is required in an incident involving COSHH, the relevant COSHH assessment will be checked to ensure to correct procedure is being followed.	4	X	2	= 8	Minor Risk

Somerset Equus Risk Assessment for Office Safety Policy

Location	Office Copy	Description	Office Copy	
Assessor	Mrs. K Speed	RA Date	01/12/2024	Review Date 01/12/2025

Risk Assessment:

Hand Tools

Who is at risk?	Hazard	Hazard Effect	Hazard Level	Initial Prob.	Risk Rating	Control Measures	Residual Hazard	Residual Prob.	Risk Rating	Risk Factor
Employees and others on site	Exposure to airborne dust	Possibility of Nasal Cancer caused by Wood Dust, Dust inhalation, Occupational asthma	4	X	3 = 12	- Operations should be carried out in very well ventilated area. - Ensure that natural ventilation is as good as possible. - Where ventilation is not possible, FFP3 masks must be worn as a minimum in accordance with the CoSHH risk assessments. - If RPE is being worn face fit testing is required regularly for staff. - Clear away dust deposits when finished. - Where possible, vacuum rather than sweep or brush. - Wear a dust mask when cleaning up, as this operation can also generate further dust clouds. - Use water suppression to reduce the dust levels.	4	X	1 = 4	Minor Risk
Employees	Sharps edges	Cuts/Lacerations to hands and body	4	X	3 = 12	- Cut proof gloves to be worn at all times that conform to the current BS EN standards - Only use tools suitable for the purpose. - Only use hand tools that you have been trained on and are authorised to use.	4	X	1 = 4	Minor Risk
Employees and others on site	Incorrect use of equipment	Cuts/Lacerations to hands and body	3	X	2 = 6	- Only use hand tools that you have been trained on and are authorised to use. - Always ensure hand tools are safe to use, fit for purpose and suitable for the task. - Access to tools must be limited to authorised and competent persons only. - Operators are to be provided with refresher training as and when appropriate.	3	X	1 = 3	Minor Risk

Who is at risk?	Hazard	Hazard Effect	Hazard Level		Initial Prob.		Risk Rating	Control Measures	Residual Hazard		Residual Prob.		Risk Rating	Risk Factor
Employees and others on site	Defective equipment	Cuts/Lacerations to hands and body	3	X	3	=	9	- If you suspect any hand tool is damaged or unsafe, take it immediately out of service so it cannot be used and report it to your Supervisor. - Visually inspect equipment before each use. - Weekly checks of equipment are to be carried out and documented. Documents of this to be kept in company files. - Have tools formally inspected/serviced as per the manufacturers instructions. - Treat tools with care in order to maintain good condition.	3	X	1	=	3	Minor Risk
Employees and others on site	Training	Cuts/Lacerations to hands and body	3	X	2	=	6	- Only use hand tools that you have been authorised to use. - Refresher training to be provided to operatives whenever necessary. - Assess operatives capabilities and delegate jobs as necessary.	3	X	1	=	3	Minor Risk
Employees and others on site	Manual handling	Musculoskeletal disorders (MSDs) such as back pain, sprains, bending, stooping, reaching and twisting etc.	3	X	3	=	9	- Ensure there is adequate room to complete the task. - Operatives to have received the appropriate manual handling training. - Adopt the correct manual handling techniques when carrying out task. - Do not lift anything above 25kg unless a two person lift. - Do not exceed personal lifting capabilities. - Suitable safety footwear to be worn at all times. - Plan out route to take to ensure that are taking the shortest yet safest route. - Operatives are to utilise lifting aids if available	3	X	1	=	3	Minor Risk
Employees and others on site	Noise	Excessive noise exposure may contribute to noise induced hearing loss	3	X	3	=	9	- Users to be advised on the risks of noise and the affects it can have of your health. - Hearing protection to be worn and provided to operatives. - Where possible, segregate high noise level areas away from low noise level areas. - Display signage to indicate ear protection areas. - Do not add to the noise levels unnecessarily. (E.G. Radios)	3	X	1	=	3	Minor Risk

Who is at risk?	Hazard	Hazard Effect	Hazard Level		Initial Prob.		Risk Rating	Control Measures	Residual Hazard		Residual Prob.		Risk Rating	Risk Factor
Employees and others on site	Maintenance	Cuts/Lacerations to hands and body, Eye injuries	3	X	3	=	9	- A pre-use check by users of hand tools to be carried out. - Hand tools to be inspected/serviced as per the manufacturers instructions. - Carry out weekly checks on hand tools and keep documents of these within company files.	3	X	1	=	3	Minor Risk
Employees and others on site	Fire	Fire. Explosion	5	X	3	=	15	- Ensure that there are no combustible or flammable materials in the vicinity if the equipment could possibly cause a spark. - Store all flammable substances in appropriate store area. - Ensure there is no smoking by all operatives and nearby persons when handling or decanting flammable substances. - Promote correct manual handling and musculoskeletal injuries awareness. - Any hot works to be carried out must be done by authorised persons with a permit. - There is to be no smoking on site unless a designated smoking area has been located by management.	5	X	1	=	5	Minor Risk
Employees and others on site	Ejected Materials and Parts	Cuts/Lacerations to hands and body, Injuries to eye	4	X	3	=	12	- Ensure that equipment is correctly set up and adjusted before use as necessary. - Use only the correct tooling for the task in hand. - Protective eyewear is required when using hand tools. - Visually inspect hand tool before use. - Ensure workpiece is in good condition and in full. Make sure it is secure.	4	X	1	=	4	Minor Risk

Somerset Equus Risk Assessment for Office Safety Policy

Location	Office Copy	Description	Office Copy		
Assessor	Mrs. K Speed	RA Date	01/12/2024	Review Date	01/12/2025

Risk Assessment:

Lone Working

Who is at risk?	Hazard	Hazard Effect	Hazard Level		Initial Prob.		Risk Rating	Control Measures	Residual Hazard		Residual Prob.		Risk Rating	Risk Factor
Employees	Building Security	Exposure of worker to potential danger	6	X	5	=	30	- Access to the building is restricted to authorised personnel outside normal hours. - In the event that the employee has concerns about security or suspects there is an intruder in the building they must contact nominated person. - Appropriate CCTV to be installed and monitored. - Safe working procedure to be in place for lone workers. - Lone workers to be aware of any visitors during the time that they are working.	6	X	2	=	12	Acceptable Risk
Employees	Access and egress	Blocked access & egress routes can lead to serious injury	5	X	4	=	20	- Ensure there is safe means of access/egress for the employee at all times. - No access routes or doors are to be obstructed. - If any usual access routes are blocked off for any reason, lone employee must be told prior to starting work shift and given alternative route.	5	X	2	=	10	Acceptable Risk
Employees	Fire, medical emergency	Staff could suffer serious/fatal injuries	6	X	6	=	36	- Ensure that lone workers receive appropriate fire safety training and that they are familiar with emergency procedures. - Any lone workers are to be appropriately first aid trained and supplied with first aid supplies. - In the event of the employee feeling unwell they should if possible return home or contact nominated person for assistance.	6	X	2	=	12	Acceptable Risk
Employees	Electrical safety	Staff could suffer serious/fatal injuries as a result of electric shock.	5	X	5	=	25	- 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. - Do not plug own electrical cables and devices into sockets at work premises. - Keep all liquids away from electrical equipment.	5	X	2	=	10	Acceptable Risk

Who is at risk?	Hazard	Hazard Effect	Hazard Level	Initial Prob.	Risk Rating	Control Measures	Residual Hazard	Residual Prob.	Risk Rating	Risk Factor		
Employees	Slips, trips and falls	Suffer sprains or fractures if they trip over debris or slip on spillages.	4	X	4	= 16	- Sufficient lighting levels to be in place within the workplace.-All carpets are to be correctly fitted and any tears or damage must be reported straight away. - Suitable footwear must be worn at all times in the workplace. - Spillages are to be cleaned up immediately. - Any cables that cross over walkways must be removed or taped down as appropriate.	4	X	2	= 8	Minor Risk
Employees	Lack of Supervision	Lack of understanding any risks in their work and how to control them	5	X	5	= 25	- The employee must comply with the out-of-hours log-in/out arrangements in operation within the building. - CCTV to be installed and monitored	5	X	2	= 10	Acceptable Risk
Employees	Improper use of machinery	Equipment used incorrectly can cause serious injury to operators and others	5	X	5	= 25	- All relevant health and safety information and, where appropriate, written instructions on the use of the machine must be made available to operator. - Adequately trained and experienced employee to use machinery	5	X	2	= 10	Acceptable Risk

Somerset Equus Risk Assessment for Office Safety Policy

Location	Office Copy	Description	Office Copy	
Assessor	Mrs. K Speed	RA Date	01/12/2024	Review Date 01/12/2025

Risk Assessment:

Manual Handling

Who is at risk?	Hazard	Hazard Effect	Hazard Level	Initial Prob.	Risk Rating	Control Measures	Residual Hazard	Residual Prob.	Risk Rating	Risk Factor
Employees	Sharp edges	Cuts/lacerations to hands and body	3	X	3 = 9	- Cut proof gloves to be worn at all times. - Check load for sharp edges prior to lifting. - Protective clothing to be worn at all times.	3	X	1 = 3	Minor Risk
Employees	Hazardous Substances	Skin irritations, Burns, Respiratory hazards, Eye irritations	3	X	3 = 9	- Gloves, goggles and PPE covering the lower arm and legs to be provided when working with substances hazardous to health and are all to conform to the current BS EN standards. - Where available, suitable lifting equipment to be used to protect hands from contact with hazardous materials. - COSHH assessment to accompany hazardous substances to be provided.	3	X	1 = 3	Minor Risk
Employees	Pushing and pulling of loads or objects	Musculoskeletal injuries. Injuries to feet from falling objects.	3	X	3 = 9	- Check that any lifting equipment is in good working order - Check weight of load prior to task. - Check load, e.g. if hot, sharp, etc. and adjust. - Break down loads to transport where possible. - Get assistance with load. - Consider environment and weather before carrying out task. - Ensure safety footwear is being worn at all times. - Apply force at approximately waist height and avoid lower or above shoulder height forces.	3	X	1 = 3	Minor Risk

Who is at risk?	Hazard	Hazard Effect	Hazard Level		Initial Prob.	Risk Rating	Control Measures	Residual Hazard		Residual Prob.		Risk Rating	Risk Factor
Employees	Slips, trips and falls	Suffer sprains or fractures if they trip over debris or slip on spillages	3	X	3	= 9	- Manual handling training to be provided to all staff. Refresher training to be provided as and when necessary. - If possible use lifting equipment. - Consider environment before lifting. If surface level is unsafe, do not carry out task until rectified. - Operatives to be sure their route is safe and clear to walk and free from hazard and obstruction. - Ensure that there is good housekeeping within the work area. - Suitable footwear is to be worn at all times.	3	X	1	=	3	Minor Risk
Employees	Pre or existing health conditions	Musculoskeletal disorders (MSDs) such as back pain, sprains, bending, stooping, reaching and twisting etc.	3	X	3	= 9	- Employees to inform manager of any health conditions which may affect ability to move and handle objects. - All persons have received manual handling training. - Regular health screening to be carried out on operatives. - Where possible, give operatives different tasks that do not involve manual handling if they have existing issues.	3	X	1	=	3	Minor Risk
Employees	Heavy loads	Musculoskeletal disorders (MSDs) such as back pain, sprains, bending, stooping, reaching and twisting etc.	3	X	3	= 9	- Ensure that the load is undamaged and that any heavy items are lifted by two persons, all operatives must be prepared to wait for assistance if required. - Ensure that items can be lifted easily and freely before moving. - Avoid lifting from floor level or above shoulder height, especially heavy loads. - Adjust storage areas to minimise the need to carry out such movements - Reduce carrying distances where possible. Plan out route in which you need to take. - Introduce mechanical lifting aids where necessary	3	X	1	=	3	Minor Risk
Employees	Lack of suitable training	Musculoskeletal disorders (MSDs) such as back pain, sprains, bending, stooping, reaching and twisting etc.	4	X	4	= 16	- Ensure operatives are trained in manual handling techniques. Operatives to receive refresher training as and when necessary. - Ensure toolbox talks are delivered on regular basis as appropriate regarding manual handling.	4	X	2	=	8	Minor Risk

Who is at risk?	Hazard	Hazard Effect	Hazard Level		Initial Prob.		Risk Rating	Control Measures	Residual Hazard		Residual Prob.		Risk Rating	Risk Factor
Employees	Unpredictable movement of loads	Musculoskeletal disorders (MSDs) such as back pain, sprains, bending, stooping, reaching and twisting etc.	3	X	3	=	9	- Do not rush work as this increases the risk of injury. - Make use of lifting equipment whenever possible. - Lifting to be carried out with safe techniques, avoid holding load away from body and keep close to the body to reduce strain. - Avoid placing hands where trapping could occur. - Where available, suitable lifting equipment to be used to protect hands from contact with hazardous materials. - Assess load first and ensure that you are aware of the load capacity.	3	X	1	=	3	Minor Risk

Somerset Equus Risk Assessment for Office Safety Policy

Location	Office Copy	Description	Office Copy	
Assessor	Mrs. K Speed	RA Date	01/12/2024	Review Date 01/12/2025

Risk Assessment:

Violence and Aggression

Who is at risk?	Hazard	Hazard Effect	Hazard Level		Initial Prob.		Risk Rating	Control Measures	Residual Hazard		Residual Prob.		Risk Rating	Risk Factor
Employees	Staff exposed to potentially confrontational situations	Non disabling injury	3	X	3	=	9	- 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	Mrs. K Speed	RA Date	01/12/2024	Review Date 01/12/2025

Risk Assessment:

Working with horses

Who is at risk?	Hazard	Hazard Effect	Hazard Level	Initial Prob.	Risk Rating	Control Measures	Residual Hazard	Residual Prob.	Risk Rating	Risk Factor	
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	3	X	2	= 6	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	4	X	3	= 12	Acceptable 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	Falls from height	Major disabling injury/illness	4	X	3	= 12 - Helmets and sturdy enclosed shoes / boots to be correctly fitted and worn by competent riders - Riding equipment to be checked before use	4	X	3	= 12	Acceptable Risk

Somerset Equus Risk Assessment for Office Safety Policy

Location	Office Copy	Description	Office Copy		
Assessor	Mrs. K Speed	RA Date	01/12/2024	Review Date	01/12/2025

Risk Assessment:

Young persons

Who is at risk?	Hazard	Hazard Effect	Hazard Level		Initial Prob.	Risk Rating	Control Measures	Residual Hazard		Residual Prob.		Risk Rating	Risk Factor
Young persons	Slips, Trips and Falls	Sprains/Fractures, Strains	4	X	4	= 16	- 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.	4	X	2	=	8	Minor Risk
Young persons	Contact with Hazardous Substances	Burns/Skin & eye irritations	5	X	5	= 25	- 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.	5	X	2	=	10	Acceptable Risk
Young persons	Fire	Burns, Scolds, Explosions, Fatality, Heat Stroke	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	2	=	10	Acceptable Risk
Young persons	Inexperience, Lack of Awareness	Inexperienced persons can cause serious injury to themselves and others, Fatalities, Serious disabling injuries	5	X	4	= 20	- 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 Risk

Who is at risk?	Hazard	Hazard Effect	Hazard Level	Initial Prob.	Risk Rating	Control Measures	Residual Hazard	Residual Prob.	Risk Rating	Risk Factor		
Young persons	Manual Handling	Musculoskeletal injuries	4	X	4	= 16	- 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
Young persons	Use of tools/equipment	Inexperience persons can cause serious injury to themselves and others	3	X	4	= 12	- Young persons only to use tools/equipment that they have been trained to use unless under direct one to one supervision. - Where tasks involve a risk of serious injury the young person should not be permitted to undertake the task. - All tools/equipment to be kept in good repair and young persons to report any faults found with work equipment.	3	X	2	= 6	Minor Risk



For Somerset Equus

BLEACH
DESCALER
DISINFECTANT
GRAZON 90
HIBISCRUB
KERATEX HOOF HARDNER
LUBRICANT
MULTI-PURPOSE GREASE
PESTICIDE
POLISH
ROUNDUP
SANITISER SPRAY
TOILET CLEANER
WASHING UP LIQUID



COSHH Risk Assessment

BLEACH							
Assessment made by:				Production Date:		Review Date:	
Mrs. K Speed				01/12/2024		01/12/2025	
Level of Risk:		Medium		Permit to Work Required:		No	
				Health Surveillance Required:		No	
Description of Work Activity or Process:		Toilet and General Cleaner					
Site:		Office Copy					
Persons at Risk:		Employees:		X		Contractors:	
						Public:	

CLASSIFICATION (STATE THE CATEGORY OF DANGER)							
	Toxic			Harmful	X		Flammable
	Corrosive			Oxidising			Environmental X
	Serious Health Hazard			Explosive			Gas Under Pressure

HAZARD TYPE							
	X				X		
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other

ROUTE OF EXPOSURE				
X	X	X	X	
Inhalation	Skin	Eyes	Ingestion	Other

BLEACH

FIRST AID REQUIRED

- Inhalation : Remove victim immediately from source of exposure. Move the exposed person to fresh air at once
- Skin contact : Promptly wash contaminated skin with water. Promptly remove clothing if soaked through and wash the skin with water
- Eye contact : Promptly wash eyes with plenty of water while lifting the eye lids. Continue to rinse for at least 15 minutes
- Ingestion : Rinse mouth thoroughly with water and give large amounts of milk or water to people not unconscious. Do not induce vomiting. If vomiting occurs, the head should be kept low so that stomach vomit doesn't enter the lungs
- If symptoms persist get medical advice

PPE REQUIRED

- Materials for protective clothing : Not required for normal conditions of use
- Hand protection : Protective gloves
- Eye protection : Chemical goggles or safety glasses
- Skin and body protection : Not required for normal conditions of use
- Respiratory protection : Not required for normal conditions of use

CONTROL MEASURES

- Avoid contact with skin and eyes
- Do not mix with acid as it will liberate toxic gas
- Suitable extinguisher media : Water, foam, carbon dioxide, dry chemicals, sand or dolomite
- Store at moderate temperatures in dry, well ventilated area



COSHH Risk Assessment

DESCALER							
Assessment made by:			Production Date:			Review Date:	
Mrs. K Speed			01/12/2024			01/12/2025	
Level of Risk:	Low	Permit to Work Required:	No	Health Surveillance Required:	No		
Description of Work Activity or Process:		Removal of scale formed by hard water					
Site:		Office Copy					
Persons at Risk:		Employees:	X	Contractors:		Public:	

CLASSIFICATION (STATE THE CATEGORY OF DANGER)							
	Toxic			Harmful	X		Flammable
	Corrosive	X		Oxidising			Environmental
	Serious Health Hazard			Explosive			Gas Under Pressure

HAZARD TYPE							
					X		
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other

ROUTE OF EXPOSURE				
X	X	X	X	
Inhalation	Skin	Eyes	Ingestion	Other

WORKPLACE EXPOSURE LIMITS (WELS)	
Long Term Exposure Level(8hr TWA)	Short Term Exposure Level (15 mins)
N/A	N/A

DESCALER

FIRST AID REQUIRED

- Inhalation : Remove person immediately from source of exposure. Keep the affected person warm and at rest
- Skin contact : Remove affected person from source of contamination. Remove contaminated clothing. Wash the skin immediately with soap and water. Get medical attention promptly if symptoms occur after washing
- Eye contact : Remove person immediately from source of exposure. Make sure to remove any contact lenses from the eyes before rinsing. Promptly wash eyes with plenty of water while lifting the eye lids. Get medical attention immediately. Continue to rinse
- Ingestion : Rinse mouth thoroughly. Get medical attention immediately

PPE REQUIRED

- Gloves
- Glasses or goggles
- Overalls & boots recommended

CONTROL MEASURES

- Train and instruct operatives
- Suitable extinguisher media : This product is not flammable. Use fire-extinguishing media appropriate for surrounding materials
- Do not touch spilled material. Stop leak if possible without risk. Absorb in vermiculite, dry sand or earth and place into containers. Flush with plenty of water to clean spillage area
- Store in tightly closed original container in a dry, cool and well-ventilated place. Keep in original container
- Avoid contact with acids and oxidising substances



COSHH Risk Assessment

DISINFECTANT							
Assessment made by:				Production Date:		Review Date:	
Mrs. K Speed				01/12/2024		01/12/2025	
Level of Risk:		Low		Permit to Work Required:		No	
				Health Surveillance Required:		No	
Description of Work Activity or Process:		Sterilising solution Neat product is dangerous to the environment if discharged direct to watercourses Diluted product is not classified as Dangerous to the Environment					
Site:		Office Copy					
Persons at Risk:		Employees:		X		Contractors:	
						Public:	

CLASSIFICATION (STATE THE CATEGORY OF DANGER)							
	Toxic			Harmful	X		Flammable
	Corrosive			Oxidising			Environmental X
	Serious Health Hazard			Explosive			Gas Under Pressure

HAZARD TYPE							
	X				X		
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other

ROUTE OF EXPOSURE				
	X	X		
Inhalation	Skin	Eyes	Ingestion	Other

WORKPLACE EXPOSURE LIMITS (WELS)	
Long Term Exposure Level(8hr TWA)	Short Term Exposure Level (15 mins)
No exposure limits known for ingredient(s)	No exposure limits known for ingredient(s)

DISINFECTANT

FIRST AID REQUIRED

- General information: Get medical attention immediately. Show this Safety Data Sheet to the medical personnel. Chemical burns must be treated by a physician.
- Inhalation: Remove affected person from source of contamination. Move affected person to fresh air and keep warm and at rest in a position comfortable for breathing. Maintain an open airway. Loosen tight clothing such as collar, tie or belt. When breathing is difficult, properly trained
- personnel may assist affected person by administering oxygen. Place unconscious person on their side in the recovery position and ensure breathing can take place.
- Ingestion: Rinse mouth thoroughly with water. Remove any dentures. Give a few small glasses of water or milk to drink. Stop if the affected person feels sick as vomiting may be dangerous. Do not induce vomiting unless under the direction of medical personnel. If vomiting occurs, the head should be kept low so that vomit does not enter the lungs. Never give anything by mouth to an unconscious person. Move affected person to fresh air and keep warm and at rest in a position comfortable for breathing. Place unconscious person on their side in the recovery position and ensure breathing can take place. Maintain an open airway. Loosen tight clothing such as collar, tie or belt.
- Skin contact: It is important to remove the substance from the skin immediately. Take off immediately all contaminated clothing. Rinse immediately with plenty of water. Continue to rinse for at least 15 minutes and get medical attention. Chemical burns must be treated by a physician.
- Eye contact: Rinse immediately with plenty of water. Remove any contact lenses and open eyelids wide apart. Continue to rinse for at least 10 minutes.
- Protection of first aiders: First aid personnel should wear appropriate protective equipment during any rescue. If it is suspected that volatile contaminants are still present around the affected person, first aid personnel should wear an appropriate respirator or self-contained breathing apparatus. Wash contaminated clothing thoroughly with water before removing it from the affected person, or wear gloves. It may be dangerous for first aid personnel to carry out mouth-to-mouth resuscitation.

PPE REQUIRED

- Gloves, nitrile rubber to standard EN 374
- Glasses or goggles, to standard EN 166
- Appropriate footwear and additional protective clothing complying with an approved standard should be worn if a risk assessment indicates skin contamination is possible.

CONTROL MEASURES

- Train and instruct operatives
- Suitable extinguisher media : The product is not flammable. Extinguish with alcohol-resistant foam, carbon dioxide, dry powder or water fog. Use fire-extinguishing media suitable for the surrounding fire.
- Unsuitable extinguishing media: Do not use water jet as an extinguisher, as this will spread the fire.
- Absorb spills in vermiculite, dry sand or earth and do not allow the substance to contaminate surface water or ground water
- Keep in original container in a cool and well ventilated place. Keep containers tightly closed



COSHH Risk Assessment

GRAZON 90							
Assessment made by:			Production Date:		Review Date:		
Mrs. K Speed			01/12/2024		01/12/2025		
Level of Risk:	Medium	Permit to Work Required:	No		Health Surveillance Required:	No	
Description of Work Activity or Process:		Horticultural herbicide					
Site:		Office Copy					
Persons at Risk:		Employees:	X	Contractors:	X	Public:	

CLASSIFICATION (STATE THE CATEGORY OF DANGER)								
	Toxic			Harmful	X		Flammable	X
	Corrosive			Oxidising			Environmental	X
	Serious Health Hazard	X		Explosive			Gas Under Pressure	

HAZARD TYPE							
					X		
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other

ROUTE OF EXPOSURE				
X	X	X	X	
Inhalation	Skin	Eyes	Ingestion	Other

GRAZON 90

FIRST AID REQUIRED

- Inhalation : Move person to fresh air. Seek medical attention
- Skin contact : Wash skin with soap and water for 15 to 20 minutes. Remove contaminated clothing
- Eye Contact : Hold eyes open and rinse slowly and gently with water for 15-20 minutes. Remove contact lenses, if present, after the first 5 minutes, then continue rinsing eyes. Call a poison control center or doctor for treatment advice. Suitable emergency eye wash facility should be immediately
- Ingestion : Do not induce vomiting. Do not give any liquid to the person. Immediately call a poison control center or doctor

PPE REQUIRED

- Gloves, chemical resistant gloves to standard EN 374
- Goggles, chemical to standard EN 166
- Overalls

CONTROL MEASURES

- Train and instruct operatives
- Use outside and avoid breathing in
- Clear spillages immediately and prevent entry to water source
- Keep in original container, in a dry place away from foodstuffs, drugs or potable water supplies and avoid temperatures above 40°C (104°F)
- Do not allow smoking, drinking or eating whilst using product
- Suitable extinguisher media : Water fog or fine spray, dry chemical, carbon dioxide or foam
- Keep away from heat, hot surfaces, sparks, open flames and other ignition sources



COSHH Risk Assessment

HIBISCRUB							
Assessment made by:				Production Date:		Review Date:	
Mrs. K Speed				01/12/2024		01/12/2025	
Level of Risk:		Low		Permit to Work Required:		No	
				Health Surveillance Required:		No	
Description of Work Activity or Process:		Antimicrobial preparation for pre and post operative hand disinfectant					
Site:		Office Copy					
Persons at Risk:		Employees:		X		Contractors:	
				X		Public:	

CLASSIFICATION (STATE THE CATEGORY OF DANGER)							
	Toxic			Harmful	X		Flammable
	Corrosive			Oxidising			Environmental X
	Serious Health Hazard			Explosive			Gas Under Pressure

HAZARD TYPE							
	X	X			X		
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other

ROUTE OF EXPOSURE				
	X	X	X	
Inhalation	Skin	Eyes	Ingestion	Other

HIBISCRUB

FIRST AID REQUIRED

- Inhalation : Remove affected persons to fresh air. Seek medical attention if symptoms persist
- Skin contact : Wash skin with soap and water, Seek medical advice if irritation develops. Launder contaminated clothing before reuse
- Eye contact : Remove contact lenses. Flush out eyes with cold running water or eye wash solution for minimum of 15 minutes and seek medical advice
- Ingestion : Wash out mouth with water and give 100 to 200 ml of water to drink. Do not induce vomiting, seek medical advice

PPE REQUIRED

- Glasses, with side shields to standard EN 166
- Gloves, neoprene or nitrile to standard EN 374
- Overalls
- Shoes or boots

CONTROL MEASURES

- Train and instruct operatives
- Store in tightly closed container, in a well ventilated and dry place
- Protect from direct sunlight, do not store above 25 degrees and incompatible materials, oxidising agents and alkalis
- Absorb spills with inert material and do not allow to enter sewers and watercourses
- Suitable extinguisher media : Use media suitable for surrounding fire
- Eyewash bottles to be made available
- When using do not eat, drink or smoke
- Avoid contact with eyes and breathing vapours or mists



COSHH Risk Assessment

KERATEX HOOF HARDNER						
Assessment made by:			Production Date:		Review Date:	
Mrs. K Speed			01/12/2024		01/12/2025	
Level of Risk:	High	Permit to Work Required:	No	Health Surveillance Required:	No	
Description of Work Activity or Process:		Hardener for equine hooves				
Site:		Office Copy				
Persons at Risk:		Employees:		Contractors:	X	Public:

CLASSIFICATION (STATE THE CATEGORY OF DANGER)							
	Toxic			Harmful	X		Flammable
	Corrosive	X		Oxidising			Environmental
	Serious Health Hazard	X		Explosive			Gas Under Pressure

HAZARD TYPE							
	X				X		
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other

ROUTE OF EXPOSURE				
	X	X	X	
Inhalation	Skin	Eyes	Ingestion	Other

KERATEX HOOF HARDNER

FIRST AID REQUIRED

- Inhalation : Clean nose and mouth with water. If symptoms persist get medical attention
- Skin Contact : Remove contaminated clothing immediately and wash with soap and water. get medical attention if symptoms persist after washing
- Eye Contact : Remove contact lenses and open eyes wide apart and flush with plenty of water for 15 minutes. Get medical attention
- Ingestion : Rinse the mouth with copious amounts of water. Keep at rest. Give plenty of water to drink. Give milk instead of water if readily available. Do not induce vomiting. get medical attention

PPE REQUIRED

- Gloves, chemical resistant
- Glasses or goggles, tight fitting
- Overalls

CONTROL MEASURES

- Train and instruct operatives
- Suitable extinguisher media : Use suitable media for surrounding fire the product is not flammable
- Use in ventilated area
- Avoid contact with skin and eyes and inhalation of vapours
- Store in tightly closed original containers in a dry, cool well ventilated area
- Absorb spills in vermiculite, dry sand or earth and prevent entry into water course
- Wash hands before eating, drinking, smoking or using the toilet
- When using do not eat, drink or smoke



COSHH Risk Assessment

LUBRICANT							
Assessment made by:				Production Date:		Review Date:	
Mrs. K Speed				01/12/2024		01/12/2025	
Level of Risk:		Low		Permit to Work Required:		No	
				Health Surveillance Required:		No	
Description of Work Activity or Process:		Aerosol lubricant					
Site:		Office Copy					
Persons at Risk:		Employees:		X		Contractors:	
				X		Public:	

CLASSIFICATION (STATE THE CATEGORY OF DANGER)							
	Toxic			Harmful			Flammable X
	Corrosive			Oxidising			Environmental X
	Serious Health Hazard			Explosive			Gas Under Pressure

HAZARD TYPE							
			X				
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other

ROUTE OF EXPOSURE				
X	X	X	X	
Inhalation	Skin	Eyes	Ingestion	Other

LUBRICANT
FIRST AID REQUIRED
• Inhalation : Move the exposed person to fresh air at once and keep the person warm and at rest, vapours may cause drowsiness or dizziness • Skin contact : Remove contaminated clothing and wash skin immediately with soap and water • Eye contact : Make sure to remove contact lenses from the eyes before rinsing. Promptly wash eyes with plenty of water while lifting the eye lids. Continue to rinse for 15 minutes • Ingestion : If swallowed do not induce vomiting, get medical attention • If symptoms persist get medical advice
PPE REQUIRED
• Gloves • Glasses or goggles • Overalls • RPE if appropriate
CONTROL MEASURES
• Train and instruct operatives • Use in ventilated area • Use engineering controls to reduce air contamination to permissible exposure levels • Exclude sources of ignition • Pressurised container, protect from sunlight and do not expose to temperatures above 50 degrees • Do not pierce or burn even after use • Do not spray on flames or red hot objects • Do not inhale gases, fumes or aerosols • Suitable extinguisher media : Water haze, powder or carbon dioxide. Fight larger fires with water haze or alcohol-resistant foam. Do not use water jet • Store in a cool, dry well ventilated area in tightly sealed original containers • High levels of hygiene to be adhered to • Remove clothing that becomes contaminated • When using do not eat or drink



COSHH Risk Assessment

MULTI-PURPOSE GREASE							
Assessment made by:			Production Date:			Review Date:	
Mrs. K Speed			01/12/2024			01/12/2025	
Level of Risk:	Low	Permit to Work Required:	No	Health Surveillance Required:	No		
Description of Work Activity or Process:		lubrication					
Site:		Office Copy					
Persons at Risk:		Employees:	X	Contractors:		Public:	

CLASSIFICATION (STATE THE CATEGORY OF DANGER)							
	Toxic			Harmful	X		Flammable
	Corrosive			Oxidising			Environmental
	Serious Health Hazard			Explosive			Gas Under Pressure

HAZARD TYPE							
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other

ROUTE OF EXPOSURE				
	X	X	X	
Inhalation	Skin	Eyes	Ingestion	Other

MULTI-PURPOSE GREASE

FIRST AID REQUIRED

- Inhalation- not relevant
- Ingestion- rinse mouth thoroughly. Drink plenty of water. Get medical attention. Skin contact- wash the skin immediately with soap and water. Get medical attention if irritation persists after washing.
- Eye contact- make sure to remove any contact lenses from the eyes before rinsing. Promptly wash eyes with plenty of water while lifting
- the eye lids. Continue to rinse for at least 15 minutes. Get medical attention if any discomfort continues.

PPE REQUIRED

- PVC Gloves to avoid skin contact
- Glasses when risk of splashing

CONTROL MEASURES

- Extinguish with foam, carbon dioxide, dry powder or water fog. Absorb in vermiculite, dry sand or earth and place into containers. Flush with plenty of water to clean spillage area. Store in tightly closed original container in a dry, cool and well-ventilated place. Keep in original container. By heating and fire, harmful vapors/gases may be formed. Heat from fire could result in drums bursting. Use sealed containers for disposal at a licensed special waste.



COSHH Risk Assessment

PESTICIDE							
Assessment made by:				Production Date:		Review Date:	
Mrs. K Speed				01/12/2024		01/12/2025	
Level of Risk:		Low		Permit to Work Required:		No	
				Health Surveillance Required:		No	
Description of Work Activity or Process:		Applied to plants to kill pests					
Site:		Office Copy					
Persons at Risk:		Employees:		X		Contractors:	
				X		Public:	

CLASSIFICATION (STATE THE CATEGORY OF DANGER)							
	Toxic			Harmful	X		Flammable
	Corrosive			Oxidising			Environmental
	Serious Health Hazard			Explosive			Gas Under Pressure
							X

HAZARD TYPE							
					X		
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other

ROUTE OF EXPOSURE				
X				
Inhalation	Skin	Eyes	Ingestion	Other

PESTICIDE
FIRST AID REQUIRED
• Wash or rinse off deposits/splashes with copious amounts of water. Call trained first aider and seek further medical assistance if appropriate.

PPE REQUIRED
• Eye protection • Rubber gloves • Full face visor • Wellington boots • Apron

CONTROL MEASURES
• Store and dispose of in original sealed secure container with licensed contractor. Avoid contact with eyes and skin. Do not breath the vapor or fumes • Have spill kit close to hand in the event of spillage. Only competent trained operative to have access to or use.



COSHH Risk Assessment

POLISH							
Assessment made by:			Production Date:			Review Date:	
Mrs. K Speed			01/12/2024			01/12/2025	
Level of Risk:	Low	Permit to Work Required:	No	Health Surveillance Required:	No		
Description of Work Activity or Process:		General purpose, household furniture care.					
Site:		Office Copy					
Persons at Risk:		Employees:	X	Contractors:		Public:	

CLASSIFICATION (STATE THE CATEGORY OF DANGER)							
	Toxic			Harmful			Flammable X
	Corrosive			Oxidising			Environmental
	Serious Health Hazard			Explosive			Gas Under Pressure

HAZARD TYPE							
X	X	X	X				
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other

ROUTE OF EXPOSURE				
	X	X		
Inhalation	Skin	Eyes	Ingestion	Other

POLISH
FIRST AID REQUIRED
• Excessive Inhalation • No specific measures needed. • Excessive Ingestion • No specific measures needed. • Skin Contact • Wash skin with water. • Eye Contact • Remove contact lenses. Wash out eyes lifting eye lids. Continue for fifteen minutes.
PPE REQUIRED
• None required.
CONTROL MEASURES
• Trained and competent people only, • Fire measure: water, dry powder or Carbon dioxide. • Spill clean up methods • Dry absorbent material. • Storage • Store container in a dry cool place.



COSHH Risk Assessment

ROUNDUP							
Assessment made by:				Production Date:		Review Date:	
Mrs. K Speed				01/12/2024		01/12/2025	
Level of Risk:	Low	Permit to Work Required:	No	Health Surveillance Required:	No		
Description of Work Activity or Process:		Weed Killer					
Site:		Office Copy					
Persons at Risk:		Employees:	X	Contractors:		Public:	

CLASSIFICATION (STATE THE CATEGORY OF DANGER)								
	Toxic			Harmful	X		Flammable	
	Corrosive			Oxidising			Environmental	X
	Serious Health Hazard			Explosive			Gas Under Pressure	

HAZARD TYPE							
					X		
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other

ROUTE OF EXPOSURE				
X	X	X	X	
Inhalation	Skin	Eyes	Ingestion	Other

ROUNDUP

FIRST AID REQUIRED

- Skin contact- wash skin with soap and water. Remove contaminated clothing. Eye Contact- wash out eyes with water for at least 15 minutes, lifting eyelids and removing contact lenses. Ingestion-Immediately rinse mouth with water. DO NOT INDUCE VOMITING.
- Inhalation- move person to fresh air. Seek medical attention.

PPE REQUIRED

- Chemical resistant gloves
- Goggles

CONTROL MEASURES

- Train and instruct operatives. Use outside. Clear spillages immediately. Keep in original container. Do not allow smoking, drinking or eating whilst using product. Prevent entry to water source. Record issue of PPE.



COSHH Risk Assessment

SANITISER SPRAY							
Assessment made by:			Production Date:			Review Date:	
Mrs. K Speed			01/12/2024			01/12/2025	
Level of Risk:	Medium	Permit to Work Required:	No	Health Surveillance Required:	No		
Description of Work Activity or Process:		Sanitising surfaces and hands					
Site:		Office Copy					
Persons at Risk:		Employees:	X	Contractors:		Public:	

CLASSIFICATION (STATE THE CATEGORY OF DANGER)							
	Toxic			Harmful	X		Flammable
	Corrosive			Oxidising			Environmental
	Serious Health Hazard			Explosive			Gas Under Pressure

HAZARD TYPE							
	X				X		
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other

ROUTE OF EXPOSURE				
X			X	
Inhalation	Skin	Eyes	Ingestion	Other

SANITISER SPRAY
FIRST AID REQUIRED
• Wash or rinse off deposits or splashes.

FIRST AID REQUIRED
• Wash or rinse off deposits or splashes.

- | |
|---|
| <ul style="list-style-type: none">• Wash or rinse off deposits or splashes. |
|---|

PPE REQUIRED
• Eye Protection • Gloves • Overalls

- | |
|--|
| <ul style="list-style-type: none">• Eye Protection• Gloves• Overalls |
|--|

CONTROL MEASURES
• Avoid contact with eyes.

- | |
|--|
| <ul style="list-style-type: none">• Avoid contact with eyes. |
|--|



COSHH Risk Assessment

TOILET CLEANER							
Assessment made by:			Production Date:			Review Date:	
Mrs. K Speed			01/12/2024			01/12/2025	
Level of Risk:	Medium	Permit to Work Required:	No	Health Surveillance Required:	No		
Description of Work Activity or Process:		Disinfecting toilets					
Site:		Office Copy					
Persons at Risk:		Employees:	X	Contractors:		Public:	

CLASSIFICATION (STATE THE CATEGORY OF DANGER)								
	Toxic			Harmful	X		Flammable	
	Corrosive			Oxidising			Environmental	X
	Serious Health Hazard			Explosive			Gas Under Pressure	

HAZARD TYPE							
	X				X		
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other

ROUTE OF EXPOSURE				
X	X	X	X	
Inhalation	Skin	Eyes	Ingestion	Other

TOILET CLEANER

FIRST AID REQUIRED

- First-aid measures after inhalation : Remove person to fresh air and keep comfortable for breathing.
- First-aid measures after skin contact : Wash with plenty of soap and water.
- First-aid measures after eye contact : IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice/attention.
- First-aid measures after ingestion : Give nothing or a little water to drink. Get medical advice/attention if you feel unwell.

PPE REQUIRED

- Respiratory equipment: Respiratory protection not required.
- Hand protection: No specific hand protection noted, but protection for the skin is advisable to prevent removal of natural oils from skin.
- Eye protection: None required

CONTROL MEASURES

- Suitable extinguishing media : Carbon dioxide. Dry powder. Foam
- Methods for cleaning up : Soak up spills with inert solids, such as clay or diatomaceous earth as soon as possible
- Precautions for safe handling: Avoid contact with eyes.
- Hygiene measures: Do not eat, drink or smoke when using this product
- Keep container closed when not in use
- Keep only in original container



COSHH Risk Assessment

WASHING UP LIQUID							
Assessment made by:			Production Date:			Review Date:	
Mrs. K Speed			01/12/2024			01/12/2025	
Level of Risk:	Low	Permit to Work Required:	No	Health Surveillance Required:	No		
Description of Work Activity or Process:		Liquid cleaner					
Site:		Office Copy					
Persons at Risk:		Employees:	X	Contractors:	X	Public:	

CLASSIFICATION (STATE THE CATEGORY OF DANGER)							
	Toxic			Harmful	X		Flammable
	Corrosive			Oxidising			Environmental
	Serious Health Hazard			Explosive			Gas Under Pressure

HAZARD TYPE							
		X			X		
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other

ROUTE OF EXPOSURE				
	X	X	X	
Inhalation	Skin	Eyes	Ingestion	Other

WASHING UP LIQUID
FIRST AID REQUIRED
• Ingestion: Rinse mouth thoroughly. Do not induce vomiting, seek medical advice. • Skin Contact: Wash skin with soap and water, Seek medical advice if irritation develops. Launder contaminated clothing before reuse. • Eyes: Remove contact lenses. Flush out eyes with cold running water or eye wash solution for minimum of 15 minutes and seek medical advice.

PPE REQUIRED
• Rubber gloves

CONTROL MEASURES
• Store separately from food stuffs in original container. • Absorb spillage with inert material ie sand for large spills.

Safety Forms produced by



For Somerset Equus

ACCIDENT BOOK
TOOLBOX TALK REGISTER

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 _____ DOB _____

About the Accident

Time _____ Date _____

Where did it happen _____

What happened _____

Injuries sustained _____

About the person filing in this record

Name _____

Address _____

Occupation _____ DOB _____

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 Mrs. K Speed at C2 Safety**

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 _____ DOB _____

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 Mrs. K Speed at C2 Safety**



Toolbox Talk Log

Date:

Toolbox Talk Name:

Trainer Name:

The people below are signing to show that they have received and understood the toolbox talk as mentioned above.

Number	Delegate Name	Delegate Signature	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

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, including legal highs and prescription medication, 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 illegal drugs, legal highs or alcohol, or is suspected of abusing prescription medication, the company reserves the right to carry out formal drugs and alcohol testing and 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 person's condition or cause of their condition medical advice should be sought immediately.

RISK CONTROL MEASURES

- Remove anyone suspected of being under the influence of alcohol or drugs from the site or activity.
- Remove vehicles from anyone suspected of being under the influence of alcohol or drugs.
- Employees taking medication legitimately prescribed by a doctor are to notify their supervisor when it could adversely affect their performance e.g. cause drowsiness.