



**POLICY:**

# **Health & Safety Statement**

FAO: Staff / Volunteers / Participants / Visitors

**HEALTH & SAFETY STATEMENT FOR SIRONA THERAPEUTIC HORSEMANSHIP, BUCKHAMS STABLES, OLD SCHOOL FARM, DARTINGTON HALL, TOTNES, DEVON, TQ9 6EB**

## **Participants**

- Referral and initial risk assessment form completed prior to first horsemanship session by the participant/referrer.
- First session is an assessment session in order to assess suitability and support needs for appropriate programme (this to be an individual session unless otherwise deemed appropriate).
- All horsemanship sessions (including individual) are carried out with a minimum of 2 staff on site consisting of both a lead practitioner (with relevant professional qualifications) and an experienced equine assistant.
- Ongoing liaison with relevant parties re: possible risk issues.
- A pre-brief and debrief is carried out on each session and is written up and held on file for ongoing risk assessment and evaluation of progress (within data protection guidelines). Copies can be sent to the participant's referrer as required (except for Equine-Assisted Therapy sessions which are confidential). Any child protection issues follow Sirona's child protection policy.
- Regular reviews are carried out as required with the practitioners, participant and referrer. This can be provided for LAC reviews etc(cost attached).
- All confidential information kept in a secure, locked filing cabinet and facility always locked when off site.
- 24 hr on site security in order to ensure security of confidential information.

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*Hannah Burgon*  
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## General Health & Safety

- Risk assessments on each activity have been undertaken and are regularly updated and reviewed and available for inspection.
- A written site risk assessment is in place and buildings regularly maintained.
- No smoking allowed on the premises and fire procedures in place.
- Emergency procedures in place and regular staff training and inductions carried out.
- RIDDOR to be followed in line with legislation.

## First Aid Facilities

- A minimum of 1 member of staff on site holds relevant up to date first aid training.
- A minimum of 1 staff member in a session holds a current first aid certificate.
- First Aid kit kept in the office.
- Accident book kept in the office.
- A small first aid kit and mobile phone is taken out on any hacks off site.
- Appointed first aiders names displayed.

## Daily Checks

- Horse health and temperament
- Buildings and fencing
- Work areas/use of tools
- Equipment used
- Appropriate display of notices

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## Fire Procedure

- Fire precaution notice and instructions displayed in prominent area.
- Release horses from barn/yard into field.
- To exit yard by safest exit points and assemble at the marked assembly point located on the drive by the arena
- Follow Sirona's fire procedure and training.

## Horses

- Horses chosen for their suitability and regularly trained and assessed daily.
- Gates always shut behind us.
- Horse Riding: Hard hats and specialist safety equipment are provided. eg. Neck straps to hold onto and appropriate boots if required. Hats meet current BHS/EU safety standards
- Always a minimum of two staff facilitating a session. 1-1 staff/participant ratio when riding and to help with mounting and dismounting if required.

## Tools and Equipment

- Kept in sight of office for management. Plastic forks and shovels used to minimise risk where appropriate.
- Any medicinal or other potentially dangerous items kept out of reach/in locked cabinet and COSHH in place.
- Site tidied at the end of the day.

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## Site, Buildings and Staff

- Local Authority Equestrian Establishment Licence held
- British Horse Society Approved Centre
- Hold public liability insurance cover to £10,000,000
- Hold employer liability insurance to £10,000,000
- We operate a 'closed, by appointment only' site to; maintain the privacy of our participants, observe safeguarding policies and ensure the health and safety of our staff, volunteers, visitors and animals can be monitored effectively at all times.
- All staff in contact with young people complete enhanced DBS checks
- Staff training is continually updated and regular clinical supervision held
- All staff and volunteers follow a robust induction and horse awareness training procedure
- Provision of hand-washing facilities (including soap and towels) and toilet
- Daily checks of all areas in and around stables and barn to ensure free of hazards
- We follow appropriate good practice guidelines including induction in manual handling

Health and Safety Officer: Sarah Urwin

Title: Chair of trustees

Signature:

Deputy Health and Safety Officer: Hannah Burgon

Title: CEO

Signature:

Date Completed: 11/2011, UPDATED 11/2018 at new centre

This health & safety statement is reviewed annually

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