Health and Safety Policy

Date of Policy	**October 2026**
Date of Review	**October 2027**

1. Aims

Our alternative provision aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, children, young people and all visitors to Hood Hill Equestrian
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Roles and responsibilities

- The Proprietor has ultimate responsibility for health and safety matters in Hood Hill Equestrian but will delegate day-to-day responsibility to the riding school manager and Senior Manager.
- The Proprietor has a duty to take reasonable steps to ensure that staff and children and young people are not exposed to risks to their health and safety. This applies to activities on or off the school premises.
- The Proprietor, as the employer, also has a duty to:

- Assess the risks to staff and others affected by activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The proprietor is responsible for:

- Implementing the health and safety policy
- Ensuring that the riding school building and premises are safe
- Providing adequate training for staff
- Ensuring appropriate evacuation procedures are in place
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

The Riding School manager and Senior Manager are responsible for health and safety day-to-day:

- Ensuring all staff members sign in and out
- Ensuring there is enough staff to safely supervise pupils
- Ensuring regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed

Staff

- Staff have a duty to take care of children and young people in the same way that a parent/carer would do so.
- Staff will:
  - Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
  - Co-operate with Hood Hill Equestrian on health and safety matters
  - Work in accordance with training and instructions
  - Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken

- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

Children, Young People and parents/carers

- Children, young people and parents/carers are responsible for following Hood Hill Equestrians health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors

- Contractors will agree health and safety practices with the proprietor before starting work.

3. Site security

- The proprietor is responsible for the security of Hood Hill Equestrian in and out of provision hours.

4. Fire

- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.
- Emergency evacuations are practised at least once a term.
- The fire bell is a loud noise
- Fire bell testing will take place once a week.
- All staff, children and young people will be made aware of any new fire risks.
- In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff, children and young people will congregate at the assembly point : OUTSIDE CARPARK
  - CLtH team will take a register of children and young people, which will then be checked against the attendance register of that day
    - The Centre Manager will take a register of all staff and visitors
- Staff, children and young people will remain outside the building until the emergency services say it is safe to re-enter

5. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions.

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any potential hazards will be reported to the proprietor
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

6. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Proprietor retains ladders for working at height

- Children and Young People are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

7. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff, children and young people pupils are expected to manually handle equipment in accordance to our risk assessment. use the following basic manual handling procedure:

8. Off-site visits

When taking children and young people off the centre premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' and educational setting contact details

9. Violence at work

- We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

- All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager immediately. This applies to violence from children, young people, visitors or other staff.

10. Smoking/vaping

• Smoking/vaping is only permitted in the designated smoking area by Hood Hill Equestrian staff and customers only. Young People as part of our Alternative Provision are prohibited from smoking and vaping on site.

11. Infection prevention and control

• We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

› Wash hands with liquid soap and warm water, and dry with paper towels

› Always wash hands after using the toilet, before eating or handling food, and after handling animals › Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

› Cover mouth and nose with a tissue

› Wash hands after using or disposing of tissues ›

Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, dealing with a nose bleed)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

Cleaning of the environment

- Clean the environment, including equipment, frequently and thoroughly

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Make spillage kits available for blood spills

Pupils vulnerable to infection

• Some medical conditions make children and young people vulnerable to infections that would rarely be serious in most children and young people. Hood Hill Equestrian will normally have been made aware of such vulnerable children. These children and young people are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer/setting will be informed promptly and further medical advice sought. We will advise these children and young people to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

• Hood Hill Equestrian will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance

- In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

COSHH

- The Proprietor, Centre Manager and Senior Manager are all COSHH trained
- Risk Assessments are in place for hazards
- Where necessary there are also Safety Data Sheets

12. New and expectant mothers

- Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.
- Appropriate measures will be put in place to control risks identified.
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13. Occupational stress

- We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through individual appraisals and well being discussions with the Centre Manager.

14. Accident and Injury reporting

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record (where the school sees this as necessary)
- Records held in the first aid and accident book will be retained by Hood Hill Equestrian for a minimum of 3 years

Reporting to the Health and Safety Executive

The proprietor will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE - http://www.hse.gov.uk/riddor/report.htm

15. Training

Our staff are provided with health and safety training as part of their induction process.

16. Monitoring

- This policy will be reviewed by the proprietor, Centre manager and senior manager every year.
- At every review, the policy will be approved by the Proprietor.