

Sample Document

(BUSINESS NAME)

HEALTH AND SAFETY STATEMENT AND POLICY

(BUSINESS NAME)

PART 1

HEALTH AND SAFETY STATEMENT

This is the Health and Safety Statement of _____.

The Business conducts what it does in a way which recognises its legal obligations in protecting the environment and ensuring the health, safety and welfare of its employees and anyone who may be affected by what it does.

It encourages all those who work with it to take part in carrying out its Health and Safety Policy.

It will, so far as reasonably practicable:

- provide health and safety controls at all levels;
- comply with any legislation which applies to what it does;
- consult its employees over matters concerning health and safety;
- provide and maintain safe equipment and premises;
- ensure the safe handling and use of substances;
- provide information, instruction, training and supervision for all its employees;
- ensure that all those who work for it can safely do what they are asked to do;
- provide sufficient resources to maintain safe and healthy working conditions;
- do all that is appropriate to protect natural resources and the environment;
- review working conditions and revise this policy regularly at not more than three-yearly intervals, and whenever new equipment and/or activities are introduced.

Signed:(Owner)

Date:

Reviewed:

(BUSINESS NAME)

PART 2

HEALTH AND SAFETY POLICY

This Health and Safety Policy sets out the basis on which the Business manages its statutory obligations.

The following documents are also relevant;

(list relevant documents eg employee handbook)

These should be read together and taken into account when considering the way in which the Business meets its obligations.

(BUSINESS NAME)

PART 3

HEALTH AND SAFETY POLICY

1 ROLES AND RESPONSIBILITIES

Everyone in the Business has a role to play in ensuring that it creates and maintains a satisfactory place in which to work, a place which is safe and does not harm others or the environment.

Management of the Business

1.1 The Owner

Overall and final responsibility rests with the Owner of the Business.

1.2 The Manager

Is responsible for the management and day-to-day implementation of this Policy. The Manager has authority to stop work or any activity if health and safety standards are not being followed.

The Manager's obligations are;

- 1 To keep the health and safety records, including:
 - risk assessments and safe working procedures;
 - use of subcontractors;
 - records of all accidents, near accidents, hazard reports and cases of work-related ill health;
 - concerns raised over health and safety, and a record of action taken;
 - a record of all health and safety training of employees;
 - a record of the induction of all new employees, and to ensure that they are introduced to the safe working practices of the Business.

- 2 To discuss with employees any health and safety concerns, changes to this Policy or procedures, and to ensure staff are:
 - adequately trained;
 - aware of fire and evacuation procedure;
 - familiar with the whereabouts of first aid facilities and know who and where first aiders are.
- 3 To ensure tasks are delegated only to appropriately trained or competent people, particularly those;
 - working alone;
 - working away from the Business;
 - undertaking manual or maintenance work;
 - operating machinery or driving on business.

1.3 Nominated person

May assist the Manager in the day to day implementation of the Policy, to ensure that;

- all accidents, near accidents and hazard reports are recorded;
- accident investigations are undertaken and recorded;
- staff are told of any change in working practices;
- equipment faults are investigated and corrected;
- any concerns over work-related ill health are investigated;
- training and induction of staff is implemented;
- staff abide by their health and safety obligations, and maintain good workplace standards;
- any tasks are delegated to appropriately trained or competent people.

1.4 Staff representation and consultation

Employees will be consulted on changes of policy or procedure that affect their health and safety.

Staff representatives will be elected to assist in management communication and consultation. They will attend any discussions which include health and safety.

1.5 Employees

It is in everyone's interest to cooperate on health and safety matters and not to interfere with anything that has been provided to safeguard health and safety arrangements.

All employees are expected to comply with all aspects of this Policy. They must take reasonable care for their own safety and that of others who may be affected by what they do.

2 ARRANGEMENTS TO MAKE WORK SAFE

Thoroughbred horses in particular are inherently unpredictable. Working in close proximity to them carries the risk of injury.

Examples are:

- 1 Falls
- 2 Handling and contact with horses
- 3 Loose horses
- 4 Manual handling, in particular lifting heavy objects
- 5 Contact with plant and machinery
- 6 Slips and trips
- 7 Fire
- 8 Contact with electricity
- 9 Movement of vehicles in the workplace and car parks.

The Business will look at the risks to the health and safety of its employees and to anyone else who may be affected by what it does, and put in place measures to reduce those risks. The way in which that is done is as follows:

2.1 Specific policies

- 1 Asbestos
- 2 Driving
- 3 Environment protection
- 4 New and expectant mothers, the young and the disabled (see Welfare policy)
- 5 Personal protective equipment
- 6 Smoking alcohol and substance abuse
- 7 Visitors
- 8 Waste disposal
- 9 Working alone
- 10 Working at height

These are set out along with guidance on good working practice.

2.2 Risk assessments

To have a safe place in which to work requires the Business to assess the work employees are asked to do to find out if there is any risk in doing it. That risk has to be measured and arrangements have to be in place to manage it so that anyone asked to do the work has been suitably trained or has appropriate experience.

The findings of those risk assessments, the way in which the risk has been measured, and the safe system of work that will meet it are recorded and retained.

Actions identified in the risk assessments are, so far as is reasonably practicable, implemented and monitored so that risk is reduced to an acceptable level.

2.2.1 Delegation of work

The Business will ensure that anyone asked to undertake the work has the necessary training or experience.

2.3 Subcontractors

Subcontractors may be appointed to undertake specific work, but in doing so the Business does not avoid its health and safety responsibilities. The Business should satisfy itself prior to their use as to their experience, ability and whether or not they are insured.

2.4 External advisers

The Business may enlist the services of specialist external health and safety consultants to assist in specialist areas of health and safety to fulfil its needs for appropriate, competent or responsible persons where required by law, and where no-one within the Business can fulfil that role.

The following external advisers are presently retained where there is no internal resource:

Health and Safety Management/Advisor: (Name, contact details)

Fire extinguishers: (Name, contact details)

Electrical: (Name, contact details)

Asbestos: (Name, contact details)

2.5 Induction and Training

The Business will provide training in health and safety matters to all employees.

It will ensure that employee health and safety induction is undertaken, which will include reference to this Policy document. The induction will be acknowledged by signature by the employee, and retained by the Business.

2.6 Safe equipment, premises and machinery

All equipment and machinery requiring maintenance will be identified, effective maintenance procedures drawn up and such procedures will be implemented, recorded and monitored. All machinery and equipment will comply with the health and safety Policy of the Business.

2.7 Safe handling and use of substances

All substances which need assessment for the Control of Substances Hazardous to Health (COSHH) will be identified and the results of such assessments notified to employees. The Business will ensure that such substances are used safely and that their use is reviewed and recorded.

3 ACCIDENTS, EMERGENCIES, FIRE AND EVACUATION, FIRST AID AND WORK-RELATED ILL HEALTH

3.1 Accidents

All accidents which are notifiable under RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations) will be recorded in the Accident Book and reported following the correct reporting procedure.

All other accidents, near accidents and cases of work-related ill health will be recorded in the accident book. The accident book will be analysed to identify signs or trends, and action taken where immediately necessary to prevent reoccurrence where possible.

3.2 Emergencies

In an emergency, the priorities are;

- 1 to ensure the safety of yourself and others;
- 2 to ensure the safety of the horses;
- 3 to minimise damage to buildings and machinery.

3.3 Fire

In the event of fire;

- 1 raise the alarm;
- 2 dial 999;
- 3 direct all persons to fire assembly points.

Do not put yourself or others at risk. If in doubt, get out.

If you hear the fire alarm sound;

- 1 switch off any machinery you are operating, unless instructed otherwise or it puts you or others in danger;
- 2 evacuate through the nearest clear external exit;
- 3 walk, do not run, to the nearest fire assembly point or to a location as directed;
- 4 do not return for personal belongings;
- 5 be ready to report your name when you reach the fire assembly point.

In the event of a minor fire use the appropriate fire fighting equipment.

DO NOT USE WATER ON ELECTRICAL FIRES.

Do not continue to fight a fire if;

- 1 it continues to grow;
- 2 it becomes too dangerous;
- 3 there is any possibility of the evacuation route being cut off;
- 4 you have not been trained to use fire fighting equipment.

All employees are responsible for ensuring that fire escape routes and access for emergency vehicles to the premises are kept clear of obstruction at all times.

The Business acknowledges the risk to humans and animals that may arise from fire. To meet and address that risk it has appointed the Manager as the person responsible. They will carry out risk assessments and regularly check general fire safety

Horses are normally terrified of fire and smoke and tend to panic. This is an added reason to be aware of the risks and know the drill.

Regular fire practices will take place and all employees are obliged to co-operate in these.

An evacuation for any reason other than fire will follow the same procedures outlined above.

3.4 First aid and work-related ill health

The Business will complete a first aid needs assessment and ensure that sufficient first aiders are provided. A list of trained first aiders and the location(s) of the first aid box(es) will be displayed where it can be seen by all, and audited annually.

The Business will recognise and take appropriate action in respect of work-related ill health, and keep a record.

Any concerns over work-related ill health will be reported to the Manager.

4 MONITORING

The Business will:

- 4.1 make sure that it is doing all it can to fulfil this Policy;
- 4.2 ensure that opportunity is given to raise and discuss any concerns about health and safety;
- 4.3 ensure that a record of those concerns is retained.

5 REPORTING CONCERNS

To express in confidence any concerns about health and safety please contact the Manager.

Signed:(Owner)

Date:

Review Date:

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