



Health and Safety Policy

Introduction

As a responsible employer Equilore accepts that the workplace it provides should be a safe and healthy environment for its staff, visitors and members of the public.

Equally the employers are reminded of their own responsibility to safeguard themselves, ensuring that their actions, either by instruction, example or behaviour, should not put other people and property in jeopardy and to co-operate with the employer in regards to any relevant statutory provisions placed upon them.

The Health and Safety Policy will be incorporated in the induction training of any new employees and volunteers, as soon as possible following recruitment. The Director in conjunction with the Trustees of Equilore will take overall responsibility in ensuring the policy is adhered to and is in line with **Health and Safety at Work etc. Act 1974**. Both the staff team and the Trustees will review the policy regularly and, as appropriate, additional requirements added.

The Director will carry out regular Risk Assessments, which are to be kept on file with details of date carried out and details of findings. Staff are encouraged to bring any potential Health and Safety issues to the Director's notice as soon as possible. The Risk Assessment will consider all aspects of Equilore's work, including consideration with regard to the risks specific to women of childbearing age, pregnant women or nursing mothers.

Failure to adhere to the policy will result in disciplinary action in accordance with Equilore's existing procedures. Persistent breach of the policy/guidelines or one in which the confidentiality of agency information and/or reputation has been compromised, is likely to result in dismissal.

Procedures

There are specific safety procedures, detailed below for your attention and these must be adhered to at all times. This policy is to be read in conjunction with all other policies and procedures in place at Equilore's.

Disabled Access

Equilore, Park End, Croughton, Brackley, NN13 5LX
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Equilore acknowledges that under current legislation they have a duty to make reasonable adjustments for disabled staff. The aim of the duty is to make sure that, as far as is reasonable, a disabled worker has the same access to everything that is involved in doing and keeping a job at Equilore as a non-disabled person.

Due to the nature of our premises as an equine facility, full disabled access to all areas is not feasible. Where possible, reasonable adjustments will be made to enable participation in activities safely. Staff and visitors with disabilities will be supported to access areas safely, and alternative arrangements (e.g., off-site sessions or remote participation) will be offered where required.

Equilore acknowledges that the main office has no disabled access to toilet and kitchen facilities.

Fire Procedures

- Our fire wardens are Loes Koorenhof and Kim Shaw. Call 999 in case of a fire.
- Under current legislation (**Regulatory Reform (Fire Safety) Order 2005**) staff will be provided with regular training in fire safety.
- All fire safety equipment must be serviced regularly and comply with current regulations.
- Visible notices should be displayed indicating evacuation procedure in the event of a fire.
- Escape routes must be clearly indicated and kept clear at all times.
- The whereabouts of members of staff and visitors will be checked in the event of a fire.
- Members of staff are responsible for the evacuation of any clients/visitors/ animals in the building with whom they are working.

First Aid Arrangements

Our first-aiders are Loes Koorenhof (07787 402236), Kim Shaw and Dee Wilkinson. Our paediatric first-aiders are Loes Koorenhof and Kim Shaw.

The First Aid box is located in the office. Staff are to ensure that they are aware of its location. It is important to recognise that only the most minor of injuries can be dealt with on site. Help and/or emergency services are to be summoned for accidents/injuries of a more serious nature. All accidents must be recorded in the accident/incident book. In certain cases, it may be necessary to report the accident and appropriate documentation will be kept with the accident book, located within the First Aid box in the office.

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Manual Handling

Posters of safe lifting of heavy items are displayed in the feed-room and hay storage barn. The lifting and carrying of heavy items are of paramount importance and all staff should be aware of the correct procedure. Should a load be too difficult to handle alone, help and assistance should be sought. Further information can be obtained from the member of staff responsible for Health and Safety.

Housekeeping Practices

The building and yard will be kept clean and tidy at all times, with fire exits and escape routes kept free from obstruction. At the end of each working day ensure that your work area and those for which you have a responsibility are left in a clean and tidy condition.

Any spillages should be cleared up immediately and any damage to the fabric of the building, e.g., torn flooring, damaged handrail, problems with toilets etc., should be reported to the Director immediately.

Electrical Equipment

Telephone/computer wires should not be laid across pathways. If it is unavoidable to locate wiring in thoroughfares, then the appropriate cable covering will be used. Use of electrical adapters should be kept to a minimum. Wires and appropriate fuses should be inspected regularly and repairs carried out as necessary. Electrical equipment should be switched off before unplugging. Any faulty switching or wiring that comes to the notice of staff should be reported to the Director as soon as possible. Portable appliance testing is carried out as required (**Electricity at Work Regulations 1989**).

Staff Safety

Staff issues are referred to in other documents, which outline specific policies for staff safety. These include Day to Day Procedures, Policy on Harassment and Equal Opportunities Policy.

Work Related Stress

It is recognised that the issue needs to be addressed with seriousness within the agency and therefore regular supervision is provided to enable staff to discuss issues pertinent to their

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work and look at ways to relieve potential triggers. In addition to this support, counselling will be made available to staff subjected to violence whilst carrying out their duties.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

Equilore will comply with RIDDOR regulations. Any work-related death, major injury, reportable disease, or dangerous occurrence must be reported to the Health and Safety Executive (HSE) in accordance with statutory requirements. All staff are required to immediately inform the Director of any incidents that may be reportable, and the Director is responsible for ensuring that all RIDDOR reports are submitted promptly and accurately.

Hazardous Substances

Any material or substance with the potential to cause illness or injury to individuals who come into contact with them, should be seen as a hazardous substance. Substances should be kept in their original container and instructions for use should be followed at all times. Any substances that could be hazardous to health (e.g., cleaning products, disinfectants, veterinary chemicals) will be stored securely, labelled clearly, and used only according to manufacturer instructions. Staff handling such substances will receive appropriate guidance and training. Risk assessments will be conducted for all hazardous substances in line with COSHH (Control of Substances Hazardous to Health Regulations 2002) requirements.

Fire Risk Assessment

The appropriate risk assessment will be carried out on Equilore premises dependent on current legislation.