



## HEALTH & SAFETY POLICY

### HEALTH AND SAFETY POLICY & GUIDELINES

We take health and safety very seriously at Catherington Equestrian Centre. All staff, students and riders/guardians must read and sign our policy statement.

#### **Policy Statement**

This policy relates to:-

Catherington Equestrian Centre, Catherington Lane, Waterlooville, Hants, PO8 0TB.

The policy lays out the requirements for a safe and healthy environment for both employees who work at, and members of the public who visit, Catherington Equestrian Centre.

#### **Our Responsibilities**

At Catherington Equestrian Centre we strive to maintain a very high standard where Health Safety and Welfare is concerned. A safe environment enhances enjoyment and the learning experience. We recognise it is the legal responsibility of the owners and all employees to contribute to the safe running of the centre and to be aware as to the importance and continuous maintenance of the policy.

#### **Visitors Responsibilities**

Individual and group safety is paramount. To this end visitors, especially parents and guardians who have responsibility for young people under the age of 18 years, also have a part to play. If you become aware of any issue which you feel may have a bearing on anyone's safety please inform the "Responsible Person", or in their absence the "Designated Assistant," without delay. If you become aware of anything which you feel might present serious and imminent danger to any person, stop the activity immediately and seek advice. Children should be closely supervised at all times by their accompanying adult. The Centre does not provide supervisory care until the client/child is under instruction in the Arena and cannot accept any liability for accident or personal injury if not under the supervision of the Centre.

#### **Information**

Each member of staff and trainees will be taken through our Induction Process and issued with the following:

- Catherington Equestrian Centre Stable Yard Rules
- Alcohol & Drugs Policy
- Be aware of COSHH (Control of Substances Hazardous to Health)
- All these documents should be read and signed by all.

#### **Responsible Person**

Mrs Angeline Othen has overall responsibility for ensuring this policy is implemented.

#### **Designated Assistants**

Both full and part time Staff and Instructors at Catherington Equestrian Centre will assist Mrs Angeline Othen with all aspects of the implementation of the policy.

#### **Qualified First Aiders**

All Senior Riding Instructors are qualified first aiders. In the event of their absence any incidents should be reported to Mrs Angeline Othen or alternatively during office hours help can also be summoned from staff in the Office.

## **Identified Health and Safety Hazards**

See Risk Assessment

## **Recording and Dealing with Accidents**

All accidents or incidents must be reported immediately and entered in the Accident Record Book which is kept in the Office.

Certain injuries, diseases and dangerous occurrences must be recorded in writing by law.

## **Fire and Emergency Procedure**

In the event of a fire simply shout "Fire" to attract attention. On hearing the alarm, everyone present must take direction from the senior/full time staff to determine what action to take with any horses at risk. A Fire Drill will be practiced yearly. The Fire Assembly Point is at the Main Car Park. Fire Action notices are posted around the yard.

In the event of a medical emergency, to horse or human, a senior member of staff should be alerted and if necessary an ambulance or veterinarian should be called. Medical Emergency drills, like fire, will be held bi-annually.

Note: If calling from a Mobile and you need to dial 999 use the number 112 to ensure that a signal is received.

## **Reporting Hazards, Near Misses and Dangerous Occurrences**

It is the responsibility of employees and working students to safeguard their own safety and the safety of others. They must work within the guidelines set out in this policy and comply with the regulations for employees.

### **GENERAL CONDUCT**

The following guidelines will help you to stay safe when visiting Catherington Equestrian Centre.

- DO NOT enter any of the RED areas on the location plan above unless permission as been granted from Centre staff.
- DO ensure that you read all notices we have displayed to help keep you informed but also to keep you and those around you as safe as possible.
- DO NOT run around the yard at any time, always walk.
- During your lesson, listen to the instructor and be aware of the other horses and riders.
- Certain parts of the lesson may be beyond your present skill level, the instructor will advise you to omit them (e.g. riding without stirrups or certain jumping exercises).
- If you feel unable to carry out part of the lesson, tell the instructor and they will either give you some extra help or advise you to omit that part.
- ALL parents are responsible for the good conduct of their children when they are not riding and must not allow them to run around unsupervised. To ensure their safety or that of other riders. Children should be closely supervised at all times by their accompanying adult. The Centre does not provide supervisory care until the client/child is under instruction in the Arena and cannot accept any liability for accident or personal injury if not under the supervision of the Centre.
- Read the notices about correct dress and other safety advice.
- No part of the premises, or surrounding fields or paddocks, should be entered without permission.
- It is recommended that personal rider insurance is taken out (e.g. Rider Plan/BHS Membership).

### **RIDER DRESS CODE**

At Catherington Equestrian Centre you must ensure that you adhere to the dress code.

- Jewellery, especially earrings, MUST NOT be worn when riding or working around horses.
- All Clothes should be well fitting.
- Riding hats must conform to the current standards (cannot just hold EN1384 certification). If you are

unsure please ask. We will check any personal hats that are brought to the Centre to use. If they do not comply you will not be permitted to ride in it.

- Riding hats MUST be worn at ALL times when riding.
- Riding boots are preferred but suitable alternatives may be allowed e.g. good strong shoes with a good heel up to 1" (2.5cm) to prevent the foot from slipping through the stirrup iron.
- Gloves are recommended.
- No flapping jackets. Zips & Buttons must be fastened whilst riding.
- No Trainers, Plimsolls, Sandals allowed.
- Body protectors are advisory.
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**ACKNOWLEDGEMENT AND ACCEPTANCE**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed a copy of the Health and Safety Policy for Catherington Equestrian Centre, Catherington Lane, Waterlooville, Hants, PO8 0TB and acknowledge my responsibilities

I have read and understood the Policy.

Staff/Student/Rider/Guardian (Name): \_\_\_\_\_ Date: \_\_\_\_\_

Name and Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: (Parent must sign if Under 18): \_\_\_\_\_