



Kingsleighs Equine Education Centre

"A specialist post 16 equine college"

Health & Safety Policy

Reviewed	Date of Next Review	Responsibility
April 2023	April 2025	Director

Our Mission:

'To allow young people equine opportunities to develop aspirations and define a future'

Our Values:

- **Teamwork** – we hold ourselves and each other to account and are better when we work together
- **Compassion** – we act with trust, honesty and kindness in everything we do
- **Inclusion** – we treat each other fairly and with respect
- **Innovation** – we encourage thoughtful, creative and aspirational ideas
- **Pride** – we encourage each other to be proud of who we are and what we do

It is the policy of Kingsleighs Equine Education Centre to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working and studying on any of its premises and outside on associated activities.

Statement of intent

KEEC will ensure, as far as is reasonably practicable, that:

- its premises and grounds provide a healthy and safe working environment for all, students staff, clients, temporary contractors, visitors and the general public
- there are safe systems of work for all employees and students
- suitable and sufficient work equipment is provided
- there are adequate welfare arrangements
- information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.



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KEEC recognises its responsibility to provide adequate control of the health and safety risks arising from college, nature centre, support service activities. An assessment of risks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to eliminate, mitigate or manage risks and ensure activities or tasks can be conducted in a safe manner.

Whilst day to day management of Health and Safety can be delegated to the Directors, Centre Manager and other lead staff the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the KEEC Board Governors specific aspects of H&S procedures at each KEEC premises must integrate into this H&S Policy.

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. Employees are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report H&S concerns as appropriate. KEEC commits to implementing the H&S at Work etc. Act 1974 and the Regulations made under it. KEEC will comply with the above legislation and accepts its responsibilities for the H&S and Welfare, at work, of all its employees. KEEC will provide to colleagues, regular information on updates, changes and arrangements, about any revisions to safety legislation.

KEEC supports the view that a positive H&S culture is of significant benefit to the good performance and safety of all its premises. A positive and proactive approach for students will be encouraged, supported and developed through risk education and awareness. The organisational structure will ensure that sufficient resources are available so that the policy and its arrangements can be implemented effectively.

Formal amendment to this policy will be conducted annually, or as necessary, to reflect changes in the KEEC's strategy, UK law and any changes will be brought to the attention of all staff.

Introduction

KEEC is a registered UK Learning Provider providing equine work-based courses and a range of work-based learning opportunities for young people with learning disabilities. Work placements are provided through the network of businesses linked with the organisation.

This policy relates to safety information across all aspects of the work of KEEC.

The Governors consider that day-to-day safety is best managed by staff who have expertise and knowledge in their own area of work. Overall accountability for H&S remains with the Governing Board. Responsibility is delegated to the Directors of Education and daily operational management of H&S is delegated to the Director of Equine.

This includes carrying out any Risk Assessments and safe systems of working needed to safeguard students, themselves, or anyone else who may be affected.



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Organisation of H&S

Responsibilities within KEEC for H&S management are as follows:

Board of Governors

The Board of Governors, as a corporate body, has the responsibility to set the strategic direction and objectives of all H&S matters across the Centre.

The Board of Governors is responsible for ensuring that high standards of corporate governance are maintained. In the context of health and safety, it discharges these responsibilities by adopting an annual plan and managing the Trust risk register. The overall aim is to ensure a positive H&S culture is established and maintained across the Trust.

The Board of Governors must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and/or visitors.

The KEEC Board of Governors' responsibilities are to:

- the Governing Board will delegate a Governor to lead on H&S.
- ensure that it formally and publicly accepts its collective role and responsibility in providing H&S leadership.
- delegate responsibility to the Director of Education/Equine in ensuring that the any suppliers and contractors have been appropriately vetted for H&S standards.
- ensure that a proportionate and prioritised risk management system for the Governors is implemented and monitored.
- ensure systems and processes are in place to ensure the Governing Board is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of H&S.
- ensure there is an effective business continuity and emergency plan in place.
- ensure that adequate resources are committed to the management of H&S.



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Lead Governor	Governors Work with the CEO and Director of Education to:	SLT Work with Governors to:	Delegation Board delegation to committees
Health & Safety	<ul style="list-style-type: none"> • monitor H&S Policy and reporting • review and approve relevant policies • approve bi-annual audit of H&S • monitor reports and external reporting regarding H&S • ensure that the Governors have an adequate Business Continuity plan in place 	<ul style="list-style-type: none"> • Update H&S policies, monitor records and provide reports • Commission and carry out bi-annual H&S audit • Ensure that efficient resources and training is allocated to budget holders • Ensure there is an effective accident reporting and investigation procedure • Implement and monitor a risk management system • Monitor findings from H&S audits and report injuries to relevant organisations where required • Consider the impact of H&S in all strategic and operational decision making 	<ul style="list-style-type: none"> • Designate a Governor responsible to lead on H&S • Ensure compliance with H&S legislation • Monitor external reporting



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All Staff

All staff are responsible for monitoring H&S in their own areas or work and for implementing control measures, within their operational remit, including risk assessments for activities

All staff are responsible for taking reasonable care of their own safety and that of anyone else that may be affected by their actions. Staff have responsibility to support students to understand the importance of H&S and learn to be responsible for their own safety.

To do this staff should:

- Follow any safety instructions and give instructions clearly to students and visitors.
- Adhere to safety signs and ensure that students and visitors recognise and obey them.
- Avoid damaging or interfering with any safety equipment.
- Tell the Centre Manager or Senior Manager if they believe something is dangerous.
- Ask their line manager if they are unsure of how to do a job safely.

Furthermore, students are to:

- Follow any safety instructions given.
- Adhere to safety signs.
- Avoid damaging or interfering with any safety equipment and tell a member of staff if they believe something is dangerous.

Risk Assessments

- There is a central record held of all Risk Assessments in place across the KEEC.
- Risk Assessments are conducted and recorded for all activities that present significant risks, by staff conversant with the activity. The abilities of young people must be considered as part of a risk assessment for an activity, which involves them or could affect them.
- Specialist audits and assessments are conducted annually and records held. All risk assessments are reviewed at least annually or sooner if significant changes or accidents occur.

Fire Precautions- main sites

- Appropriate precautions against the risks presented by fire are taken across the whole organisation. Typically, these include fire extinguishers/alarms systems, smoke detectors and defined evacuation procedure (Fire Action Notices).
- Fire drills are conducted termly (i.e. 3 x per year) for the college
- Personal Emergency Evacuation Plans are in place for specific named students. All staff that work with these young people should ensure that they are familiar with the contents of the Personal Emergency Evacuation Plan (PEEP), as they will



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be responsible for supporting the student in the event of the fire alarm and evacuation.

Hazardous Substances Control of Substances Hazardous to Health ('COSHH')

Wherever possible, we will use non-hazardous substances. Where this is not possible, substances are assessed and then managed appropriately and stored securely in line with standard COSHH guidelines.

For hazardous products, which must be used on KEEC sites, copies of COSHH assessments and material safety data sheets are held close to the substances within the secure storage.

Product Information leaflets (PIL Sheets) are used for reference in respect of medication and are kept within individual medication folders.

The safe storage & handling of medication & controlled drugs can be referred to in the KEEC medication Policy.

Accidents/First Aid

There are first aid boxes around the buildings and in public areas. There is also a first aid box in each vehicle that students may use. These are audited monthly and replenished when necessary.

There is a 'First Aid Team' across the Centre and posters detailing members is displayed. All team members are First Aid at Work trained and this training is renewed upon expiry. In addition to this, the Director of Education holds up-to-date Paediatric First Aid to support those who not the average size of a 16 year old.

First Aid trained staff will support all accidents and record the incident book. If a member of the public has an accident on any of the Centre's property or land, a report form must be completed on the day of the incident for our insurers.

If an injury, illness or death is reportable, the Head of Finance will report it to the H&S Executive ('HSE') under reporting of Injuries, Diseases and Dangerous Occurrences Regulations 'RIDDOR'. The Head of Finance will also report, as required.

Infection Control

All senior management staff are given training to undertake infection control measures and/or respond appropriately to outbreaks of infection. Staff seek support, if necessary, from their line manager. Senior staff will complete RIDDOR as required.



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Vehicles

Staff who use vehicles as part of their role, will undertake a vehicle induction. For further information please speak to your line manager.

All vehicles are checked weekly for default or issues. All staff are required to report any defects, accidents or incidents including H&S concerns linked to the vehicles directly to the Director of Equine.

Maintenance of Facilities

The Director of Equine will work to a planned schedule for all premises. Details are kept on file of all due dates for servicing and for expected repairs.

All systems such as heating, air conditioning and ventilation systems are serviced annually.

All portable electrical devices i.e. heaters and printers are PAT tested according to manufacturer's requirements. A central record is held of all PAT tested equipment and inspection dates.

All wiring is tested every 5 years and remedial work conducted to ensure that the KEEC meet the Institute of Engineering and Technology ('IET') regulations. There are specific risk assessments for asbestos, water hygiene and Legionella etc. which are reviewed on an annual basis. Currently, there is no asbestos in the recorded on the properties.

Smoking

All areas of KEEC are non-smoking premises.

Manual Handling

Where appropriate, identified staff are trained to undertake manual handling assessments.

Lone working See Policy.