



POLICY:

Health & Safety Policy

FAO: Staff / Volunteers / Participants / Visitors

HEALTH AND SAFETY POLICY FOR SIRONA THERAPEUTIC HORSEMANSHIP

Sirona's policy on health and safety is based on Health & Safety at Work Act 1974, The Management of Health & Safety at Work Regulations 1999 and other Key supporting legislations.

Participant Initial Referral and Session Procedures

- Referral and initial risk assessment form completed prior to participant starting at Sirona Therapeutic Horsemanship and any further information required gained before the applicant attends Sirona.
- The participant and referrer are invited for an initial individual assessment session in order to assess suitability, support needs (including medical or allergy risks) and any other risk issues. Following this assessment session a further individual risk assessment may be requested from the referrer.
- All horsemanship sessions (including individual) are carried out with a minimum of 2 staff consisting of both a lead practitioner (with relevant professional qualifications) and an experienced equine assistant.
- Ongoing liaison with relevant parties re: possible risk issues.
- A pre-brief and debrief is carried out on each session and is written up and held on file for ongoing risk assessment and evaluation of progress (within data protection guidelines). Any child protection issues follow Sirona's child protection policy.
- Regular reviews are carried out as required with the participant, parent referrer and other relevant professionals involved with the child. Termly reports can be provided for LAC reviews etc.
- All confidential information kept in a secure, locked filing cabinet and the facility always locked when off site.
- 24 hr on site security in order to ensure security of confidential information.

Risk Assessment for Participants

Sirona has been risk assessed for all activities participants may take part in (see separate individual risk assessments). The principal risks participants could be exposed to are:-

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Diane Cleave
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1. Injury from handling horses, such as being trodden on, rope burns, squashed, kicked, bitten etc.
2. Fall from horse (if riding included).
3. Allergy/injury from hay/other substances/zoonoses.
4. Allergy or injury from other animals at Sirona.
5. Trip, fall or slip hazards.
6. Use of tools in stable management work including manual handling.
7. Electrical risk.
8. Emotional distress from uncovering of emotions in Equine-Assisted Therapy sessions.

These risks will be controlled by ensuring that all participants receive an induction that includes equine/animal safety awareness. Additionally, participants will be supervised at all times by a responsible and suitably qualified adult. Specific control measures relating to the above risks are:

1. Individual risk assessments for each equine and all activities are in place and participants instructed to follow these at all times.
2. Risk assessments are designed to be 'dynamic' and 'live', meaning they are to be adapted and updated regularly to suit the activities going on at the time.
3. Appropriate Personal Protective Equipment provided and to be worn at all times where required.
4. All Participants will be instructed in the safe use of tools and equipment they may be expected to use. The Participant's health and aptitude will be assessed before they are given such tasks, and, if appropriate, instructed when to take breaks.
5. A fire evacuation procedure exists and all staff/volunteers receive instruction during induction. Participants will be shown where to meet in case of a fire.
6. An annual PAT test is undertaken for all electrical equipment and participants will not be exposed to electrical items unsupervised.
7. A qualified and experienced counsellor/psychotherapist is always present on Equine-Assisted Therapy sessions and a robust de-brief procedure is in place to ensure participants are not left 'holding' emotional issues or distress. Participants will be referred to specific Equine-Assisted Therapy sessions or advised to see an alternative therapist if this is deemed



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appropriate. All team members attend regular peer supervision with a qualified psychotherapist.

General Health and Safety

- Risk assessments on each activity have been undertaken and are regularly updated and reviewed and available for inspection. Risk assessments are designed to be 'dynamic' and 'live', meaning they are to be adapted and updated regularly to suit the activities at the time
- A written site risk assessment is in place and buildings regularly maintained. *(Workplace (Health, Safety & Welfare) Regulations 1992)*
- No smoking or vaping allowed on the premises and fire procedures in place.
- Emergency procedures in place and regular staff training and inductions carried out.
- RIDDOR to be followed in line with legislation. *(Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013)*

First Aid Facilities

- All members of staff hold up to date first aid training including first aid at work, emergency first aid at work, equestrian specific first aid and paediatric first aid.
- First Aid kit kept in the office and checked regularly. Used, damaged or out of date stock replaced as soon as possible.
- Accident book kept in the office.
- A small first aid kit and mobile phone is taken out on any hacks or animal exercise carried out off site.
- Appointed first aiders and mental health first aider names displayed.

Daily Checks

- Horse health and temperament
- Buildings and fencing



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- Work areas/use of tools
- Equipment used
- Appropriate display of notices
 - Weather conditions checked and session activities adapted as required (see 'Adverse Weather Policy' and 'Quick Weather Guide').

Fire Procedure

- Fire precaution notice and instructions displayed in prominent areas.
- Release horses from barn/yard into field if assessed safe to do so.
- To exit yard by safest exit points and assemble at the marked assembly point located on the drive by the arena. Participants will be accompanied by their practitioner.
- Follow Sirona's fire procedure and training.
- Sirona's policy on fire safety policy is based on the following legislation, guidance and documents:
 - The Regulatory Reform (Fire Safety) Order 2005
 - Health and Safety at Work etc. Act 1974
 - Management of Health and Safety Regulations 1999
 - Sirona's fire risk assessment
- Fire drills carried out termly and recorded in the Fire Safety Log Book – filed in the Health & Safety Folder.
- Fire extinguishers are checked and serviced annually by a competent external fire protection firm. They will be checked regularly by the designated fire marshal to ensure they are in good condition, clean, legible, facing outward and not discharged / pressure lost – checks / remedial action to be recorded in the Fire Safety Log Book.
- The fire alarm, smoke alarms, carbon monoxide alarms and emergency lighting checked and tested by the designated fire marshal to ensure they are in good condition and in working order – checks / remedial action to be recorded in the Fire Safety Log Book.



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Horses and Other Animals

- Horses and other animals chosen for their suitability and regularly trained and assessed daily.
- Gates always shut behind use.
- Horse Riding: Hard hats are supplied together with outdoor boots and jackets and safety wear such as hi viz if required. Hats meet current BHS/EU safety standards
- Always a minimum of two appropriated qualified/trained practitioners on site during a session, together with additional equine/animal care staff available. Majority of sessions are 1-1 with 1-6 staff/participant ratio highest for small groups assessed as safe.

Tools and Equipment

Informed and guided by (*Provision and Use of Work Equipment Regulations 1998*)

- Kept in sight of office for management. Plastic forks and shovels used to minimise risk where appropriate.
- Checked regularly to ensure equipment is in good working order.
- Any medicinal or other potentially dangerous items kept out of reach/in locked cabinet and COSHH in place. (*Control of Substances Hazardous to Health regulations 2002*).
- Appropriate PPE provided (*Personal Protective Equipment at Work Regulations 1992*)
- Site tidied at the end of the day.

Site, Buildings and Staff

- Local Authority Equestrian Establishment Licence held
- British Horse Society Approved Centre
- Hold public liability insurance cover to £10,000,000
- Hold employer liability insurance to £10,000,000



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- Hold Professional Indemnity insurance to £2,000,000
- We operate a 'closed, by appointment only' site to; maintain the privacy of our participants, observe safeguarding policies and ensure the health and safety of our staff, volunteers, visitors and animals can be monitored effectively at all times.
- All staff and volunteers in contact with young people complete enhanced or enhanced / barred DBS checks in line with legislation (*Police Act 1997 (Criminal Records) and Disclosure & Barring Service guidance*).
- Staff training is continually updated and monthly clinical supervision held
- All staff and volunteers follow a robust induction and horse awareness training procedure
- General environmental conditions (e.g lighting, temperature etc) informed by *Workplace (Health, Safety and Welfare) Regulations 1992*.
- Provision of hand-washing facilities (including hot water, soap and towels) and flushing toilets
- Daily checks of all areas in and around stables and barn to ensure free of hazards
- We follow appropriate good practice guidelines including induction in manual handling (*Manual Handling Operations Regulations 1992*).
- Bi-annual lockdown procedures carried out.

Overall Health and Safety Responsibility: Dr Hannah Burgon CEO & Board of Trustees

Title: CEO Signature: 

Deputy Health and Safety Officer: Diane Cleave

Title: Office Coordinator Signature: 

Date Completed: 11/2011, UPDATED 11/2018 at new centre

This health & safety statement is reviewed annually;

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