

Wiltshire Equine Assisted Learning

Health and Safety Policy Wilts - EAL

Manager: Hannah Lindsay

Last Reviewed: 30 September 2025

Next Review Due: 30 September 2026



Introduction

Wilts EAL has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities.

Wilts EAL will work in a way that tries, to ensure that risks to employees, volunteers, service users and visitors are adequately managed at all times.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and associated regulations and will observe all relevant regulations and codes of practice made under it.

The commitment to health and safety is a management responsibility and it is the duty of our trustees and senior managers to uphold this policy and to provide the necessary funds and resources to implement it.

Wilts EAL will provide and maintain safe and healthy working conditions and environment for all employees, volunteers, and service users, plus any other people who are directly affected by our activities such as members of the public at our events.

This responsibility will be delegated to a named employee for specific events or activities, who will ensure the policy is upheld. They will be named in advance and noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.

Responsibilities

1. The Managing Director is responsible for the implementation and monitoring of health and safety policies and making changes where necessary.
2. All accidents or unsafe incidents will be investigated by the managing Director as soon as possible.

3. Wilts EAL is responsible for:
- Assessing the risk to the health and safety of employees and visitors and identifying what measures are needed to comply with its health and safety obligations.
 - Providing and maintaining equipment, and systems of work that are safe and without risk to health.
 - Ensuring that equipment is safe and well maintained.
 - Providing information, instruction, training and supervision in safe working methods and procedures.
 - Providing and maintaining a healthy and safe place of work, including safe ways of entering and leaving.
 - Encouraging employees to co-operate to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
 - Establishing emergency procedures as required.

Staff and Volunteer Responsibilities

Wilts EAL employees and volunteers will ensure that:

1. They are aware of the contents of this health and safety policy
2. They comply with the policy.
3. They take care of themselves and others who may be affected by their actions or omissions
4. They report all accidents, or unsafe situations, and anything which could have led to an accident or felt unsafe to the owner of the organisation or their manager at once.
5. They record accidents at work in an accident book located in *a place where it can be readily accessed by employees and be available for inspection.*
6. If the manager is not present, they should report the incident to the most senior member of staff present, who will report it to the manager as soon as possible.
7. They are aware of all fire procedures for the environment in which they are working
8. If they identify anything which they think could be in any way unsafe, they will report it to the owner of the organisation or their manager.

Risk Assessments

The **manager** will ensure that *all potential hazards present* in the environments in which the operations take place and *any potential hazards associated with delivering the defined scoped of operations* are assessed in line with the current relevant legislation.

Risk Assessments will consider:

1. The nature of the hazard
2. Identify who might be harmed if exposed to the hazard and how they might be harmed (**employees, volunteers and/or clients**)
3. The likelihood of harm and how significant that harm will be to specific individuals and other generally
4. What suitable and sufficient controls are needed to prevent exposure to the hazard or mitigate the risk of harm to a reasonable and acceptable level in line with any legislation or regulations.

Assessments will be reviewed when there is:

- A change in legislation
- A change of premises or change to the environment in which the operations take place
- A significant change in the scope of operations and associated task are carried out
- The introduction of new equipment or any other reason which makes original assessment not valid.

Training

To comply with legislation and to promote the health, safety and welfare of staff and volunteers, health and safety training will be provided as follows:

1. At induction.
2. On transfer or promotion to new duties.
3. On the introduction of new equipment.
4. When changes are made to systems of work.
5. When training needs are identified during risk assessments.

Resolving Health & Safety Issues

1. Any employee, service user or volunteer with a health and safety concern must first raise it with the manager
2. If, after investigation, the issue is not corrected in a reasonable time, or the manager decides that no action is required but the employee or volunteer is not satisfied with this, the employee or volunteer may then refer the matter to the Council and/or the Health and Safety Executive.

Monitoring and Evaluation

This policy will be monitored and reviewed annually by the **management of Wilts EAL** to ensure that that risks to employees, volunteers, service users and visitors are minimised at all times.

Accidents and First Aid

Wiltshire Equine Assisted Learning complies with the Health and Safety (First Aid) Regulations 1981 ensuring adequate and appropriate equipment, facilities and staff are in place to enable first aid to be given.

There must be a member staff on site who has undertaken a First Aid course including paediatric first aid within the last 3 years. The Managing Director is a first aider and must show evidence of Continuing Professional Development (CPD) and undertake Basic Life Support Training on a 3 yearly basis.

The first Aid Kit can be found in the Old Stable. The Managing Director is responsible for the maintenance of this kits.

The Accident Book is kept in the old stable and all staff must report accidents or near misses to the Managing Director/Manager and complete the accident book.

The Managing Director is responsible for the notification of accidents and dangerous occurrences according to The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and holds a copy of F2508 forms

All accidents and incidents will be reviewed annually or as necessary by the Board of Directors. Accidents and incidents are also reviewed in an annual audit and patterns analysed and risk assessments updated.

Dangerous Substances:

Wiltshire Equine Assisted Learning uses and stores medication for horses, learners and on occasion weedkiller/diesel fuel which are secured in a locked room.

Learners may not have unsupervised access to medication cupboards. No other substances may be used without permission from the Board of Directors.

Fire:

All activities for staff and learners take place on a farm in an outdoor environment or in outdoor stables or a barn. Staff have access to a mobile phone at all times in case of fire in the immediate vicinity.

In the event of a fire staff will dial 999 and evacuate learners from the area to the play paddock according to the fire policy. Animals will be evacuated if it is safe to do so.

Maintenance of Wilts-EAL premises:

General maintenance of the premises is the responsibility of The Managing Director and other staff. The responsibility for overall maintenance of the premises lies with the Landlord and any hazards will be reported to immediately and The Managing Director will ensure action is taken to ensure safety of staff and learners.

Work Equipment:

All work equipment required for animal care and yard tasks is maintained by the Managing Director. Access to other equipment on the farm is strictly prohibited and keys are not kept on the premises.

Learners are supervised using equipment such as wheelbarrows, forks, hand tools etc at all times by staff. A risk assessment is carried out annually.

Personal Protective Equipment:

PPE is available on site at all times. All staff and learners must wear correct clothing when participating in animal care. This will include closed in shoes and suitable clothing for close contact with animals. Staff will ensure that learners who do not comply with these requirements either do not take part in activities.

Manual Handling:

Staff and volunteers may on occasion undertake manual handling in the care of animals. Equipment is provided to reduce risks and staff will be made aware of safe and correct use.

The Managing Director will assess risks to staff annually and provide necessary equipment and training identified in the risk assessments .

Safe Systems of Work Risk Assessments:

Wilts-EAL will make suitable and sufficient assessments of:

- the risks to the health and safety of staff and learners to which they are exposed whilst on Wilts-EAL premises and participating in sessions
- the risks to the health and safety of persons not in employment that arise of our or in connections with the work of Wilts-EAL

Compliance with current legislation will include:

- Identification of all hazards (i.e something with the potential to cause harm)
- Identification of the risks (i.e the likelihood that harm from a hazard will be realised)
- The extent of the risk (the number of people who may be exposed to the risk)
- Measures to control the risks

The risk assessment will be annually reviewed and action take to reduce risks.

The risk assessment will be freely available to view for anyone involved with or visiting the premises and staff aware of how to access this.

Director's signature: Hannah Lindsay Wilts-EAL

Reviewed on: 02.09.2025

Next review: 02.09.2026