

# **Wormwood Scrubs Pony Centre**

## **Health and Safety Policy**

### **Introduction**

The Wormwood Scrubs Pony Centre recognises that safe and healthy working practices are an essential part of the duties of all members of the Centre community and seeks to encourage employee, volunteer and rider participation in such practices. However, it is further recognised that to have effective health and safety systems, senior members of staff must recognise that health and safety management is an integral part of their role and that being part of management brings additional responsibilities.

### **Trustees**

The Trustees of the Pony Centre have overall responsibility for health and safety policy. They approve the health and safety policy and ensure that adequate resources are allocated to allow implementation.

### **Manager**

Responsibility for the implementation of the Centre's health and safety policy rests formally with the Manager. The Manager is responsible for the overseeing of health and safety management. The manager must supervise work activities adequately to ensure that safe systems of work are being followed.

### **Staff, Students, Volunteers and Riders**

Staff, students, volunteers and riders must ensure that they:

- ◆ Take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions
- ◆ Co-operate with the Centre on matters of health and safety
- ◆ Do not interfere with or misuse any item provided for health, safety or welfare purposes
- ◆ Report to the Manager anything that they consider a serious and immediate danger to health and safety and any shortcomings in the Centre's health and safety arrangements.

## **Risk Assessment**

The Manager must ensure that every activity to be undertaken has been subjected to a health and safety risk assessment prior to the activity starting. The assessment must be carried out in consultation with those who will undertake the work. A record of the assessment identifying any significant hazards must be completed and provided to those undertaking the work. The assessment should describe the preventative and protective measures required to avoid, eliminate, reduce or control the risks identified to a tolerable level.

The control measures must be implemented and adequately maintained and records kept of any monitoring or maintenance of equipment undertaken. Records must be kept as long as required by the relevant statutory provision.

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### **Health and Safety Statement**

“The Wormwood Scrubs Pony Centre aims to ensure that all activities carried out on its premises or undertaken by staff or volunteers are managed in such a manner so as to avoid, reduce or control, all foreseeable risks to the health and safety of any person who may be affected by such activities to a tolerable level.”

### **General Policy Statement**

In furtherance of the above statement and the need to ensure compliance with all relevant health and safety legislation the Centre will pay particular attention to the provision of:

- ◆ A healthy working environment
- ◆ A safe place in which to work with safe means of access and egress
- ◆ Suitable and sufficient information, instruction, training and supervision to enable all staff, students, volunteers and young riders to comply with the Centre’s Health and Safety Policy
- ◆ Safe plant, equipment and systems of work
- ◆ Arrangements for the safe use, handling, storage and transport of articles, materials and substances
- ◆ Appropriate management procedures and arrangements to monitor and audit compliance with the Wormwood Scrubs Pony Centre Health and safety policy
- ◆ Appropriate arrangements to assess and control the risks associated with the work activities undertaken by the Centre or the Centre personnel
- ◆ Appropriate procurement policies to ensure that only competent contractors and suppliers are contracted by the Centre.

To assist in the implementation of the Health and Safety Policy, not only will appropriate external sources of information be consulted, but the Centre will also seek advice and appoint competent personnel to advise on health and safety matters.