**A logo with a person hugging a horse

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The Peaceful Pony CIC**

**Health and Safety Policy and Procedure**

**Written by- Holly Lockwood-Waduge 25/10/2024**

**Approval Date: 1/11/2024 (Senior Managers of TPP)**

**Last Review 1/11/2024**

**Next Review 01/11/2025**

**Introduction**

The Peaceful Pony (TPP) has overall responsibility for health and safety in the organisation and for ensuring that it fulfils all its legal responsibilities. TPP will strive to exceed the health and safety of all staff, learners and visitors whilst either working at our site, or being supported by our organisation in the community or outreach. Responsibility of Health and Safety 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.

The Peaceful Pony aims to comply with all relevant health and safety legislation including:

* The Health and Safety at Work Act 1974
* Regulatory Reform (Fire Safety) Order (RRFSO) 2005
* The Management of Health and Safety at Work Regulations 1999
* The Workplace (Health, Safety and Welfare) Regulations 1992
* Control of Substances Hazardous to Health (COSHH) Regulations 2002
* Health and Safety (First Aid) Regulations 1981
* Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
* The Health & Safety (Display Screen Equipment) Regulations 1992
* The Gas Safety (installation and use) Regulations 1998

The Peaceful Pony is operated as an Alternative Education setting (not registered with OFSTEAD). However, this policy has been written with awareness to the following guidance to ensure that high standards are always upheld:

* Health and Safety: responsibilities and duties for schools (updated April 2022)
* HSE Sensible Health & Safety management in schools
* Health and Safety Executive (HSE) guidance on children’s play and leisure

The Peaceful Pony follows national guidance published by the UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

**Aim**

The Peaceful Pony aims to ensure as an organisation we:

* Continue to hold £10 Million Public Liability Insurance
* Provide high and effective support whilst maintaining a safe and healthy environment.
* Establish and maintain safe working procedures amongst staff, learners and all visitors to our site (including employment checks, wearing of hard hats)
* Have robust procedures in place in case of emergencies.
* Ensure any breeches or incidents are investigated as of our investigations and Critical Incident Policies and Procedures.
* Ensure that The Peaceful Pony site and equipment are maintained safely and are regularly inspected.
* Ensuring there are Qualified First Aiders on site.
* Ensuring health, safety and risk assessments are ever evolving.
* Ensuring any lessons are learnt and there is change.

**Implementation**

The main legislation in England, Scotland and Wales is contained in the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. The key parts of this legislation set out the legal obligations of both employers and employees. The Founding Director and Employer has the major responsibility for health and safety, but the day-to-day responsibility for managing health and safety risks effectively is delegated to: -

1. **The Director of Operations Jade Doughty**
2. **The Compliance and Health & Safety Lead Kaz Reid**

**All staff working with TPP**

Within this legislation **it is everyone’s responsibility to understand** and have a duty of care to work safely, undertake all necessary training and to follow the company rules and regulations regarding health and safety.

Employers are obliged by the Health and Safety at Work Act to have a written Health and Safety Policy and the Management of Health and Safety at Work Regulations require that risk assessments are carried out for all activities so that suitable control measures can be put in place to safeguard the health and safety of all people who come into contact with the organisations activities.

Employees need to be trained to do their work safely and need to understand the hazards involved in their work and how these hazards can be controlled. All risk assessment information relating to all children, activities and environments are always available online.

The Work place (Health, Safety and Welfare) Regulations 1992 refer to the general safety and welfare of employees. Housekeeping comes under this legislation and relates to all areas and activities within the setting because keeping areas clean and tidy helps in the control of slips, trips and helps in the prevention of contamination from chemicals and other work-related materials.

**Accidents**

All accidents and near misses must be notified immediately to the senior Lead in charge. Incidents and near misses must be reported in the Accident and Incident Book and signed as required. This is an important document and must be retained in The Peaceful Pony “Office”, even if it has been replaced by a new book. Serious incidents must be reported in accordance with RIDDOR.

**Fire Drill**

All people, volunteers, clients and visitors to The Peaceful Pony will be instructed on procedures in cases of fire/emergencies. This is to include the location of re assembly points, use of different types of re extinguishers (where applicable), re alarm method, evacuation plan for both humans, horses and other animals, location of main water stop tap, electrical supplies and land line telephone.

**Risk assessment Process**

**Five steps to risk assessment: -**

At TPP we follow the 5-steps to risk assess as recommended by the Health and Safety Executive: -

∙  Step 1 - Identify the hazards.

∙  Step 2 - Decide who might be harmed and how.

∙  Step 3 - Evaluate the risks and decide on precautions.

∙  Step 4 - Record your findings and implement them.

∙  Step 5 - Review your assessment and update if necessary.

When thinking about risk assessment: -

* A **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc.
* The **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.
* ∙ Risk assessments are completed for all areas within the setting, outside areas, internal activities, day trips, residential trips, adventurous activities, all off site activities and for every individual pupil. For any outdoor activity, an additional dynamic daily risk assessment is completed on the morning of the activity to take into consideration any moving factors such as the weather, the mood of pupils, circumstances at the pupil's home and dynamic of the group in the morning.

**Health and Safety Arrangements**

The Health and Safety arrangements identified in this policy are based on the requirements of the Health and Safety at Work Act 1974 and other associated Health and Safety Legislation and aims, as far as is reasonably practicable to:

∙  Provide adequate control of the health and safety risk arising from our work activities.

∙  Provide and maintain equipment.

∙  Ensure all employees are competent to do their tasks and to ensure provision of adequate training.

∙  Maintain safe and healthy working conditions.

∙  Consult with employees on matters affecting the health and safety.

∙  Provide information, instruction and supervision for employees.

∙  Prevent accidents and cases of work-related ill-health.

∙  Review and revise this policy and arrangements as necessary and at regular intervals.

Risk assessments are reviewed annually or earlier if working methods or conditions change, or if they become invalid due to, for example, following an accident in the workplace, or if there are any significant changes to the hazards, such as new equipment or work activities.

**External Contractors**

The Health & Safety policy is also linked to and should be included as part of other essential interlinking policies (eg Visitors Policy and Procedure, Safeguarding Children etc). It is essential that when there may be external contractors on site, they operate within policy guidance to ensure their safety. All Contractors will form part of an approved list where they will be provided with all induction forms, DBS checks, training and Risk assessment processes and procedures. The Peaceful Pony will have a right to refuse any contractor if this is not provided,

**Health and Safety Schedule and Responsibilities:**

Holly Lockwood-Waduge- Founding Director, Director of Services and Senior Therapist. - Joint responsibility for all aspects of Health & Safety.

Jade Doughty- Director of Operations- Joint responsibility for all aspects of Health and Safety

To review all Health and Safety operations across the organisation every August; ensuring adequate management and training for Health and Safety for all staff.

Karon Reid- Compliance & Health & Safety Lead; responsible or termly audits, along with the Directors of Operations and Services. All staff undertake appropriate yearly staff induction training and continuous CPD.

Sophie Church- Maintenance Lead; Responsible for working closely with the senior leadership team to highlight any issues with the site/building and its operational systems. To coordinate effective maintenance and repairs, allowing a consistent level of H & S.

Senior Leads in charge; - Responsible for ensuring all staff working on a given day feel competent enough to oversee the H&S through the day, attending relevant health and safety meetings and informal supervisions.

All staff - To be aware of and manage Health & Safety whilst within the provision environment.

**Resolving Health & Safety Issues**

Any employee, learner/parent or volunteer with a health and safety concern must first raise it with their manager and Senior Lead in Charge that day. 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.