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## Policy Title- Health and Safety Policy

**Policy Aim:** **horsescotland will do all in its power to ensure every employees well-being and safety whilst at work. However, every employee also has the duty to take reasonable care of themselves and their colleagues.**

**Effective Date:** **1 September 2019**

### General Housekeeping

The majority of accidents recorded in organisations are falls, cuts and bruises sustained in corridors and offices not normally considered to be dangerous. The number of such incidents can be reduced by tidiness, forethought and by remedying or reporting things that are obvious hazards, such as damaged flooring or steps or carelessly left obstructions.

The Health and Safety at Work Act 1974, part of which is quoted below, gives employees certain statutory duties.

“It shall be the duty of every employee whilst at work:

- To take responsibility for the health and safety of him/herself and of other persons who may be affected by his/her acts and omissions at work;
- As regards any duty or requirement placed on his employer or any other person by or under relevant statutory provisions, to co-operate with him/her so far as necessary to enable that duty or requirement to be performed or complied with.”

### Corridors and Access

It is the responsibility of all employees to ensure that:

- Corridors, exits and entrances are kept clear of obstruction and litter;
- Fire exits, alarms and appliances are never obstructed;
- Defects in stairs, walkways, flooring, handrails etc. are reported;
- Spilt liquids are cleaned up;
- Faulty lighting is reported.

### Offices

Safety is often neglected in offices. The following points should be kept in mind, and remedial action taken when necessary:

- Tripping hazards are common. Open filing cabinets, trailing leads and defective floor covering may cause accidents. Do not have cables from computer equipment trailing across walkways. There should be sufficient power points within the premises to make this unnecessary;
- As far as possible load cupboards and filing cabinets from the bottom up, keeping any heavier items low down. Do not stow heavy objects on top of cupboards;
- Do not stand on the furniture;
- Do not sit too close to visual display units and, if necessary, turn brightness down. Ensure that you are sitting in the correct ergonomic position with adequate wrist support.

## **Management of Health & Safety**

The Chair of horsescotland is responsible for its safe running supported by the Board Director-HR

- Tools and equipment must be maintained in good condition and working order. Regular maintenance must be organised where appropriate, and all faults and defects must be reported immediately they are observed.
- Only competent personnel may use equipment and machinery. Personnel not fully competent may be allowed to learn how to use a machine, only under the continuous supervision of a competent person. Machinery and equipment should be left in a safe condition at all times.
- Floors and floor coverings must be free of dangerous defects.

In general, employees must take reasonable care for the health and safety of them self and others who may be affected by their actions. Do not fool around – this is when accidents occur.

## **Electrical Policy**

Electricity can kill. As a result, horsescotland undertake portable appliance testing (PAT) annually.

- Electrical repairs are to be undertaken only by qualified electrical or electronic tradesman using the proper tools and test equipment;
- Electrical faults are to be reported as soon as they are discovered;
- Particular attention must be paid to cables, connections, correct fuse rating and earthing of portable appliances;
- The temporary connection of equipment to the supply for test purposes must be by connectors, adequately covered to prevent accidental contact;
- When working on mains type equipment, ensure that it is disconnected or suitably isolated from mains supply.

## **Handling**

Appropriate training is to be given to employees whose jobs require the handling of goods and heavy equipment.

- Remove ragged edges or wear gloves;
- Use correct method of lifting;
- Store heavy objects low down in racks, put only light objects up high;
- If two or more people are lifting one object, be clear who is in charge of the operation;

- When carrying long objects, take great care approaching corners. If possible, keep the front end above head height;
- Ensure that you can see where you are going.

## **Fire**

All employees must ensure that they are aware of the fire evacuation procedure. It is the responsibility of all employees to be familiar with the correct procedure to be followed in the event of fire and evacuation from any building they are working in.

## **Use of VDUs**

The Health and Safety Executive's published guidance on working with visual display units (VDUs) points out that the equipment is not hazardous to health but that due consideration must be given to the way it is introduced and operated if difficulties are to be avoided.

Most work involving a VDU is not continuous and is interspersed with pauses and other activities, for example, telephone and non-VDU work. The need for set spells away from VDU should not normally arise. However, if a continuous operation period arises, in any one-hour period of VDU operation there should be a 15-minute break away from the VDU. It should be noted that this is not a rest period and should be used for non-VDU tasks.

horsescotland is committed to providing the appropriate VDU equipment and conditions of use to ensure safe working practice and comfort of use for employees.

## **VDU Eye Tests**

If, having had an eye test that results in wearing glasses for the first time, solely for use when working on a computer, horsescotland will pay the basic cost up to a maximum of £80.

## **Disabled Personnel**

Special consideration should be given to the safety of disabled personnel and to make specific provision for their escape in the event of fire or other emergency evacuation of the building.

## **First Aid**

horsescotland has a number of trained First Aiders. Accidents should be recorded in the Accident books provided.

## **Medical Emergencies**

Procedures exist for first aid and emergency transport. To summon aid in an emergency, contact a First Aider direct.

## **Lone Working Policy**

Horsescotland employees will for periods of time be working on their own. This type of working brings specific risks and horsescotland has a separate Lone Working Policy that employees should read and be aware of.

## **Action in the event of an accident where a person has been injured**

- A person who has sustained a minor injury must report to a First Aider;
- The injured person, or their representative, must fill in the accident book held by the First Aider;
- A person who discovers an accident victim, who has sustained injury, is to summon immediate help of a First Aider and alert the emergency services by dialling 999;
- A representative or the immediate manager of the injured person, must fill in the accident book, and for reportable accidents inform the Chair of horsescotland.

Note

It may be necessary for the person finding an accident victim to remove the cause of the accident, i.e. switching off an electrical current or moving a fallen object etc. The finder, if knowledgeable, may have to render First Aid or artificial respiration. The principle criteria must always be the welfare of the victim. Do not move the victim, unless essential to prevent further injury.

### **Health and Safety with horses**

This Policy covers general Health and Safety. Being involved with horses can be dangerous and horsescotland recommends that it's Board Directors and employees are familiar with the Chartered Institute of Environmental Health document on Safety with Horses.

[http://www.pcuk.org/uploads/centres/Health\\_Safety\\_in\\_Horse\\_Riding\\_Establishments\\_and\\_Livery\\_Yards - What\\_You\\_Should\\_Know\\_\(CIEH\).pdf](http://www.pcuk.org/uploads/centres/Health_Safety_in_Horse_Riding_Establishments_and_Livery_Yards - What_You_Should_Know_(CIEH).pdf)