



PONY PARTNERSHIPS



HEALTH AND SAFETY POLICY

Name of Organisation: Pony Partnerships
Venue Address for which Policy applies: All sites.
Date of last review: 1st September 2024
Date of next review: 31st August 2025
Name of Risk Assessor: Danielle Mills

REMEMBER! ALWAYS BE AWARE! EVERYONE CONCERNED SHOULD LEARN HOW TO WORK SAFELY. ASK IF YOU DON'T UNDERSTAND AND REPORT ANYTHING THAT SEEMS DAMAGED, UNSAFE, DANGEROUS OR FAULTY.

Directors are asked to note the direct link between Health & Safety and Pony Partnerships CIC Insurance arrangements.

Please note that an "approved Pony Partnerships CIC Activity" for the purposes of insurance cover is any Pony Partnerships CIC activity which conforms to and complies with these guidelines, and which has been approved by Pony Partnerships CIC.

WHO IS RESPONSIBLE?

- a) Directors - are responsible for everything that goes on in their Group including Health & Safety.
- b) Pony Partnerships CIC Management - are responsible for recruiting facilitators and volunteers. They are responsible for keeping available and/or distributing all relevant. Up to date information and records are essential.
- c) All persons accessing Pony Partnerships CIC are responsible for safe working practices.

WHAT ARE THEY RESPONSIBLE FOR?

- VENUE.
 - All aspects of the venue used by Pony Partnerships CIC will be approved by the Directors. A risk assessment will be completed, updated as necessary and checked with copies kept.
- ANIMALS.
 - Will not be worked with until they have been fully assessed by the Directors and passed as of good temperament, sound, in good condition and suitable for Pony Partnerships CIC purposes. They must be a minimum of 3 years old. Only suitably trained helpers will be allowed to handle them.
- TACK.
 - All tack and special equipment will be inspected on a regular basis to ensure that it has been maintained, is in good condition and that it fits the equine on which it is being used.
- STAFF/VOLUNTEERS.
 - All staff/volunteers will be advised on the contents and use of Pony Partnerships CIC Health & Safety Guidelines.
 - A programme of training will be discussed and planned appropriate to level of experience and qualification.
 - All staff and volunteers must fill in an application form before joining. They must provide references which should be checked and complete an enhanced disclosure application (if aged 16 or over).
 - All staff/volunteers will be given induction training, which will be recorded.
 - They will be capable and trained for all duties they are asked to perform and should be

- o briefed at the beginning of each session.
- o All people accessing Pony Partnerships CIC should wear comfortable and suitable clothing. Jackets and anoraks, if worn, should be fastened. It is recommended that jewellery is removed, and that long hair should be tied back. Gloves are recommended. Sturdy shoes or boots should be worn.

FIRST AID

No Pony Partnerships CIC activity may take place without the presence of a person holding an up to date First Aid Certificate. Appointed First Aiders will be identified at the start of each session.

There will be a First Aid Box readily available for each Pony Partnerships CIC session, with a list of those holding First Aid qualifications.

FIRE DRILL

Everyone working or attending the Group on a regular basis must be instructed on procedures in case of fire. This is to include familiarisation with the Fire Evacuation Policy. Fire Evacuation Drills will be completed once an academic term and recorded at the Fire Point. Fire extinguishers will be checked and serviced annually. Smoke alarms will be checked weekly with batteries replaced if required. An Independent Fire Risk Assessment will be conducted regularly, as advised.

ACCIDENT & INCIDENT BOOK

All accidents and incidents must be recorded immediately in the Accident and Incident Book and signed as required. This is an important document and will be retained even if it has been replaced by a new book. This book will be locked away to maintain client confidentiality. Serious accidents will be reported in accordance with RIDDOR.

GROUP RECORDS & UP-TO-DATE INFORMATION

Pony Partnerships CIC will have all up to date information and completed staff/volunteer/client forms available for reference. These will be kept in accordance with GDPR guidance.

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