



PONY PARTNERSHIPS



Health & Safety Policy

Name of Organisation: Pony Partnerships

Venue Address for which policy applies: All sites.

Date of last review: 1st September 2025

Date of next review: 31st August 2026

Name of Risk Assessor: Danielle Mills

1. Policy Statement

Pony Partnerships CIC is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all employees, volunteers, clients, visitors, and animals.

We will comply fully with the:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Regulatory Reform (Fire Safety) Order 2005

Health and safety is everyone's responsibility. All staff, volunteers, and service users must take reasonable care for their own safety and that of others, and must follow Pony Partnerships CIC's policies and procedures.

2. Responsibilities

Directors:

- Hold ultimate responsibility for health and safety.
- Approve and monitor risk assessments, policies, and procedures.
- Ensure adequate insurance arrangements are in place.

Management

- Recruit and train facilitators and volunteers.
- Keep records of risk assessments, training, and incidents.
- Provide up-to-date health and safety information to staff and volunteers.
- Ensure compliance with safeguarding, DBS, and safer recruitment policies.

Staff, Volunteers, and Visitors

- Follow all health and safety instructions and procedures.
- Report damaged, unsafe, or faulty equipment immediately.
- Wear suitable clothing and footwear (no loose jewellery; long hair tied back; gloves recommended; sturdy boots required).
- Take part in induction and refresher training as directed.

3. Areas of Responsibility

Venue

- All venues must be risk assessed before use.
- Risk assessments reviewed annually, or sooner if circumstances change.

Animals

- All animals must be assessed by Directors before use.
- Minimum age of 3 years.
- Only trained and authorised staff/volunteers may handle animals.
- Ongoing monitoring of health, welfare, and behaviour in line with Animal Welfare Policy.

Tack & Equipment

- Inspected regularly for condition and suitability.
- Maintained, cleaned, and stored appropriately.

Staff & Volunteers

- Must complete application forms, references, induction, and enhanced DBS (if over 16).
- Training provided appropriate to role.
- Must only undertake duties for which they are competent and trained.

4. First Aid

- No Pony Partnerships activity may take place without an appointed person or qualified first aider present.
- First aiders are identified at the start of each session.
- First aid kits are available in barns, stables, and sheds, with portable kits for outdoor activities.
- Significant incidents reported to guardians/schools and recorded in line with RIDDOR.
- First Aid Policy to be followed at all times.

5. Fire Safety

- All staff and volunteers receive instruction in fire procedures.
- Fire drills carried out at least once per academic term and recorded.
- Fire extinguishers serviced annually; smoke alarms checked weekly.
- Independent Fire Risk Assessment completed regularly.
- Fire Evacuation Policy details roles, routes, and assembly points.

6. Accident & Incident Reporting

- All accidents/incidents must be recorded immediately in the Accident and Incident Book.
- Records must include names, details, treatment provided, and signatures.
- Books stored securely in compliance with GDPR.
- Serious accidents/incidents must be reported under RIDDOR to the HSE within required timescales.

6. Record Keeping

- All staff, volunteer, and client forms will be securely stored in accordance with GDPR and Pony Partnerships' Privacy Policy.
- Training, supervision, and refresher records will be maintained by management.
- Insurance, fire, and first aid records will be reviewed annually.

Pony Partnerships CIC (12448033) c/o 84 Cheal Close, Shardlow, Derby, DE72 2DY
07505951793/info@ponypartnerships.com/www.ponypartnerships.com



7. Monitoring and Review

- This policy will be reviewed annually (or sooner if legislation changes, or after a significant incident).
- Staff and volunteers will be consulted during reviews.
- Lessons learned from incidents will be integrated into updated procedures and training.

Pony Partnerships CIC (12448033) c/o 84 Cheal Close, Shardlow, Derby, DE72 2DY
07505951793/info@ponypartnerships.com/www.ponypartnerships.com

