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# Health and Safety Policy

V1

December 2025

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# Policy Reference Sheet

## Health and Safety Policy

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1	Policy Statement	<p><b>This document is the British Horse Society's policy for Health and Safety.</b></p> <p>The primary aim of this policy is to set out our general approach and commitment together with the arrangements we have put in place for managing health and safety at the BHS. The legal requirement to write a policy is included in the Health and Safety at Work etc Act.</p>	
2	Policy Audience	All employees, volunteers and self-employed contractors working for the BHS.	
3	Review Programme	<p>Next review date is November 2026</p> <p>Policy approved by the Policy Review Group</p>	
4	Acknowledgement	<p>For valuable feedback and support to Sarah Phillips, Chief Operating Officer Gillian Clark, Safety Trustee Tracy Casstles, Director of Education Laura Hood, Head of Education and The Policy Review Group</p>	

Sign Off	
Signed By:	
Signature:	
Date:	

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## 1. POLICY STATEMENT

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### 1.1 Health and Safety Policy Statement

As a responsible employer, the **British Horse Society** seeks through this document to carry out all statutory duties under the Health and Safety at Work etc. Act 1974, to prepare and keep revised a written statement of Health & Safety Policy and bring this to the notice of all our employees, contractors and volunteers. This general policy statement of health & safety is the commitment of the Society to comply with current health & safety legislation.

It is the responsibility of the **British Horse Society**, together with Society management, to ensure that the working environment is safe and without significant risks to health & safety and meets the appropriate statutory requirements. It is recognised that all levels of employees, contractors and volunteers have a vital role to play in the implementation and maintenance of the health & safety programme, for the premises and other locations where employees, contractors and volunteers are at work.

#### Our Statement of General Policy is to:

- take the necessary actions to enable good standards of health and safety in the Society.
- provide a safe workplace, and safe access to it and egress from it.
- maintain a safe working environment with adequate welfare facilities.
- prevent accidents and causes of work-related ill health and provide adequate control of health and safety risks arising from work activities.
- ensure all employees, contractors and volunteers are competent to undertake their tasks and to give them adequate training.
- Provide sufficient information, instruction, training, and supervision for all employees, volunteers, apprentices, and contractors where needed.
- ensure the safe storage, use, and handling and control of hazardous/dangerous substances.
- provide and maintain safe plant and work equipment and a safe system of working.
- engage and consult with employees, contractors and volunteers on day-to-day health and safety conditions and provide adequate information and advice on occupational health issues where needed.
- implement emergency procedures - evacuation in case of fire or other significant incident.
- ensure sufficient financial resources for health, safety and welfare requirements, and contingencies.

This policy will be reviewed and revised at regular intervals and those changes will be brought to the notice of all our employees, contractors and volunteers.

Signed by:



Date: 18<sup>th</sup> December 2025

For and on behalf of:  
**The British Horse Society**

Date for review: December 2026

## 2. MANAGEMENT AND ORGANISATION

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### 2.1 Managing Health & Safety at Work

As an employer, we are aware of the need to be able to demonstrate a continuously improving health and safety management performance. It is for this reason that we have made ourselves familiar with the HSE's publication "Managing for Health and Safety" (HSG 65). It is accepted by the Society management that managing health and safety is no different from managing any other aspects of our business. Therefore, we shall need to:

#### Plan

- Think about where we are now and where we need to be.
- Say what we want to achieve, who will be responsible for what, how we will achieve our aims, and how we will measure our success.
- We will measure performance by means of active and reactive indicators.
- Consider fire and other emergencies. Co-operate with anyone who shares our workplace and co-ordinate plans with them.
- Remember to plan for changes and identify any specific legal requirements that apply to our business.

#### Do

- Assess the risks, identify what could cause harm in the workplace, who it could harm and how, and what we will do to manage the risk.
- Decide what the priorities are and identify the biggest risks.
- Organise and prioritise our plan

Aim to:

- Involve workers and communicate, so that everyone is clear on what is needed and can discuss issues – develop positive attitudes and behaviours.
- Provide adequate resources, including competent advice where needed.
- Decide on the preventive and protective measures needed and put them in place.
- Provide the right tools and equipment to do the job and keep them maintained.
- Train and instruct, to ensure everyone is competent to carry out their work.
- Supervise to make sure that arrangements are followed.

#### Check

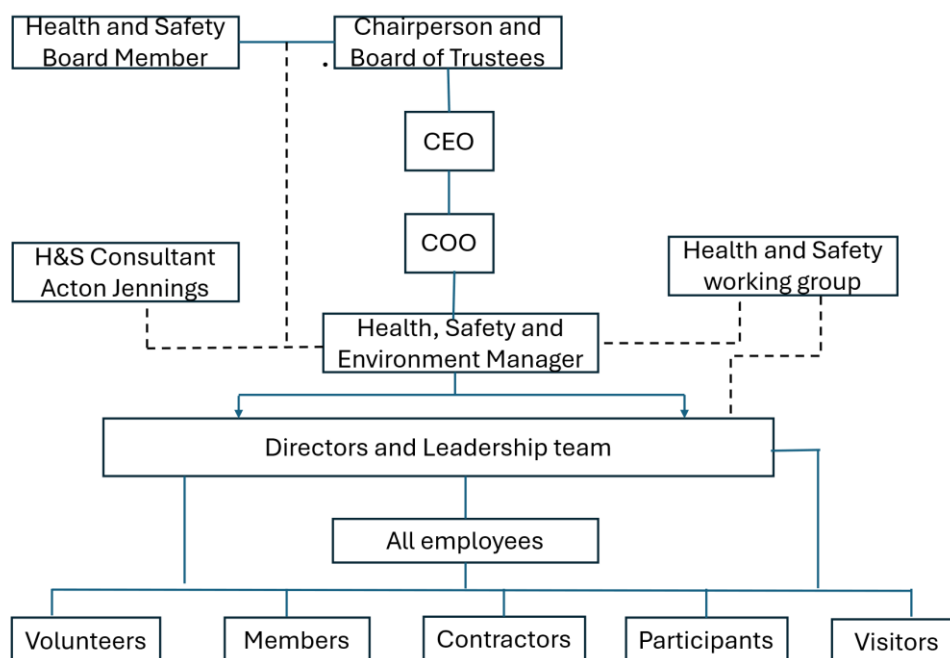
- Measure our performance.
- Make sure that our plan has been implemented – 'paperwork' on its own is not a good performance measure.
- Assess how well the risks are being controlled and if we are achieving your aims.
- Investigate the causes of accidents, incidents or near misses.

#### Act

- Review our performance.
- Learn from accidents and incidents, ill-health data, errors and relevant experience, including from other organisations.
- Revisit plans, policy documents and risk assessments to see if they need updating.
- Act on lessons learned, including from audit and inspection reports.

Further, senior managers in the Society, shall take effective measures to assess periodically our health and safety management system, and make any necessary improvements, to ensure continued commitment to maintaining high standards of health and safety at work.

## 2.2 Chain of Command for Health and Safety Management:



## 2.3 Responsibilities of the Board of Trustees

### Responsibilities of the Board of Trustees in Respect of Health and Safety Risks Arising from the BHS Activities

#### Action Points

The Board recognises that it needs to accept formally and publicly its collective role in providing health & safety leadership in the Society.

Each member of the Board must accept their individual role in providing health & safety leadership for the Society. The Board shall ensure that all decisions reflect its health & safety intentions, as articulated in this Health & Safety Policy statement.

The Board recognises its role in engaging the active participation of employees, contractors and volunteers in improving health & safety.

The Board shall ensure that it is kept informed of and alert to, relevant health & safety risk management issues.

The Board shall:

- formally review health & safety performance (at least annually);
- ensure that the Health & Safety Policy statement reflects current Board priorities.
- ensure that our management systems provide for effective monitoring and reporting of health & safety performance.
- be kept informed about any significant health and safety failures, and of the outcome of the investigations into the causes.
- ensure that the Board address the health & safety implications of all its decisions; and
- ensure that health & safety risk management systems are in place and remain effective.

## 2.4 Responsibilities of the Management, Supervisors, Employees, Contractors and Volunteers

Overall and final responsibility for health & safety at work in the Society is that of the **Board of Trustees**. However, in practice, the performance of certain strategic duties must be jointly held and/or delegated. Therefore, day-to-day duties for ensuring that the Health & Safety Policy/safe working practices/safe systems of work, are implemented in the workplace premises, is that of/commonly held with the **BHS Health, Safety and Environment Manager**.

The Society is responsible for consideration of health, safety and welfare issues in relation to the following workplaces premises/locations/areas of activity:

2 x office buildings with meeting facilities. 1 in Kenilworth, 1 in Stirling. Office work, post room services, first aid courses, meetings. External events are held in terms of conventions, equestrian shows/competitions, photo shoots, trade stands at events, horse welfare clinics, qualification assessments etc.

All employees, contractors and volunteers have a legal responsibility to co-operate with the BHS supervisors and managers to achieve a safe workplace without risks to health.

The indicated person(s) or organisation(s) have specific duties related to the following matters

Cooperate with the employers undertaking the following Health & safety training where required.

- Manual handling
- Lone working training
- H&S Induction, DSE training, Environmental awareness training.
- Dealing with difficult conversations
- Fire marshal
- FAW requalification's when required
- Automated External Defibrillator (AED)
- Mental health

Cooperate with the officials carrying out of health & safety examinations and inspections are:

- Appointed contractors
- H. M. Inspector of Factories from the Health & Safety Executive (HSE)
- Officers from the Environmental Health Department (EHO) of the local authority
- the Local Fire Officer (FO)
- the Employers' Liability Insurance representative
- Employment Medical Advisory Service (EMAS is part of the HSE), and
- Acton Jennings LLP as the external 'Competent Person', acting in an advisory capacity.

Any employee, volunteer, BHS member, or others involved in an accident or incident during the event will initially be investigated by the event organiser, their line manager, contractor, or officer in charge to gather raw data and evidence. The report should be submitted to the **BHS Health, Safety and Environment Manager** for their record and investigation purpose.

There is regular Planned Preservative Maintenance (PPM) of plant and work equipment **provided by external competent contractors**.

The Head of Operations and the Facilities team holds the technical information in relation to machinery, equipment, building structural design etc.

The person responsible for the safe keeping of health, safety and fire safety documentation is the **Health, Safety and Environment Manager and the Head of Operations**.

All employees, contractors and volunteers must also take reasonable care of themselves and others who might be affected by their activities.

Whenever an employee, contractor or volunteer observes a health and safety problem, or other defect which they are unable/not authorised to correct, then they must immediately inform the **BHS Health, Safety and Environment Manager**.

The resources relating to the volunteers are available on <https://www.bhs.org.uk/support-us/volunteering/volunteer-resources/you-your-role/>

## **2.5 Duties of Employees, Contractors and Volunteers**

All employees, contractors and volunteers have the following responsibilities and duties under the health and safety at Work etc. Act 1974 of section 7, section 8, Regulation 14(1) and Regulation 14(2).

Section 7 of the Health and Safety at Work etc. Act 1974 states:

***'It shall be the duty of every employee, contractor and volunteer while at work-***

- (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and***
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with'.***

Section 8 states:

***'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any the relevant statutory provisions.***

Regulation 14 (1) of the Management of Health and Safety at Work Regulations states:

***'Every employee, contractor or volunteer shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device ... in accordance both with any training in the use of the equipment ... and the instructions ... which have been provided to him ....'***

Regulation 14 (2) states:

***'Every employee, contractor or volunteer shall inform his employer or any other employee or volunteer of that employer with specific responsibility for the health and safety of his fellow employees, contractors and volunteers –***

- (a) of any work situation which a person with ... training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and***
- (b) of any matter which a person with ... training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety ...'***



## **2.6 Unsatisfactory Health & Safety Conduct and Gross Misconduct**

Failure to comply with health and safety duties, legal requirements, and safe systems of work and work rules, on the part of any employee or volunteer, and an attitude of non-co-operation with their employer or the organisation they work with, can lead to disciplinary action or services discontinued in the case of contractors. Health and safety breaches, which endanger the life of any person, or which create a risk of major ('specified') injury will be classified as gross misconduct making the employee or volunteer liable to dismissal. The health and safety breaches can lead to serious offences that may be dealt with by the HSE or the Court. Visit [Legislation on leading health and safety - HSE](#) for more information.

### **Gross Misconduct:**

Note. An employee or volunteer may be liable to summary dismissal if they are found to have acted in one of the following ways:

- unauthorised removal, misuse of, or interference with any guard or protective/protection device;
- unauthorised operation of any item of plant or work equipment;
- unauthorised entry into confined spaces;
- wilful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work;
- unauthorised and intentional removal of any warning sign, notice or other signage provided by their employer in the interest of health and safety at work;
- the misuse of chemicals, inflammables or toxic substances;
- the misuse of any item of safety equipment, fittings, fixtures, components, or mechanical plant;
- the use of any type of forklift truck, other mobile plant, or mobile elevated working platform, without training and authorisation;
- found to be consuming alcohol or taking unauthorised drugs, or being under the influence of alcohol or drugs, whilst at work

***This list is not exhaustive.***

## **2.7 Health and Safety Rules: All Employees, Contractors and Volunteers**

### **2.7.1 Accidents/Incidents/Near miss**

#### **All employees, contractors and volunteers must:**

- Notify their immediate supervisor or relevant authority of any accident, near miss incident, or case of illness, which caused or could have led to personal injury, or property damage.
- Report any dangerous occurrences or near miss incidents to management without delay and to be available as a witness.
- Seek medical treatment from the trained first aider/s, for any injury sustained and ensure this is recorded in the Accident Book, B.I. 510 and report it to the BHS.
- Report to their line manager for any medical condition that could affect their wellbeing as well as the health of other persons.
- Co-operate with their employer to enable implementation of occupational health and medical programmes.

Follow section 4.0 for more information about accident/incident reporting

### **2.7.2 Controls for Hazardous Substances**

Note. Technical information concerning the health risks and controls for potentially hazardous substances an employee, contractor or volunteer may have to use, will be made available for all employees, contractors and volunteers.

### **2.7.3 Electrical Safety**

To ensure electrical safety at the British Horse Society facilities, the British Horse Society requires the Electrical Installation Condition Report (EICR) to be up to date. BHS will make reasonable and practicable efforts to ensure, through written communication, that the owners of venues and other establishments have had their electrical installations and portable appliances inspected and tested by a competent person.

All employees, contractors and volunteers must:

- Keep electrical equipment, plugs and leads in a good state of repair.
- Report all faults without delay to their immediate supervisor.
- Ensure all portable electrical equipment is PAT tested once in every two years.
- Not attempt to carry out any repairs on electrical equipment unless qualified to do so.
- Undertake visual checks for any damage to sockets, plugs or leads used in connection to work at home, office and events prior to use

### **2.7.4 Fire Safety - Precautions and Emergency Situations**

All employees, contractors and volunteers must:

- Store highly flammable and flammable liquids in the correct manner.
- Not obstruct any fire doors, fire exits, fire route ways, aisles, stairways, corridors or extinguishing equipment in any place of work, and event.
- Obey Society and site rules on smoking restrictions at work.
- Report any defect associated with equipment or if it has been necessary to discharge extinguishing equipment.
- Follow the laid down emergency procedures including fire safety arrangements.
- Stop work and any running machinery and proceed to a place of safety in the event of being exposed to serious and imminent danger.
- Never leave stock or other equipment about the premises in any way, which might cause a hazard.
- Make themselves aware of the position of fire exits, water points and extinguishers, and understand the wording of the operating instructions.
- In the event of fire or when the fire alarm goes off or when instructed by the fire marshal, leave the building immediately through the available fire exit doors and do not re-enter unless it is advised to do so.
- In the event of a fire, assemble in the external area away from the building and any potential hazards.

### **2.7.5 Lifting Equipment**

All employees, contractors and volunteers must:

- Ensure that they are authorised and competent to use the lifting equipment safely.
- Always make sure that lifting accessories are in a safe condition and properly stored when not in use.
- Always ensure that lifting operations are planned before attempting them and ensure that the area is clear of personnel and obstructions.
- Always leave lifting equipment in a safe condition and properly parked to avoid injury risks.

### **2.7.6 Manual Handling**

All employees, contractors and volunteers must:

- Always adopt and carry out the best possible means of lifting.
- Receive assistance if they have doubt as to whether they are able to move the article or substance safely.
- Take extra care when moving objects up and down stairs or through doorways.
- Make sure they have clear vision when carrying bulky/large objects.
- Use mechanical lifting aids and devices provided.
- Report any defective handling equipment, and ensure equipment is not used until repaired.
- Wear PPE when involved in manual handling or carrying dangerous substances [ see also 2.7.2].
- Never sit or climb on any mobile equipment.

- When handling the weighbridge, follow the weighbridge lifting procedures[See the section(5) for further information]
- Use any cutting equipment as per instructions and training provided.

### **2.7.7 Personal Protective Equipment (PPE) and Clothing**

#### **All employees, contractors and volunteers must:**

- Use all PPE provided in the correct manner, including respiratory protection, safety harnesses and rescue equipment.
- Store and maintain the PPE provided in accordance with training and instructions.
- Report any defects, damage, loss etc. to the PPE provider.
- Always wear safety footwear at work and eye protection when required.
- Provide personal PPE when required for specific tasks such as on the horse health days event where the staff and volunteers will be required to wear hardhats, gloves and body protectors (where possible).

### **2.7.8 Signs and Notices**

#### **All employees, contractors and volunteers must:**

Observe and act upon any signs or notices displayed within the working environment.

Employees and volunteers will need to be aware of the following types of signs and notices:

- Prohibition signs, e.g. *'No Entry'*
- Mandatory signs, e.g. *'fire door keep shut'*
- Warning and hazard signs, e.g. *'Danger- Work in Progress'*
- Safe condition signs, e.g. *'Fire Exit'*
- Signs relating to fire and emergency actions and notices informing of first aid arrangements
- The HSE placard *'Health and Safety Law - What you should know'*.

### **2.7.9 Systems of Safe Working**

#### **All employees, contractors and volunteers must:**

- Report to their immediate supervisor/line manager for any defect, fault, damage or malfunction associated with the work equipment provided and submit a formal defect report sheet where appropriate.
- Make proper use of any guarding arrangement designed to protect a danger zone.
- Observe all laid down systems for safe working or other safe operating procedures.
- Return any hazardous substances and any cleaning agents to the designated storage area at the end of the shift or working day.
- Use chemicals and substances in accordance with their initial training and information contained in the Product Data Sheets.
- Risk assessment identifies potential risks and measures taken to mitigate such risks.

#### **Employees, contractors and volunteers must not:**

- Operate work equipment provided for use without having received the necessary training and instructions, as well as the authorisation to do so.
- Clean any item of work equipment, which is in motion, which could give rise to danger.
- Leave work equipment unattended whilst in motion.
- When less than 18 years of age (a 'young person' for the purpose of health and safety law), shall not operate any dangerous work equipment, unless they have close supervision and have received the necessary training, following a suitable and sufficient assessment of risk. For more information please visit young workers policy.
- Carry out repairs, adjustments, modifications etc. unless they are competent to do so and have been so authorised.

Note. Technical information concerning the machinery you might have to use is kept with the **Facilities team, Health, Safety and Environment manager and the Head of operations and located in the FM desk cabinets.**

## **2.8 Transport**

### **Employees, contractors and volunteers must not:**

- Drive or operate vehicles for the BHS business whilst unfit or unwell as advised by a medical professional.
- Convey waste materials without proper 'Duty of Care' notification.
- Overload vehicles.
- Use vehicles for any unauthorised purposes.
- Drive or operate a vehicle should they not hold an appropriate class of driving licence or other permit.
- Operate a forklift truck, or similar moving mechanical plant, unless properly trained and authorised to do so.

### **All employees, contractors and volunteers must:**

- Carry out daily checks on their vehicles for BHS business prior to use, in accordance with the recognised checking procedures provided by the manufacturer or other manuals.
- Use reversing hazard warning horns where fitted.
- Be aware of, understand and always follow the current requirements of the Highway Code.
- Stack goods evenly with heavier items at the bottom and lighter goods on top and not over hanging.
- Use proper ladder access to reach higher storage levels in safety.
- People using their own car or company car for business purpose should follow the BHS vehicle and Safe driving policy.
- Visit the vehicle and safe driving policy guide( <\\sol\\shared\\Policies\\CEO, OPS, H&S\\2024\\Policies\\Vehicle and Safe driving policy guide.pdf> ) and the BHS vehicle policy ( <\\sol\\shared\\Policies\\CEO, OPS, H&S\\2024\\Policies\\Vehicle policy.pdf> ) for more information.
- Follow the Govt guidelines available at [Transporting horses in horseboxes and trailers - GOV.UK](https://www.gov.uk/guidance/transporting-horses-in-horseboxes-and-trailers)
- Follow the Van driving risk assessment at <\\sol\\shared\\Policies\\CEO, OPS, H&S\\RAs\\Welfare van RA 2024.doc> & jump starter risk assessment <\\sol\\shared\\Policies\\CEO, OPS, H&S\\RAs\\Jump starter RA.doc> for more information.

### **Use of ATVs at events**

Use of All-terrain vehicles (ATVs); side-by-side utility vehicles at events require to follow mandatory safety information to ensure health and safety of the driver and the public. People can suffer from minor to fatal injury for inappropriate use or negligence to below basic safety information.

- Carry out safety checks and maintenance in accordance with the manufacturer's recommendations, eg regularly check tyre pressures, brakes and throttle.
- Secure loads on racks and make sure they are not overloaded and evenly balanced.
- Stick to planned routes, where possible, and walk new routes if necessary to check for hidden obstructions, hollows or other hazards.
- Take extra care with trailed or mounted equipment and understand how they affect stability.
- Make sure all riders receive adequate training
- Always wear suitable head protection
- Always select a machine fitted with a Roll Overprotective Structure (ROPS).
- In addition to ROPS, the driver and passengers should wear lap belts/seat restraints to prevent them being thrown out in the event of an accident or overturn.

For more information, please visit [Safe use of all-terrain vehicles \(ATVs\) in agriculture and forestry AIS33](#)

## **2.9 Waste Disposal**

- Waste materials etc. must not be left in such a position, where it will cause an obstruction or a fire hazard at the BHS sites, and events/venues.
- Bins should not be over - filled.
- Bins should be emptied into the skip provided.
- Any waste that is defined as controlled waste must be placed in the appropriate container for disposal by waste carriers.
- Waste materials e.g. paper /rag wipes, plastic, wet materials should be placed in the separate bins specified. Where waste consist of flammable liquid or similar solution must be deposited immediately after use within the fire-resistant waste bin which, in turn, must be effectively lidded or otherwise suitably enclosed.
- Leave waste materials and substances at the stipulated disposal point, in accordance with the waste management policy.

### **3.0 Work Environment**

#### **All employees, contractors and volunteers must:**

- Take all necessary protective measures to prevent pollution to the environment, e.g. by reducing carbon emission, and preventing chemicals entering sewers and watercourses etc.
- Maintain high standards of housekeeping throughout the premises.
- Clean up any spillages without delay, following the correct procedure.
- Keep their working environment, associated stairways, landings and passageways, clear of obstructions and in a clean and tidy condition.
- Make full and proper use of all work equipment selected and provided for their use, in accordance with their training and instructions, to control risks in the workplace.
- Notify their immediate supervisor of any hazardous situation, without delay.

#### **3.1 Site Working and Visits to Stakeholder Premises**

As part of work activities, the BHS employees, contractors and volunteers may visit other locations for meetings, attending shows, events or conventions or to meet colleagues in the other locations in the UK. Including occasional visits abroad to assess riding schools and qualifications.

There are some health & safety implications that need to consider by our employees, volunteers and contractors while working at various sites controlled by the owner and Employer of that site according to the following H&S legislations.

**The Employees, Contractors and Volunteers on Sites: The Management of Health and Safety at Work Regulations 1999. The Conduct of employees, contractors and volunteers of the Society on premises controlled by another Employer.**

Note. All employees, contractors and volunteers are expected to comply with the following, i.e. to:

- follow all health & safety/site rules (including fire safety arrangements) laid down by the Occupier of the premises;
- follow all laid down safe systems of work and safe methods of working;
- use potentially hazardous substances in accordance with health & safety data sheets and the recognised control measures;
- use suitable work equipment for the tasks in hand that have no obvious fault or other defect;
- report any defective work equipment provided by the host employer and not to use any item of defective equipment;
- take extra care and adequate precautions when access is required in the vicinity of moving machinery;
- be careful and vigilant when within a factory environment and when in relatively close proximity to hazardous machinery and work equipment;
- act upon all reasonable instructions issued and information provided by the host employer;

- provide the host employer with information/risk assessments concerning the health and safety implications of the work tasks being undertaken on site;
- co-operate with the host employer and his employees and volunteers at all times when on the premises;
- behave in a responsible manner at all times;
- to report all accidents, dangerous occurrences, near misses on site, or any case of ill health.
- Follow the BHS lone working policy & procedures and overseas travel risk assessment ( <\\sol\shared\Policies\CEO, OPS, H&S\2024\Policies\Lone working policy and procedures.pdf> ), <\\sol\shared\Policies\CEO, OPS, H&S\2024\Generic Risk Assessments\Others\Overseas Travel Risk Assessment.doc> for further information where applicable.

### **3.2 Employees, Volunteers and Contractors who work from Home**

Note. All home working employees and volunteers are expected to comply with the following, i.e. to:

- take reasonable care of their own health and safety, and that of other persons who might be affected by your work activities.
- undertake DSE workstations assessments as required by the employer;
- use all work equipment provided in accordance with any information, instructions and training;
- inform their Line Manager or Supervisor of any perceived shortcomings or risks associated with working from home;
- report any accidents arising out of working at home to the BHS management.
- attend any meetings or training sessions at the BHS registered Offices, upon receiving a reasonable request.
- conduct a visual inspection of portable electrical appliances in accordance with their instructions and information.
- Follow the BHS home working risk assessment at <\\sol\shared\Policies\CEO, OPS, H&S\RAs\Home working Risk Assessment 2024.doc> and the lone working policy & procedures and the overseas travel risk assessment for further information.
- Anyone involved in remote working needs to follow home working risk assessment and lone working policy ensure their health and safety.

Note. Where it is deemed necessary, members of the management team or Health and Safety Advisor may be required to visit the residence of a Home Worker, in order to undertake risk assessments or to discuss relevant issues.

## 4.0 GENERAL ARRANGEMENTS

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### **First-Aid Arrangements, Work-Related Illness and Reporting Accidents/Incidents/near miss,**

#### **4.1 First-Aid Arrangements**

The Society recognises the importance of having suitable and sufficient first-aid arrangements within the workplace. First-aid treatment can play a vital part when someone has been injured and may mean the difference between life and death.

Through the procedure of risk assessment, to include our site working, the Society provides what we consider to be suitable and sufficient first aid facilities. This includes the provision of first aid materials (boxes etc.) and trained employees and volunteers.

##### **First-aid boxes**

Boxes are situated in the kitchen and reception at Kenilworth and the kitchen at Stirling.

##### **Trained Persons**

The Society ensures there are enough trained first aiders both at Kenilworth and Stirling and sufficient trained first aiders are present for external events.

All certificates are valid at this time and refresher training is provided as and when required.

##### **Site Working**

Employees, contractors and volunteers may work on various site locations as part of their day-to-day job. First aid kits are provided for each BHS fleet vehicle., first aid kits and treatments should be available via the Host Employer.

Site based employees, contractors and volunteers should seek A&E Hospital services if required. The event risk assessment should include first aid arrangements, specifying the names of the first aiders who will be present on-site.

All accidents and cases of work-related ill health must be recorded in the accident book. The accident book BI 510/accident records are kept in the **kitchen at Kenilworth and Stirling**.

#### **4.2 RIDDOR Reporting Procedures:**

##### **RIDDOR Reporting**

From 12 September 2011, statutory reporting to the Health and Safety Executive (HSE) of work-related injuries and incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), transferred to a predominantly online system. Revised online forms are now available for reporting purposes. Employers are no longer required to report incidents by email, post or by fax.

However, 'specified injuries' and fatal events can still be reported to HSE by telephone. The HSE recognises that certain specified injuries or fatal incidents are traumatic and have retained a telephone service for those persons having to make these reports (but see also below).

a RIDDOR report is required only when:

- the accident is [work-related](#)

- it results in an injury of a type which is reportable

### **Types of reportable incidents:**

#### **The death of any person**

With the exception of suicides, the death of any person must be reported if it resulted from a work-related accident. **A report must be submitted within 10 days of the incident.**

If a person suffers a reportable work-related injury and dies due to that injury within one year (365 days), this must be reported as a work-related fatality.

There is no requirement to report the death of a self-employed person when it occurs at a premises where they are the sole owner or occupier.

#### **'Specified injuries' to workers**

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4) and **need to report within 10 days of the incident.**

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - Covers more than 10% of the body
  - Causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

#### **'Over-seven-day' incapacitation of a worker**

Accidents must be reported where they result in an employee or volunteer or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

#### **'Over-three-day' incapacitation**

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, this record will be sufficient.

#### **Non-fatal accidents to non-workers (e.g. members of the public)**

Accidents to members of the public or others who are not at work must be reported within 10 days of the incident if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to the injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a '[specified injury](#)'.



## Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. They need to be reported as soon as a doctor's notification has been received.: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

For the information about the Regulations 8 & 9 visit [Reportable occupational diseases - HSE](#), [Exposure to carcinogens, mutagens and biological agents - HSE](#).

## RIDDOR Reporting on COVID-19

There is no requirement under RIDDOR to report incidents of disease or deaths of members of the public, patients, care home residents or service users from COVID-19. The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure, that is, as a result of a person's work.

## Dangerous Occurrences

Dangerous Occurrences are certain, specified near-miss events. Any dangerous occurrence should be reported immediately. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person. Visit [Dangerous occurrences - HSE](#) for more information.

## Gas Incidents

Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas. Such incidents should be reported immediately using the [Report of a Flammable Gas Incident - online form](#).

Registered gas engineers (under the Gas Safe Register,) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- an accidental leakage of gas;
- incomplete combustion of gas or;
- inadequate removal of products of the combustion of gas.

### 4.3 Reporting Incidents

#### How to report online

Visit [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) for RIDDOR reporting and complete the appropriate online reporting form. The form will then be submitted directly to the RIDDOR database. The individual reporting will receive a copy for their records. The following forms need to be completed to file a report to HSE.

- **F2508**                      **Report of an Injury**
- **F2508**                      **Report of a Dangerous Occurrence**
- **F2508A** **Report of a Case of Disease**
- **OIR9B**                      **Report of an Injury Offshore**
- **OIR9B**                      **Report of a Dangerous Occurrence Offshore**
- **F2508G1**                   **Report of a Flammable Gas Incident**
- **F2508G2**                   **Report of a Dangerous Gas Fitting**

All incidents can be reported online but a telephone service (contact 'Incident Contact Centre' on 0845 300 9923 - opening hours Monday to Friday 8.30 am to 5 pm) remains for reporting fatal and specified injuries only.

Circumstances where HSE may need to be contacted out of hours include:

- a work-related death or situation where there is a strong likelihood of death following an incident at, or connected with work;
- a serious accident at a workplace so that HSE can gather details of physical evidence that would be lost with time; and
- following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or the Government Ministers.

The 'Responsible Person' (under 'RIDDOR'), for reporting of 'specified injuries', fatalities, cases of incapacity, 'reportable work-related illness' and specific 'dangerous occurrences' is the Health, Safety and Environment Manager. If the National Managers/Regional managers or the event organisers file a RIDDOR reporting to HSE in absence of the 'responsible person' or where it is needed to do so, a copy must be shared with the Health, Safety and Environment Manager.

Also, further information can be found in the accident/incident flowchart at <\\sol\\shared\\Policies\\CEO, OPS, H&S\\2024\\Generic Risk Assessments\\Others\\Risk assessment & Accident incident procedure.docx> and BHS H&S policy guidelines at <\\sol\\shared\\Policies\\CEO, OPS, H&S\\2024\\Policies\\BHS Health & Safety Policy Accident Investigation Guidelines.pdf>.

### 4.4 Health Surveillance

Employees, contractors and volunteers will be provided with appropriate and suitable health surveillance, if assessed as being necessary, to safeguard their health, and protect them whilst they are at work. Health surveillance will likely be required if the following aspects apply:

1. where employees, contractors and volunteers carry out work known to affect health in some particular way
2. valid ways to detect the disease or condition should be implemented
3. where it is reasonably likely that the damage to health could occur under the conditions at work?
4. where health surveillance is likely to benefit the employee, contractor or volunteer?

#### **An example of the above criteria being met**

1. High noise levels are known to cause hearing loss.
2. A valid technique (hearing tests) can detect the effect of noise on the hearing of individuals who work in noisy conditions.
3. The risk of hearing damage relates to the carrying out of an adequate noise assessment.
4. Hearing tests will benefit employees and volunteers by identifying those at risk, so that measures can be taken to protect them and improve working conditions.

#### **Current/Planned Arrangements**

The health surveillance programme will be planned by the appointed person when required.

There are no arrangements in place at this stage.

#### **4.5 Consultation with Employees, Contractors and Volunteers**

The Society is aware of the requirements of the Health and Safety (Consultation with Employees and volunteers) Regulations 1996. The Society shall implement all the requirements in the most effective, sensible and practical manner, in relation to all employees and volunteers and their places of work.

##### **The Duty of an Employer to consult**

In accordance with the demands of this legislation, employees, contractors and volunteers who are not represented by safety representatives shall be consulted in good time on matters relating to their health and safety at work. Such matters shall cover:

- the introduction of measures which may substantially affect the health and safety of employees, contractors and volunteers;
- arrangements for nominating/appointing competent persons;
- health and safety information to be provided;
- the planning and organisation of any health and safety training required to be provided; and
- the health and safety consequences concerning the introduction of new technologies into the workplace.

##### **Persons to be consulted**

The BHS shall consult with its employees, contractors and volunteers by means of a **Health & Safety Working Group** or direct communication with the relevant team or department – using emails, virtual direct meetings, or face to face.

It is however, for the Society to determine the most effective and appropriate manner of consulting employees, contractors and volunteers on health, safety and welfare matters.

##### **The Provision of Information**

The Society is aware of its obligations to provide sufficient information to those employees, contractors and volunteers who are consulted by direct means.

##### **Health and Safety Concerns**

Any employee, contractor or volunteer can raise matters of concern with regard to health and safety at work. In the first instance they should liaise with their **Line Manager, Health, Safety and Environment Manager, the People Team, and the Chief Operating Officer.**

## 4.6 Contractors and Visitors

### Use of Contractors

A contractor is an independent professional who offers specialised services on a contract basis, they must be able to demonstrate that they have the skills, knowledge and experience to carry out the work safely and without risk to health.

A contractor is a

- An individual who provides IT services on a temporary basis
- A consultant, who specialise in fields like strategy, management, accounting, operations, and HR
- BHS Assessor undertaking BHS Assessments.
- A self-employed person, while others may work through an agency.

When appointing contractors, the Society must identify the key aspects of the work required and consider the health and safety implications of the job. This will involve:

- Assessing the risks
- Deciding what information, instruction and training is required
- How co-operation and co-ordination will be achieved
- How all parties will be consulted
- The level of supervision and monitoring required.

Selection of contractors is fundamental, and the Society ensures that all contractors appointed will be competent to do the job safely and without risks to health and safety. The following factors will be included within selection policy:

- The experience they have
- Evidence of health and safety policies and procedures
- Information about their health and safety performance
- The qualifications and skills that they have
- Evidence of their safety method statement
- The Risk assessment of the contractors/self-employed person
- The health and safety training they have completed.
- Their arrangements for consulting the contractor' workforce
- Any membership of relevant trade or professional body
- Follow the contractors checklist [\\sol\shared\Policies\CEO, OPS, H&S\RAs\Contractor\\_risk\\_assessment.docx](\\sol\shared\Policies\CEO, OPS, H&S\RAs\Contractor_risk_assessment.docx) and guidance [Using contractors: A brief guide INDG368\(rev1\)](#) for more information.

### Co-operation and co-ordination

Co-operation and co-ordination between all parties is required to ensure the health and safety of the workplace and who is likely to be affected. This may take the form of regular meetings/briefings, or a liaison person appointed by the Society.

### Organisation House Rules

The Society shall attempt to ensure that visitors and contractors abide by any internal rules and any other safety procedures in force. In this respect, the Society will inform such persons of the rules for visitors upon their arrival and alert visiting contractors about the nature of hazards associated with their work tasks.

The Society will make suitable arrangements for the effective management and monitoring of contractors depending on the scope of the work to be undertaken.

### Rules for Visitors

- All visitors are required to report to **Reception** upon their arrival to the premises.
- All visitors must sign in and out using the digital signing in system located at reception.
- Health & Safety information will be given to all visitors via the digital login system.
- The employee hosting a visitor must ensure the whereabouts of the visitor
- Visitors are expected to comply with the BHS Health and Safety Policy and with good safety practices at all appropriate times.
- Visitors are required to wear items of PPE where risk assessment deems it necessary.
- Visitors attend at our events should comply with the Event organiser's H&S policy document, event fire exit and evacuation procedures and the risk assessment document and any other specific hazard information shared by the event organisers.

### 4.7 Control of Substances Hazardous to Health ('COSHH')

The Control of Substances Hazardous to Health Regulations 2002 {'COSHH'} (as amended in 2004), amplify and extend a general duty for employers to control exposures and risks associated to using substances that are hazardous to health, except in few special cases such as lead and asbestos.

Both the Kenilworth and Stirling premises engage the services of a contract cleaner. **The Health, Safety and Environment Manager and the Head of Operations** ensures that due diligence has been carried out to ensure that the contract cleaner manages the risks associated with the substances they use.

The cleaning contractors are required to maintain COSHH Materials Safety Data sheets at all BHS sites for all substances and a risk assessment should be submitted to the BHS that underpin the essential control measures taken to reduce exposures. The information about Chemicals safety data sheet is available online at

<https://www.hse.gov.uk/coshh/basics/datasheets.htm>

These are made available to the contract cleaner employees for their information and protection. The contract cleaning Organisation is responsible for identifying all substances that require a COSHH assessment.

When employees or volunteers use cleaning products or hazardous paint, they must be aware that some substances are corrosive and can cause skin allergies, eye damage, or respiratory issues if not handled properly.

A risk assessment should be conducted to identify potential hazards and implement appropriate control measures. Additionally, a COSHH (Control of Substances Hazardous to Health) assessment is required.

Employees or volunteers must follow the following safety information if involved in cleaning or painting surface.

- Use safe work techniques to avoid direct contact with harmful substances.
- Store cleaning products securely to prevent leaks or spills.
- Use protective gloves, aprons, and eye protection when necessary.
- Remove any contamination immediately.
- Wash hands thoroughly, dry them properly, and use skin creams regularly to prevent irritation.
- Keep the work area well-ventilated to reduce exposure to fumes.
- Keep cleaning chemicals and paint away from direct sunlight and sources of fire.
- Follow the manufacturer safety information prior to use.

### 4.8 Display Screen Equipment (DSE) Workstations

It is the policy of the BHS according to the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002) to provide a safe and healthy working environment for employees, contractors and volunteers, including particular measures to protect their health and safety when they are working with display screen equipment (DSE) workstations.

The British Horse Society will fulfill its obligations to employees, contractors and volunteers working at our sites by:

- carrying out the assessments of workstations, using a self-assessment approach, supported by the management and also Acton Jennings LLP as required;
- the provision of suitable work equipment;
- the provision of information and training for our 'users';
- the provision of 'eye and eyesight testing' for those users, and by the provision of spectacles where these are required for DSE work;
- planning for regular breaks for employees, contractors and volunteers working with DSE, as determined with the user/s.
- DSE Assessments should be undertaken by the employees every two years.

#### **DSE: Review of Assessment**

The DSE assessment or relevant parts of it should be reviewed in the event of any changes , or changes in individual capability and where there has been some significant change to the workstation, such as:

- a major change to the software used
- a major change to the hardware (screen, keyboard, input devices etc.)
- a major change in workstation furniture
- a substantial increase in the amount of time required to be spent using DSE
- a substantial change in other task requirements (e.g. more speed or accuracy)
- the workstation is relocated
- the lighting is significantly modified.

Assessments would also need to be reviewed if research findings indicated a significant new risk or showed that a recognised hazard should be re-evaluated. Employees are advised to contact their line manager and/or the Health, Safety and Environment Manager if their circumstances changed and required to submit an updated DSE assessment.

Additionally, arrangements are in place for DSE 'users' to be provided with eye and eyesight tests and examinations including spectacles if required. The information relating to this service is available on Cezanne.

#### **Workstation and Lap Top Setup/Posture**

Refer to the DSE Awareness Training on BHS Wise for the recommended ergonomic workstation/lap top setup and posture.

### **4.9 Electrical Equipment/Systems: Checks, Inspections, Repairs and Testing**

#### **Hazards**

The three main hazards are contact with live parts, fire and explosion. The use of electricity in all work activities is assessed and suitable precautions put in place to control the risks.

#### **Maintenance**

The BHS understands that all electrical equipment, wiring installations, generators or battery sets, and everything connected to them, must be maintained to prevent danger. Checks, inspections, repairs and testing are carried out as necessary.

Any persons carrying out electrical work on behalf of the Society must be competent to carry the work out safely. All electrical contractors will need to ensure that they belong to an accredited body, such as the National Inspection Council for Electrical Installation Contracting (NICEIC). Arrangements are in place for the on-going visual inspections of electrical equipment and combined electrical inspection and testing. All employees are advised to visually check for damage of cables, socket and leads prior to use electrical equipment and report accordingly.

All portable electrical appliances are electrically inspected and maintained by **an externally appointed competent person, with records kept** thus fulfilling the legal obligation to 'maintain' electrical equipment/systems as required by law.

**Mains Electrical Installation** – The wiring systems are subjected to periodic thorough examinations and testing by Igloo Commercial Services Limited, with a review scheduled for next year.

**Electrical Appliances** are subjected to periodic thorough examinations and testing by HMC Compliance

#### **Inspections of Plugs, Cables, Leads and Portable Electrical Appliances**

This is a defined responsibility of the **Facilities team** and the **IT team**.

All employees, contractors and volunteers are required to be vigilant with regard to portable electrical equipment and report any defects observed.

Note. Any defects/faults or electrical uncertainties must be brought to the immediate attention of the facilities team and IT Team without delay. All repairs shall be undertaken by a competent person. Any electrical defects detected, shall lead to the item of equipment being immediately withdrawn from work activities, until it has been examined and verified as being safe to use by a competent person.

#### **4.10 Fire Policy and Workplace Safety**

This Society will provide a fire safe working environment for the protection of employees, contractors and volunteers, visitors, and any other persons who may be affected, through the implementation of the relevant fire Regulations, i.e. the Regulatory Reform (Fire Safety) Order 2005, which came into force on 01 October 2006.

- identify through proper assessment the risk to persons from fire and also dangerous substances;
- evaluate the level of risk to persons on the premises and then to reduce the risk to as low a level as is reasonably practicable;
- record any significant findings and inform employees, contractors and volunteers and all other relevant persons of any risks identified;
- ensure a safe place of work with effective and maintained means of escape in the event of a fire;
- inform, instruct and train relevant people as to the actions they must take in the event of a fire occurring.

Periodically, the risk from fire will be re-assessed to ensure that the findings are still effective and appropriate  
**Employees, Contractors and Volunteers**

Employees, contractors and volunteers are required under Article 23 of the Order to take reasonable care of their own, and the safety of other persons, who may be affected by their actions. Employees and volunteers are required to co-operate with their employer, or other manager appointed, in order for the Society to fulfil its legal duties under this legislation.

The Society believes in the achievement of a fire safe workplace through co-operation of the contractors, employees and volunteers and encourages the active involvement of its workforce to achieve a safe workplace.

BHS t have the ultimate responsibilities for fire safety planning/risk assessments, and for fire precautions in the event of a fire emergency. This applies to all of the Society premises.

#### **Responsibilities**

The Health, Safety and Environment Manager, Facilities team and the Head of Operation have overall responsibility for fire safety standards and safe arrangements at the organisation premises at both Kenilworth and Stirling.

The fire assembly point has been identified and established and is located;

- **Kenilworth – entrance to the staff car park**
- **Stirling – overflow carpark on first lamp post to the left**

Working areas must be kept tidy and all escape routes/fire exits un-obstructed. This matter will be the responsibility of all employees, contractors and volunteers.

A competent person examines fire-fighting equipment on an annual basis. The contractor attending to this matter is **MFE Limited**.

A fire alarm system is in operation that has smoke/heat sensors and can also be manually activated. The alarm emits a **siren** when activated. Fire alarm test should be carried out weekly whereas the fire drill to be conducted annually.

All fire related documentations are kept in and can be accessed contacting either the Health, Safety and Environment Manager, or the Head of Operations.

The fire extinguishers are in designated areas within the workplace premises.

Fire risk assessments are carried out by Igloo Commercial Services Ltd and implemented by the Health, Safety and Environment Manager, Facilities team and the Head of Operation.

Designated individuals have received fire safety training for both our Kenilworth and Stirling premises.

Note. Fire hazards must be reported without delay. Employees should follow the fire exit and evacuation policy, and, the employee or volunteer should report any fire-related incident immediately to the Health, Safety, and Environment Manager, the Facilities team, or the Head of Operations, whichever is available.

Fire Marshalls for our workplace have been duly nominated.

#### **4.11 Health & Safety: Professional Services**

Workplace injury and ill-health are expensive, for the following reasons:

- accidents can cause damage and disrupt plant and equipment;
- management time is used unproductively in investigation and remedy;
- work schedules are disrupted and valuable time is lost;
- conviction for a criminal offence result in fines and bad publicity;
- Civil liabilities can be substantial and the trend is towards larger settlements - even if awards are covered by insurance, premiums go up and up.

#### **Health & Safety: Professional Services**

Good consultants can be effective in helping to achieve compliance with health and safety legislation. BHS have appointed Acton Jennings LLP as the external 'competent person', in accordance with regulation 7 of the Management of Health and Safety at Work Regulations 1999, to ensure access to competent help in applying the provisions of health and safety laws.

The main contacts are:

- Mr Peter W. Jennings MSc; CMIOSH
- Mr John Longfield Tech IOSH



## 4.12 Health and Safety Risks arising from Work Activities

### Risk Assessments

The BHS is aware that a risk assessment must be completed prior to any events organised by the BHS, or the BHS affiliated organisations as required by the Management of Health and Safety at Work Regulations 1999 and that there must be a record of the significant findings of those assessments and adequate control measures taken. Risk assessment training is available on BHS wise. Employees, volunteers and contractors who are involved producing a risk assessment for their event are recommended to complete this training.

The BHS has a generic risk assessment for every type of event that employees or volunteers can use as guidance when conducting an event specific risk assessment

### RA Submission Requirements:

- An event-specific risk assessment must be submitted to the event safety inbox at least one week before the event (including weekends) for review.
- Event organisers are also advised to conduct a dynamic risk assessment during the event and take proactive and preventive measures to minimise health and safety risks.

### Training & Guidance:

- Employees or volunteers involved in conducting risk assessments must complete risk assessment training, available on BHS Wise.

### Support & Assistance:

For any concerns, additional information, or support, event organisers should contact **the BHS Health, Safety, and Environment Manager**.

The further information can be found at <\\sol\shared\Policies\CEO, OPS, H&S\2024\Risk assessment & Accident incident procedure.pdf>

The revised format for reporting event risk assessment can be downloaded accessing the following link <\\sol\shared\Policies\CEO, OPS, H&S\RA\BHS Event Risk Assessment Template v3 2024 FINAL.docx>

The information based on the findings of a risk assessment should be made available to employees, contractors and volunteers where appropriate.

If a maintenance contractor is involved in carrying out hot works, a risk assessment and a signed hot work permit need to be submitted prior to undertaking the job. This document is required by law when the work involves cutting, welding, soldering, or using flammable liquids, as it constitutes a greater risk of generating flame and heat. People working in confined spaces or at height (e.g., on the roof) also need to submit a risk assessment to us.

If any work does not fall within the definition of hot works, the contractors will still need to submit a risk assessment, but they may not need to sign a work permit depending on the nature of the job.

Therefore, it is accepted that some of our operations may, unless properly controlled, create risks to staff, employees, and others. We will take all reasonably practicable measures to eliminate or reduce such risks to an acceptable level.

Any employee, contractor or volunteer, who discovers a hazardous/defective condition relating to their workplace/a work activity, should report this to Environment, Health and Safety Manager, and the Facilities team, so that an appropriate action can be taken.

## **Inspections of Workplaces, the Identification of Hazards and the Control of Workplace Risks**

The monthly and regular inspection identify the Health and Safety risks at our Kenilworth and Stirling offices. The external contractors are advised to submit their risk assessment to the BHS H&S team prior to carry out any hot works, roof works or heavy maintenance works or any other works that may increase health and safety risk to people. The objectives of workplace inspections is to identify hazardous conditions and start the corrective process and thus to make improvements and reduce risks.

The risk assessment for any in-house events is undertaken by the **Health, Safety and Environment manager**.

The person responsible for ensuring that the required action is implemented is the designated person on site.

The Head of Operations, in collaboration with the Health, Safety, and Environment (HSE) Manager, is responsible for overseeing that all maintenance works are conducted safely. They must ensure that corrective and preventive actions are identified and implemented to eliminate or mitigate risks to an acceptable level.

Note. Risk Assessments. The risk assessments referred to above detail the workplace precautions/control measures that are required to reduce the level of risk. However, it is imperative that these control measures are implemented and maintained at all times. Therefore, all employees, contractors and volunteers must ensure that the required control measures are in place and that safe systems of work are followed at all times.

### **4.13 Health and Safety Training Policy**

Section 2 of the Health and Safety at Work etc. Act 1974 imposes a general duty on an employer, to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees, contractors and volunteers.

It is the BHS policy to provide training to employees, contractors and volunteers, not only to comply with statutory requirements but also to secure a safe and healthy working environment for employees, contractors and volunteers and any others who may be affected by work activities. The Society will continuously assess the health and safety training needs of employees, contractors and volunteers and record the training provided.

### **Mandatory and optional Training**

All mandatory and optional Health and Safety (H&S) training, including the H&S Induction, is available on BHS Wise. Line managers are responsible for ensuring that employees complete their H&S Induction training within 24 hours of starting their role and all other mandatory training within two weeks of their start date or sooner.

### **Job Specific Training**

Job specific training is provided by the designated **Line Manager**. The training is also organised or provided by the BHS if required.

### **People Team, Line Manager and Volunteer Team.**

The line manager should identify if employees/volunteers need any special training.

### **Information about Manual Handling training:**

The BHS has made manual handling training mandatory for all employees. Employees are required to complete this training within the two-week of joining. For those involved in regular manual handling, the BHS advises undertaking refresher training annually. However, employees who are not regularly involved in manual handling only need to complete the training once. As an employer, the BHS strictly adheres to the Manual Handling Operations Regulations 1992.

The key duties are to:

- avoid the need for hazardous manual handling, as far as reasonably practicable;
- assess the risk of injury from any hazardous manual handling that cannot be avoided;
- reduce the risk of injury from hazardous manual handling, as far as reasonably practicable.

The BHS advises that under the above manual handling regulation, Employees, contractors and volunteers have also duties to

- follow the appropriate systems of work laid down for their safety;
- make proper use of the equipment provided for their safety;
- co-operate with their employer on health and safety matters;
- inform their employer if they identify hazardous manual handling activities;
- take care to ensure that their activities do not put others at risk of injury.

They also need to

- assess if manual handling needs to be carried out at all or avoidable.
- think about possible mechanisation for some processes.
- be aware of new hazards arising from automation or mechanisation.

### **Work at Height**

We know that falls from height account for a significant number of workplace fatalities and specified injuries.

The Work at Height Regulations 2005 adopts a goal-based approach to assessing all work at height of which the Society intends to implement.

There is a defined hierarchy of control for managing and selecting equipment for work at height. These are:

- Avoid work at height – i.e. do the work from the ground,
- Use work equipment or other measures to prevent falls where work at height cannot be avoided – i.e. use existing place of work or scaffolding etc.,
- Where the Society cannot eliminate the risk of a fall, use of work equipment or other measures to minimize the distances and consequences of a fall should one occur i.e. nets/harnesses.

The risk assessment required under these regulations will require the Society to ensure:

- All work at height is properly planned and organised;
- Weather conditions are taken into account;
- All personnel are trained and competent;
- The place of work is safe;
- All equipment for work at height is appropriately inspected;
- The risk from fragile surfaces is controlled;
- The risk from falling objects is controlled.

All working at height is carried out by external competent contractors and due diligence is carried out by the **Health, Safety and Environment Manager, Facilities team and the Head of Operations.**

#### 4.14 Monitoring Health and Safety

##### Active Monitoring

To ensure that health and safety standards are correct and to check the working conditions within the Societies workplace premises, before accidents, incidents or ill health are caused, we will undertake an analysis of relevant standards listed below.

##### Reactive Monitoring

Accident and incident data, 'near- miss reports and ill health events, will be used as indicators of performance, to highlight areas of concern, and to be able to take corrective actions.

The persons responsible for carrying out health and safety monitoring are:

- **Health, Safety and Environment Manager, Head of Operations and the Facilities team**
- Acton Jennings LLP acting in an advisory capacity only.

Monitoring reports will be submitted to **the Health, Safety and Environment Manager**.

#### 4.15 Safe Work Equipment

When purchasing any new or second-hand equipment checks will be undertaken to ensure that it meets the necessary health and requirements,

The person responsible for checking that new plant and work equipment meets current health & safety standards prior to purchase is the **Health, Safety and Environment Manager, the Head of Operations and the Facilities team**.

Any problems / defects found in relation to work equipment, must be reported to the above-mentioned persons.

#### 4.16 Mental Health and Wellbeing – work related stress and Occupational Health (For employees only)

The most common workplace mental health issues are related to anxiety, depression, and work-related stress. Mental health can also be impacted by difficult life events, such as bereavement.

Employers have a legal duty to protect employees from health and safety risks, including risks related to mental health. When a risk is identified, employers must take steps to eliminate or reduce it as far as reasonably practicable.

At BHS, we are committed to fulfilling our duty of care to protect employees from workplace stress. This is achieved by conducting thorough risk assessments and taking appropriate actions to mitigate identified risks. To support this commitment, BHS provides:

**Training and Support:** Programs designed to reduce workplace pressures and help manage stress effectively.

**Dedicated Mental Health and Wellbeing Team:** A team focused on promoting mental health awareness and providing assistance. Mental Health First Aiders offer initial support, raise awareness, reduce stigma, and foster a supportive environment for those in need.

Employees and managers are also encouraged to disclose mental health concerns through their Display Screen Equipment (DSE) assessments. The BHS Mental Health and Wellbeing Policy outlines the organization's approach to mental health issues and provides clear guidelines for support and intervention. [\\sol\\shared\\Policies\\CEO, OPS, H&S\\2024\\BHS Mental Health Policy \(2\).docx](\\sol\\shared\\Policies\\CEO, OPS, H&S\\2024\\BHS Mental Health Policy (2).docx)

The employees can also visit [Stress at work - Mental health conditions, work and the workplace - HSE](#) for more information related to workplace stress.

### **Occupational health:**

The BHS ensures that workers' health is not adversely affected by their work and that they are medically fit to perform their duties safely. This includes:

- occupational health support when necessary.
- ensuring workers are medically fit to undertake the role required.
- reviewing risk assessment when a worker is returning to work following sickness absence or declares a health condition
- reviewing DSE, Eye test, driving, working hours and manual handling requirements based on the recommendations of the return-to-work form and the occupational health support assessment.

### **4.17 Violence and Aggression at Work**

The BHS recognises the legal duties by virtue of the Health and Safety at Work etc. Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees and volunteers.

The Health and Safety Executive (HSE) has defined work related violence as:

***'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.***

The Society intends to establish a working environment in which all employees, contractors and volunteers and young persons can feel safe and secure whilst at work. This means not being subjected to any form of threat, verbal or physical abuse.

### **Procedural Arrangements**

Following any incident of violence at work, **Health, Safety and Environment Manager** is responsible for deciding whether there is a requirement to report the incident under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

All incidents are fully recorded by and reviewed by **Health, Safety and Environment Manager** and the **People Team**.

All employees, contractors and volunteers have a responsibility to report any concerns they may have relating to possible violence and aggression to their **Line Manager** and the **People Team**, so that preventive action can be taken whenever possible.

### **4.18 Safety and Security at our Premises**

The British Horse Society (BHS) is committed to raising awareness of potential security threats and terrorist-related activities, and to minimising these risks wherever possible in order to provide a safe working environment for all members of the Home Team and One Team. BHS will align with the requirements of Marty's Law 2025, where appropriate, to ensure the safety of our events and premises.

Where a BHS premises or event is open to the public and falls within either the Standard Duty Premises tier (capacity of 200–799 people, including employees) or the Enhanced Duty Premises tier (capacity of 800 or more people, including employees), BHS will ensure that appropriate measures are in place, in accordance with the legislation, to respond to and mitigate the impact of a terrorist attack.

(ref.: [Martyn's Law Factsheet – Home Office in the media](#)). Please refer to our operational security and Terrorism policy for further information.

### **4.19 Environment Sustainability**

Beyond the moral and economic cases, health and safety play a crucial role in workplace sustainability. Through effective health and safety programs, workplaces can evolve into vibrant ecosystems. Effective

health and safety practices directly enhance sustainability by minimizing waste and mitigating workplace accidents and hazards.

Risk assessments, regular audits, incident/accident investigations, hybrid working arrangements, and current initiatives to reduce waste and carbon emissions are all key elements of BHS's efforts to promote environmental sustainability.

The BHS Environmental Policy recognises the importance of managing the environmental impact arising from its operations. The organization is committed to protecting the environment, evaluating the impact of its activities, and supporting external stakeholders in reducing their environmental impact. Line managers ensure that employees complete the environmental awareness training available on BHS Wise.

#### 4.20 Policy Review

Year	Reviewed by	Date	Comments
2021	John Longfield Tech IOSH of Acton Jennings LLP	25 <sup>th</sup> September 2021	Draft Version
2022	John Longfield Tech IOSH of Acton Jennings LLP	6 <sup>th</sup> November 2022	Review
2023	John Longfield Tech IOSH of Acton Jennings LLP	10 <sup>th</sup> October 2023	Review
2024 - 2025	John Longfield Tech IOSH of Acton Jennings LLP and Samar Chakraborty, Tech IOSH, PhD, FHEA, British Horse Society	24 <sup>th</sup> February 2025	Revised version
2025	John Longfield Tech IOSH of Acton Jennings LLP and Samar Chakraborty, Tech IOSH, PhD, FHEA, British Horse Society		Revised version

## 5. APPENDICES/RESOURCES

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### Appendix 1 – Essential Resources

Volunteers: <https://www.bhs.org.uk/support-us/volunteering/volunteer-resources/you-your-role/>

Assessor/Contractors: [Become a BHS Assessor | The British Horse Society](#)

Workplace sustainability: [How Can Health and Safety Improve Sustainability in the Workplace? - HSE Network](#)

### Appendix 2 – COVID 19/Pandemics

Employees [Z:\Health and Safety\Guidance and policy statement\Guidance and Policy Statement 2023\BHS Health & Safety Policy Appendix 2 COVID 19.docx](#)

### **Appendix 3 – CDM Regs Statement**

Employees [Z:\Health and Safety\Guidance and policy statement\Guidance and Policy Statement 2023\BHS Health & Safety Policy Appendix 3 CDM Regulations 2015.docx](#)