

Patron Her Majesty The Queen

Bringing Horses and People
Together

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The logo for The British Horse Society, featuring the text "The British Horse Society" in white, stacked vertically, on a dark red square background.

Health & Safety Policy

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TABLE OF CONTENTS

1. POLICY STATEMENT	3
1.1 HEALTH AND SAFETY POLICY STATEMENT	3
2. MANAGEMENT AND ORGANISATION	4
2.1 MANAGING HEALTH & SAFETY AT WORK	4
2.2 CHAIN OF COMMAND FOR HEALTH AND SAFETY MANAGEMENT	5
2.3 RESPONSIBILITIES OF THE BOARD OF TRUSTEES	6
2.4 RESPONSIBILITIES OF THE MANAGEMENT, SUPERVISORS & EMPLOYEES AND VOLUNTEERS	6
2.5 DUTIES OF EMPLOYEES AND VOLUNTEERS	7
2.6 UNSATISFACTORY HEALTH & SAFETY CONDUCT AND GROSS MISCONDUCT	8
2.7 HEALTH AND SAFETY RULES: ALL EMPLOYEE VOLUNTEERS	9
2.8 SITE WORKING AND VISITS TO CUSTOMER PREMISES	12
3. GENERAL ARRANGEMENTS	14
3.1 ACCIDENTS, FIRST-AID ARRANGEMENTS AND WORK-RELATED ILL HEALTH	14
3.2 REPORTING PROCEDURES: NOTIFICATION – RIDDOR 2013	14
3.3 ACCIDENT INVESTIGATION GUIDELINES	17
3.4 ACCIDENT INVESTIGATION PROCEDURE	18
3.5 ACCIDENT INVESTIGATION PROCEDURE (TABLE)	19
3.6 HEALTH SURVEILLANCE	19
3.7 CONSULTATION WITH EMPLOYEES AND VOLUNTEERS	20
3.8 CONTRACTORS AND VISITORS	21
3.9 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH ('COSHH')	22
3.10 DISPLAY SCREEN EQUIPMENT (DSE) WORKSTATIONS	22
3.11 ELECTRICAL EQUIPMENT/SYSTEMS: CHECKS, INSPECTIONS, REPAIRS AND TESTING	24
3.12 FIRE POLICY AND WORKPLACE SAFETY	25
3.13 'HEALTH AND SAFETY LAW: WHAT EMPLOYEES AND VOLUNTEERS SHOULD KNOW'	26
3.14 HEALTH & SAFETY: PROFESSIONAL SERVICES	28
3.15 HEALTH AND SAFETY RISKS ARISING FROM WORK ACTIVITIES	28
3.16 HEALTH AND SAFETY TRAINING POLICY	30
3.17 MANUAL HANDLING	31
3.18 MONITORING HEALTH AND SAFETY	32
3.19 OCCUPATIONAL HEALTH: WORK – RELATED STRESS	33
3.20 PERSONAL PROTECTIVE EQUIPMENT ('PPE')	34
3.21 SAFE WORK EQUIPMENT	37
3.22 VIOLENCE AND AGGRESSION AT WORK	38
3.23 WORK AT HEIGHT	38
3.24 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS (CDM 2015)	39
4. APPENDICES	40
4.1 APPENDIX 1 – FIRE PROCEDURES	41
4.2 APPENDIX 2 – USE OF VEHICLES AND DRIVING IN SEVERE WEATHER CONDITIONS	43
4.3 APPENDIX 3 – COVID-19 POLICY	45
4.4 APPENDIX 4 – POLICY REVIEW	47

1. POLICY STATEMENT

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 and volunteers. This general policy statement of health & safety is the commitment of the Society to comply with current health & safety legislation.

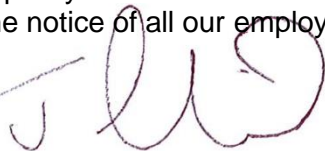
It is the responsibility of the **British Horse Society**, together with Society management, to ensure that the working environment is safe and without significant risks to health & safety and meets the appropriate statutory requirements. It is recognised that all levels of employees and volunteers have a vital role to play in the implementation and maintenance of the health & safety programme, for the premises and other locations where employees 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;
- maintain safe and healthy working conditions;
- promote safe systems of working and safe work equipment;
- prevent accidents and cases of work-related ill health, and provide adequate control of health and safety risks arising from work activities;
- ensure all employees and volunteers are competent to undertake their tasks and to give them adequate training;
- provide sufficient information, instruction, training and supervision for all employees and volunteers and trainees;
- ensure the safe storage, handling, use and control of hazardous/dangerous substances;
- provide and maintain safe plant and work equipment;
- engage and consult with employees and volunteers on day-to-day health and safety conditions and provide advice and supervision on occupational health issues;
- 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 Society policy will be reviewed and revised at regular intervals and those changes will be brought to the notice of all our employees and volunteers.

Signed by:



Date: 28th September 2022

For and on behalf of:

The British Horse Society

Date for review: August 2023

2. MANAGEMENT AND ORGANISATION

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 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 our activities to deliver our plan. In particular, 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

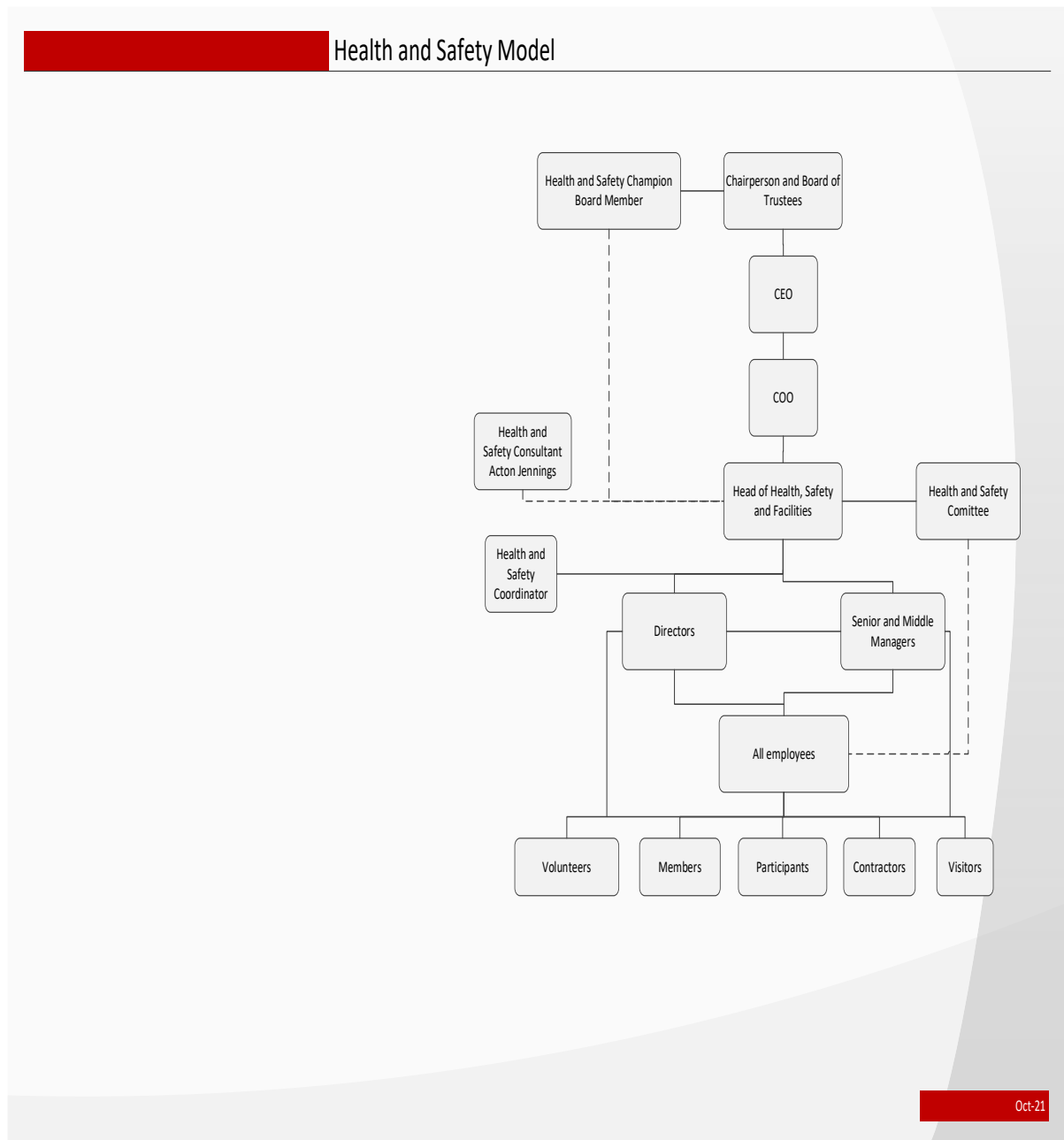
- Measure our performance.
- Make sure that our plan has been implemented – 'paperwork' on its own is not a good performance measure.
- Assess how well the risks are being controlled and if we are achieving your aims.
- Investigate the causes of accidents, incidents or near misses.

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.
- Take action 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, so as 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 has to 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 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 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 has to 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 **Head of Health, Safety and Facilities** or **Health and Safety Coordinator**.

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, riding shows/competitions, photo shoots, stalls at events, horse welfare clinics, etc.

All employees 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)/organisations hold specific duties in relation to the following matters:

Health & safety training:

Manual handling – online external
Lone working for employees and volunteers and managers – online external
Dealing with difficult conversations – external
Fire marshal – external
FAW requalification's when required – external
AED – online external
Mental health - external

Those involved with the 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
- Employment Medical Advisory Service (EMAS is part of the HSE), and
- Acton Jennings LLP as the external 'Competent Person', acting in an advisory capacity.

The employee or volunteer involved with investigating any accidents to employees and volunteers is the **Head of Health, Safety and Facilities** or **Health & Safety Coordinator**.

There is regular PPM of plant and work equipment **provided by external competent contractors**.

The employee or volunteer who takes care of technical information relating to machinery and work equipment is **Facilities Manager** or **Head of Health, Safety and Facilities**.

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

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

Whenever an employee 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 Head of Health, Safety and Facilities** or **Health and Safety Coordinator**.

See also: 'Duties of Employees and volunteers', 'Unsatisfactory Health & Safety Conduct and Gross Misconduct', 'Health & Safety Rules'

2.5 Duties of Employees and volunteers

All employees and volunteers have responsibilities and duties under health and safety laws.

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

'It shall be the duty of every employee or 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 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 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 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, can lead to disciplinary action. 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.

Gross Misconduct

Note. An employee or volunteer may 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/Volunteers

Accidents and Occupational Health

All employees and volunteers must:

- Notify their immediate supervisor 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.
- Report to their supervisor 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.

Controls for Hazardous Substances

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

Electrical Safety

All employees and volunteers must:

- Keep electrical equipment, plugs and leads in a good state of repair.
- Report all faults without delay to their immediate supervisor.
- Not attempt to carry out any repairs on electrical equipment unless qualified to do so.

Fire Precautions and Emergency Situations

All employees 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.
- 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 a fire, assemble in the external area away from the building and any potential hazards. Do not attempt to re-enter the building.

Lifting Equipment

All employees 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.

Manual Handling

All employees 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 protective clothing when carrying dangerous substances.
- Never sit or climb on any mobile equipment.

Personal Protective Equipment (PPE) and Clothing

All employees 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.

Signs and Notices

All employees 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. *'Wear Eye Protection'*
- 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'*.

Systems of Safe Working

All employees and volunteers must:

- Report to their immediate supervisor 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.
- Keep long hair tied back when using machinery.
- Ensure that loose clothing is kept fastened and away from machinery.

Employees 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.
- 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 **Facilities Manager and Head of Health, Safety and Facilities and located in the FM desk cabinets.**

Transport

Employees and volunteers must not:

- Drive or operate vehicles for 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 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.

Stock

All employees and volunteers must:

- Stack goods evenly with heavier items at the bottom and lighter goods on top.
- Use proper ladder access to reach higher storage levels in safety.

Working Practices**Access**

- Clear access ways must be maintained at all times.
- No designated fire exit door or fire pathway is to be blocked or otherwise obstructed.

Storage

- Stock should not be stacked in such a manner that it will necessitate persons to over-stretch.

Waste Disposal

- Waste materials etc. must not be left in such a position, where it will cause an obstruction or a fire hazard.
- 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, contaminated with flammable liquid or similar solution must be deposited immediately after use within the designated fire-resistant waste bin which, in turn, must be effectively lidded or otherwise suitably enclosed.

Work Environment**All employees and volunteers must:**

- Take all necessary protective measures to prevent pollution to the environment, e.g. by preventing chemicals entering sewers and watercourses.
- Maintain high standards of housekeeping throughout the premises.
- Leave waste materials and substances at the stipulated disposal point, in accordance with the waste management policy.
- 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.

2.8 Site Working and Visits to Customer Premises

As part of their work activities on behalf of the BHS, our employees and volunteers may visit other locations for meetings, shows, events, conventions or to meet colleagues based in other areas of the UK. Occasional visits abroad to assess riding schools.

Clearly, therefore, there are health & safety implications relating to our employees and volunteers on workplace premises controlled by another employer/s.

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

Note. All employees 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.

**Employees and volunteers who are Field Based
Home Working (WHERE APPLICABLE)**

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.

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.

3. GENERAL ARRANGEMENTS

3.1 Accidents, First-Aid Arrangements and Work-Related Ill Health

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 sufficient numbers of 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 and volunteers obviously work on various site locations as part of their normal job. First aid packs are provided for each BHS fleet vehicle and we ascertain if first aid treatments will be available via the Host Employer. In our experience, this is the case.

Site based employees and volunteers have also been instructed to seek A&E Hospital services if ever required.

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**.

3.2 Reporting Procedures: Notification – RIDDOR 2013

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 no longer report incidents by email, post or by fax.

However, 'specified injuries' and fatal events can still be reported to HSE by telephone. The HSE recognise 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).

Types of reportable incidents

Deaths and injuries

If someone has died or has been injured because of a work-related accident this may have to be reported. Not all accidents need to be reported, other than for certain gas incidents, 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 injury

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

'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):

- 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 scalding 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, that record will be enough.

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 if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that 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' (see above).

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: 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.

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. Not all such events require reporting. 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.

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 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.

3.2.1 Incident Reporting

The HSE Incident Contact Centre (ICC - see also below) will take reports of fatal and specified injuries by telephone, but persons reporting all other incidents must now submit an online form, available on the HSE's website.

3.2.2 Online Forms

The online forms are:

- **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**

The 'Responsible Person' (under 'RIDDDOR'), for reporting of 'specified injuries', fatalities, cases of incapacity, 'reportable work-related illness' and specific 'dangerous occurrences' is the **Head of Health, Safety and Facilities** or **Health and Safety Coordinator**.

3.2.3 The HSE Incident Contact Centre (ICC)

The telephone number of the above establishment is **0345 300 9923**

3.3 Accident Investigation Guidelines

The Society recognises that it is important to ensure that loss events such as accidents and near misses are investigated, so that steps can be taken to avoid a re-occurrence of the event. The Society will adopt the following procedure for accident investigation although it is recognised that the following are guidelines only and not everything may be applicable for any given accident. The more serious the accident, the greater the depth of investigation is likely to be. The main purpose of the investigation is to find out all that can be learned to enable similar accidents/near misses to be prevented in the future.

The information gathered from the investigation will be used to improve the management of health and safety within the Society.

1. Obtain General Information

- a. Has anything been altered since the accident/near miss?
- b. Names of injured/ill employees and volunteers/witnesses/people first on the scene
- c. Extent of injury/damage/disruption
- d. The condition of any equipment
- e. Any chemicals/substances in use or present at the time of the accident/near miss
- f. The task that was being undertaken
- g. The time, place and layout of the area
- h. The environmental conditions (lighting, ventilation, heating, slippery surfaces, obstructions, weather conditions if outside)
- i. Record conditions (take photographs, make sketches)

2. Obtain Witness Statements

- a. Name, contact details and occupation of witnesses
- b. What did they observe and what did they do?

3. Establish Circumstances.

- a. What was being done at the time and what happen?
- b. What were the events leading up to the accident?
- c. What was the accepted method for carrying out the task? Was it being followed? Was it adequate?
- d. Was the individual competent to carry out the task (qualifications/experience)?
- e. What instruction and training was given (records available)?
- f. Were they aware of the risk assessment for the task? (how they could be harmed and the measures they should take to prevent harm)
- g. Had the individuals been told to carry out the task, or were they acting on their own initiative?
- h. Has something similar happened previous?

4. Immediate Response to Accident/Near Miss

- a. Was prompt and appropriate action taken (firefighting, first aid, area made safe, access restricted, electricity isolated, warning notices displayed)?

5. Identify Preventative Measures

- a. Was there an up to date risk assessment carried out for the task?
- b. Review the risk assessment for the task
- c. What safety precautions were in place and what should have been in place?
- d. Was instruction and training appropriate to the task?

6. Identify Underlying Causes

- a. Was supervision and training adequate?
- b. Was equipment suitable for the task?
- c. Was equipment maintained and tested adequately?
- d. What pressures/constraints, if any, were being applied?
- e. Was communication adequate between relevant parties?

7. Actions to Prevent a Recurrence

- a. Could the outcome have been more serious?
- b. What needs to be done to prevent similar accidents/near misses?
- c. Were the safety precautions adequate, but not implemented – why not?

Actions to prevent recurrence include

- a. Better guarding or barriers
- b. Better test and maintenance schedules
- c. Revised work method
- d. Provision and use of personal protective equipment
- e. Improved supervision, training, inspection, instruction and information.
- f. Better communication
- g. Review similar activities elsewhere



3.4 Accident Investigation Procedure

Accidents need to be investigated and reported promptly, so that facts can be established before memories fade. Dealing with accidents should be given a high priority. Accident reports should be completed and returned within the day of the accident.

The following procedure will exist when an accident occurs to an employee or volunteer/worker.

1. Following an accident, first aider to attend and carry out required treatment in accordance with their training.
2. The first aider is to complete the accident record.
3. The accident record is passed to the **Head of Health, Safety and Facilities or Health and Safety Coordinator** who will determine the level of investigation and who will carry it out.
4. The relevant risk assessment will be retrieved and a post-accident risk assessment carried out.
5. The relevant investigator/manager will complete the remaining sections of the accident record and complete the Organisation accident investigation report if appropriate.
6. For RIDDOR events the F2508 or F2508a will be raised, completed online, saved as a PDF document and forwarded to the Health and Safety Executive.
7. The BHS liability insurers will be notified of all accidents.

The following matrix indicates at what level and by whom accidents need to be investigated. The level of investigation is determined by the likelihood of recurrence and the potential worst consequences of the undesired event. The accident recording document is available within the documents section of this policy.

Likelihood of recurrence	Potential worst consequence of event			
	Minor	Serious	Major	Fatal
Possible 	Low	Medium	High	High
Unlikely 	Minimal	Low	Medium	High

3.5 Accident Investigation Procedure (Table)

Accident / Near Miss	INVESTIGATION LEVEL			
	Line Manager/first aider	Department Manager/Health and Safety Coordinator	Senior Management/Head of Health, Safety and Facilities	Directors/Head of Health, Safety and Facilities/Acton Jennings.
Minor injuries or near misses	Minimal/Low			
Serious injuries, near misses, lost time accidents.		Low/medium		
Classified specified injuries, dangerous occurrences and diseases			Medium/High	
Multiple serious injuries, fatalities or when prosecution is likely.				High

3.6 Health Surveillance

Employees 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. is the work our employees and volunteers carry out known to damage health in some particular way?
2. do we know/are we aware of valid ways to detect the disease or condition?
3. is it reasonably likely that the damage to health could occur under the particular conditions at work?

4. is health surveillance likely to benefit the employee or volunteer/other employees and volunteers?

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 particular arrangements in place at this stage.

3.7 Consultation with Employees 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 of 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 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 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 and volunteers by means of a **Health & Safety Committee** and **Volunteer Team** – 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 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 and volunteers who are consulted by direct means.

Health and Safety Concerns

Any employee 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, Head of Health, Safety and Facilities, Health and Safety Coordinator, the People Team, Facilities Manager.**

3.8 Contractors and Visitors

Use of Contractors

When appointing contractors, we will identify the salient aspects of the work that the Society wants the contractor to do and consider the health and safety implications of the job we want done. 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 will ensure 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 the Societies 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 health and safety training they provide
- Their arrangements for consulting the workforce
- Any membership of relevant trade or professional body
- Evidence of any references.

Co-operation and co-ordination

We will make arrangements to ensure co-operation and co-ordination between all parties to ensure the health and safety of all the workplace and anyone else likely to be affected. This may take the form of regular meetings/briefings or a liaison person may be 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.
- All visitors must be escorted at all times on site.
- 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.

3.9 Control of Substances Hazardous to Health ('COSHH')

The Health and Safety at Work etc. Act 1974 (HASWA) states that every employer shall make:

'...arrangements for ensuring, so far as is reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances...'

The Control of Substances Hazardous to Health Regulations 2002 {'COSHH'} (as amended in 2004), amplify and extend this general duty to all substances hazardous to health, except in few special cases such as lead and asbestos.

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

COSHH Materials Safety Data sheets for all substances and assessments are with the contract cleaner.

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.

3.10 Display Screen Equipment (DSE) Workstations

It is the policy of the Society to provide a safe and healthy working environment for employees and volunteers, including particular measures to protect their health and safety when they are working with display screen equipment (DSE) workstations.

The Society will fulfill its obligations to user employees and volunteers by:

- carrying out the assessments of workstations, using a self-assessment approach, supported by 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 solely and specifically for DSE work;
- making arrangements for regular breaks for employees and volunteers working with DSE, as determined with the user/s.

The main legislation which is relevant to this subject is the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002).

Arrangements are in place for workers to have breaks/changes of activity.

Arrangements are also in hand for suitable and sufficient DSE risk assessments to be conducted and reviewed accordingly.

DSE: Review of Assessment

The DSE assessment or relevant parts of it should be reviewed in the light of changes to the display screen worker population, 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

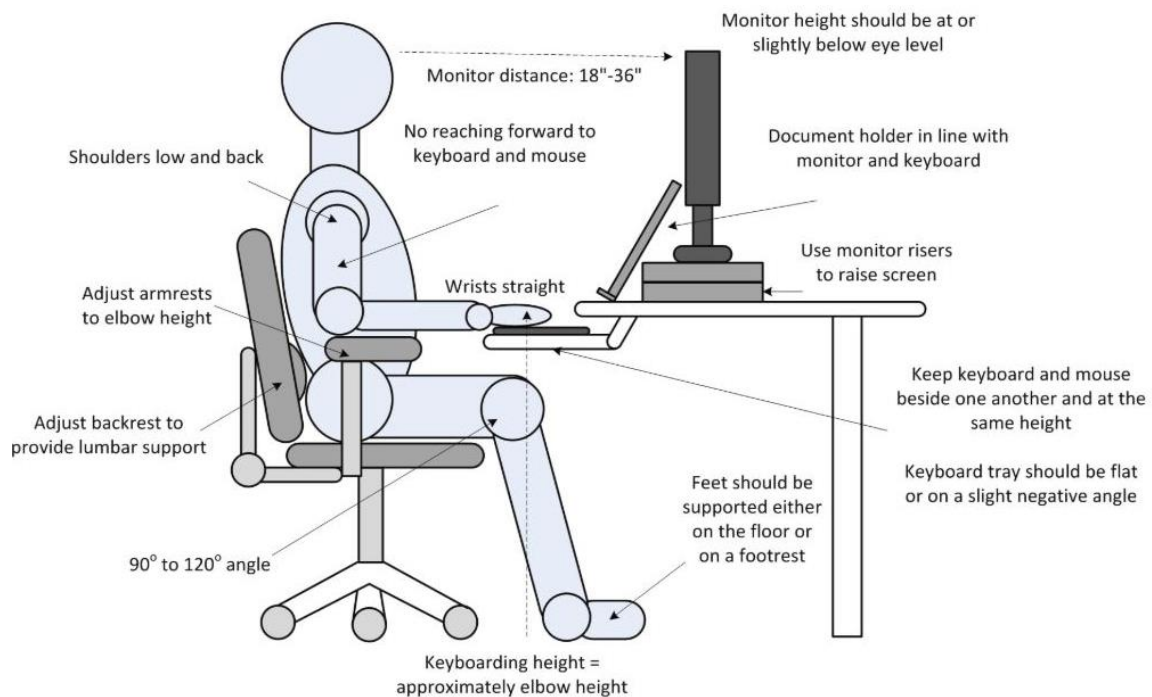
- a major change to the hardware (screen, keyboard, input devices etc.)
- a major change in workstation furniture
- a substantial increase in the amount of time required to be spent using DSE
- a substantial change in other task requirements (e.g. more speed or accuracy)
- the workstation is relocated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

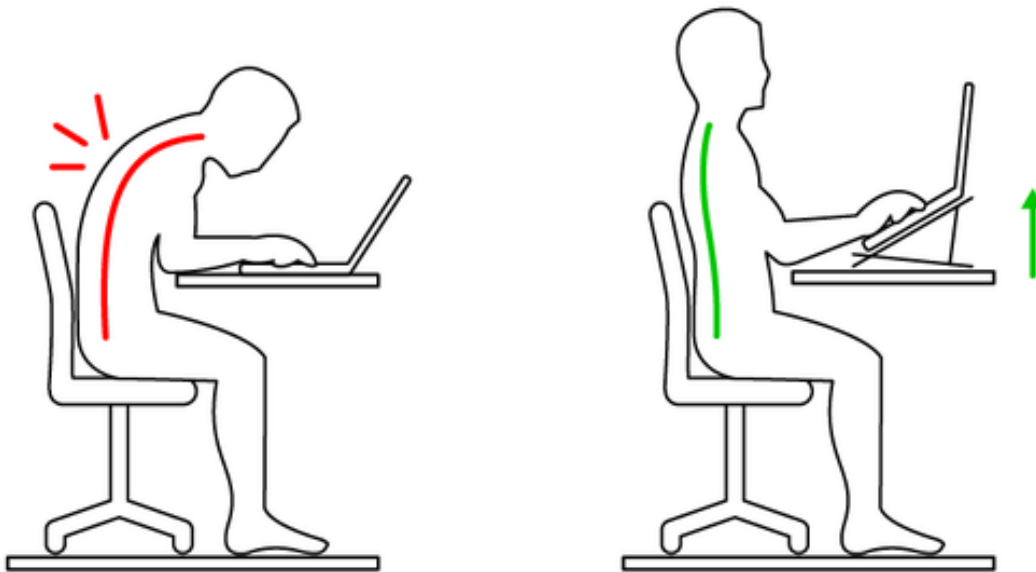
Assessments would also need to be reviewed if research findings indicated a significant new risk or showed that a recognised hazard should be re-evaluated.

Additionally, arrangements are in place for DSE 'users' to be provided with eye and eyesight tests and examinations and the provision of special spectacles if required. The organisation normally carrying out these services upon request is any qualified optician

Workstation and Lap Top Setup/Posture

The following diagrams highlight the recommended ergonomic workstation/lap top setup and posture.





3.11 Electrical Equipment/Systems: Checks, Inspections, Repairs and Testing Hazards

The three main hazards are contact with live parts, fire and explosion.

We shall therefore assess the risks from the use of electricity in our work activities and use suitable precautions to ensure control those risks.

Maintenance

We appreciate that all electrical equipment, wiring installations, generators or battery sets, and everything connected to them, must be maintained to prevent danger. This means that we need to carry out checks, inspections, repairs and testing as necessary.

Any persons carrying out electrical work on behalf of the Society will be competent to carry it out safely. Should we use the services of an outside contractor, we will 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 by the **Head of Health, Safety and Facilities** and **Facilities Manager**.

All portable electrical appliances are electrically inspected and maintained by: **an externally appointed competent person, with records kept**. In this way, the Society believes it will be fulfilling its 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**

Portable Electrical Appliances - are subjected to periodic thorough examinations and testing by **HMC Compliance Limited**.

Inspections of Plugs, Cables, Leads and Portable Electrical Appliances

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

However, all employees and volunteers are required to be vigilant with regard to portable electrical equipment and report any defects observed. The objective of this exercise is to look for any loose connections and related faults.

Note. Any defects/faults or electrical uncertainties must be brought to the immediate attention of the **Facilities Manager** and **IT Team** without delay. All repairs shall be attended to 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.

3.12 Fire Policy and Workplace Safety

This Society will strive to achieve a fire safe working environment for the protection of employees 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.

We shall aim to:

- 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 and volunteers and all other relevant persons of any risks identified;
- strive to 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 in the prevailing circumstances.

Employees and volunteers

Employees 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 the co-operations of the management and employees and volunteers and encourages the active involvement of its workforce to achieve a safe workplace.

BHS management 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

Head of Health, Safety and Facilities, Facilities Manager and **Health and Safety Coordinator** has 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 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.

All fire related documentation is kept with the **Head of Health, Safety and Facilities, Facilities Manager** and **Health and Safety Coordinator**. Located in FM cabinets.

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

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

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

Note. Fire hazards must be reported without any delay. In the first instance, an employee or volunteer should report to **Head of Health, Safety and Facilities, Facilities Manager** and **Health and Safety Coordinator**.

Fire Marshalls for our workplace have been duly nominated.

3.13 ‘Health and Safety Law: What Employees and volunteers Should Know’

This part of the Health & Safety Policy is a brief guide to health and safety law. It does not describe the law in detail, but it does list the key points.

Law protects health, safety and welfare at work. As an employer, the Society has a duty to protect employees and volunteers and to keep them informed about health and safety in the workplace/s. We have a clear duty under the law to ensure, so far as reasonably practicable, the health, safety and welfare at work of employees and volunteers. We are also clear about our obligations to provide employees and volunteers with all relevant information concerning these important matters. Employees and volunteers have a responsibility to look after themselves and others. If there is a problem, an employee or volunteer must discuss the matter with their immediate supervisor in the first instance.

In general, these duties include-

- making the workplace safe and without risks to health.
- ensuring that plant and machinery are safe and those safe systems of work are set and followed.
- ensuring that articles and substances are moved, stored and used safely.
- providing adequate welfare facilities.
- providing sufficient information, instruction, training and supervision necessary for health and safety.

In particular, as an Employer, the Society must also-

- assess the risks to their employees and volunteers' health and safety;
- make arrangements for implementing the health and safety measures identified as being necessary by the assessment;
- record the significant findings of the risk assessment and also the arrangements for health and safety measures;
- draw up a health & safety policy statement, including the health and safety organisation and arrangements in force, and bring it to the attention of all employees and volunteers;
- appoint someone competent to assist with health and safety responsibilities, and consult employees and volunteers, or their safety representative about this appointment;
- co-operate on health and safety with other employers sharing the same workplace;
- set up emergency procedures;
- provide adequate first- aid facilities;
- make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting, sanitary, washing and rest facilities;
- make sure that work equipment is suitable for its intended use, so far as health and safety is concerned, and that it is properly maintained and used;
- prevent or adequately control exposure to substance hazardous to health;
- take precautions against danger from flammable or explosive hazards, electrical equipment, noise and radiation;
- avoid hazardous manual handling operations, and where they cannot be avoided, reduce the risk of injury;
- provide health surveillance as appropriate;
- provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- ensure that the appropriate safety signs are provided and maintained;
- report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority;
- consult employees and volunteers about matters affecting their health and safety.

As an Employer the Society has duties to –

- take precautions against fire;
- provide adequate means of escape;
- provide suitable means for fighting fire.

All Employees and volunteers have legal duties. These include –

- taking reasonable care for their own health and safety and that of others who may be affected by what they do or do not do;
- co-operating with their employer on health and safety;
- correctly using work items provided by their employer, including personal protective equipment, in accordance with training or instructions;
- not interfering with or misusing anything provided for their health, safety or welfare.

If an employee or volunteer thinks there is a health and safety problem in their workplace, they should first discuss it with a **Supervisor** or **Manager**.

If a problem appears to persist and there is a risk of injury and an employee or volunteer still has doubts or questions about health, safety and welfare matters, then they should not hesitate to contact **Head of Health, Safety and Facilities, Facilities Manager** or **Health and Safety Coordinator** without delay.

The 'Health and Safety Law What You Should Know' poster is displayed in both our Kenilworth and Stirling premises.

Health and safety advice is available from:

- appointed contractors
- H M Inspector of Factories (HSE)
- the local authority Environmental Health Officer (EHO)
- Advisors from the Employment Medical Advisory Service (EMAS)
- the local Fire Officer (FO)
- the Employers' Liability Insurance Engineer Surveyor;
- Acton Jennings LLP as the external competent person, using the 24 hours' advice line.

The effective training and supervision of young worker's/students/trainees will be arranged, undertaken and monitored by the **People Team** and the **Head of Health, Safety and Facilities**.

3.14 Health & Safety: Professional Services

Why Health and Safety at Work is important to the British Horse Society?

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

- employees and volunteers - a most valuable resource - are incapacitated or work below par;
- 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 results 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. In this respect, we 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
- Mrs Courtney Fenwick Tech IOSH

3.15 Health and Safety Risks arising from Work Activities

Risk Assessments

The Society is aware that risk assessments are 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. The significant findings following workplaces inspections/assessments will be recorded. The information based on those findings will be made available to employees and volunteers. Assessments will be reviewed over time as appropriate.

We accept, therefore, that some of our operations may, unless properly controlled, create risks to members of staff and others, thus we will take all reasonably practicable measures to eliminate or reduce such risks to an acceptable level.

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

Information and Training

Where necessary, employees and volunteers at any level will be provided with:

- specific and/or general health and safety training;
- training in the risk assessment procedure;
- training in any new work activity controls.

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

The objectives of our workplace inspections are to identify hazardous conditions and start the corrective process and thus to make improvements and reduce risks.

Risk assessments will be undertaken by the **Head of Health, Safety and Facilities, Facilities Manager** or **Health and Safety Coordinator**.

Action required to remove/control risks will be approved by the **Head of Health, Safety and Facilities**.

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

The person responsible for checking that these actions have removed/reduced the risks is **Head of Health, Safety and Facilities** and **Health and Safety Coordinator**.

Assessments will be reviewed **annually**, or when the work activity changes in a significant manner, whichever is the soonest.

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 and volunteers must ensure that the required control measures are in place and that safe systems of work are followed at all times.

Workplace Risks: The General Principles

The Society is mindful of the principles of risk assessment, and namely towards:

Principles of Prevention to be applied

A) *Avoiding risks:*

- if possible, avoid a risk altogether, e.g. does the work in a different way, taking care not to introduce new hazards.

B) *Evaluating the risks which cannot be avoided:*

- by carrying out a suitable and sufficient risk assessment.

C) *Combating the risk at source:*

- rather than taking palliative measures. e.g. the steps are slippery - treat or replace - rather than displaying a warning sign.
- D) *Adapting the work to the individual:***
 - Adapt work to the requirements of the individual, (i.e. when designing workplaces; selecting work and personal protective equipment; when drawing up working and safety procedures and methods of production).
 - Aim to alleviate monotonous work and paced working at a predetermined rate and increase the controls individuals have over the work they are responsible for.
- E) *Adapting to technical progress:***
 - take advantage of technological and technical progress, which often offers opportunities for improving working methods and making them safer.
- F) *Replacing the dangerous by the non - dangerous, or the less dangerous.***
- G) *Develop a coherent overall prevention policy:***
 - implement risk prevention measures to form part of a coherent policy and approach. This will progressively reduce those risks that cannot be prevented or avoided altogether, and will take account of the:
 - way work is organised
 - working conditions
 - environment
 - relevant social factors.
- H) *Giving collective protective measures priority over individual protective measures:***
 - give priority to those measures that protect the whole workplace and everyone who works there, and so give the greatest benefit.
- I) *Giving appropriate instructions to employees and volunteers:***
 - ensure that workers, whether employees and volunteers or self - employed, understand what they must do.

**THE APPROACH AND ATTITUDE OF THIS ORGANISATION
TO ALL ITS ACTIVITIES WILL BE THE:**

**AVOIDANCE OF RISKS
PREVENTION OF RISKS
REDUCTION OF RISKS AT WORK**

3.16 Health and Safety Training Policy

It is BHS policy to provide training to employees and volunteers, not only to comply with statutory requirements but also to secure a safe and healthy working environment for employees 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 and volunteers and record the training provided.

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 and volunteers.

Induction Training

Induction training will be organised or provided for all employees and volunteers by the **People Team, Line Manager** and **Volunteer Team**.

Job Specific Training

Job specific training will be provided by the designated **Line Manager**.

Special Training

Specific jobs/activities that require special training are:

- LGV and Fleet

Training will be identified and arranged by **Head of Health, Safety and Facilities, Logistics Manager, Health and Safety Coordinator** or designated **Line Manager** for **LGV & Fleet**.

3.17 Manual Handling

Duties of an Employer

As an employer we are aware of the duties stipulated in 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.

Duties of Our Employees and volunteers

Employees and volunteers have duties too. Essentially these are 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.

Avoiding Manual Handling

- checks will be made to determine if manual handling needs to be carried out at all, i.e. avoidance.
- we shall also consider the practicability of automation, particularly for any new processes;
- think about possible mechanisation for some processes;
- be aware of new hazards arising from automation or mechanisation.

Making the Assessment

- the assessment is the employer's responsibility.
- selected employees and volunteers can help to carry out these assessments.

Reducing the Risk of Injury

It is our aim to reduce the risk of injury, i.e. to the lowest level 'reasonably practicable'. This means, therefore, reducing the risk until the cost of any further precautions – in time, trouble or costs – would be far too great in proportion to the benefits.

Training Requirements

We recognise the importance of training in relation to manual handling operations at work.

Training will need to cover:

- how to recognise harmful manual handling;
- appropriate systems of work;

- the use of mechanical aids;
- good handling technique

Good Handling Technique

Listed below are some important points that persons involved with manual handling should be aware of:

- to stop and think to plan the lift;
- the correct position of the feet;
- to adopt a good posture;
- getting a firm grip;
- keeping close to the load;
- to lift the load smoothly;
- moving the feet so as not to twist the trunk;
- putting down the load and then adjusting its position.

3.18 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.

Matters for consideration are

- Organisational Arrangements for 'Active' and 'Reactive Monitoring'
- Policy and Individual Responsibilities
- Communication Pathways
- Insurances / Policies
- Meetings / Committees
- Specific Risk Assessment Records and Reviews
- Safe Working Practices
- Supervision in the Working Environment
- Health and Safety Rules
- Welfare Standards
- Temperature
- Lighting
- Ventilation
- Overcrowding / Workspace
- Cleanliness / Cleaning Regime
- Work Related Illness
- Access and Egress
- Accident Prevention and Reporting
- First Aid
- Fire Safety
- Purchasing Policy
- Plant, Tools and General Equipment Maintenance
- Statutory Inspections (LOLER / Pressure Systems)
- Documentation
- Training and Competence
- Machinery Guarding
- Storage Arrangements and Housekeeping
- Controls for Hazardous/Dangerous Substances ('COSHH' / 'DSEAR')
- Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE)
- Health Surveillance / Biological Monitoring
- External Assistance

- Co-operation with Other Employers
- Contracts / Contractors / Site Working
- Transport Safety
- Noise and Vibration
- Electrical Systems/Portable Electrical Equipment/Testing
- Manual Handling Operations
- Display Screen Equipment (DSE)
- Year Plan/Priorities.

Reactive Monitoring

We shall use accident and incident data, 'near miss' reports, and also ill health events, as indicators of our performance, so as to highlight areas of concern, then to be able to take corrective actions.

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

- **Head of Health, Safety and Facilities, Facilities Manager or Health and Safety Coordinator.**
- Acton Jennings LLP acting in an advisory capacity only.

Monitoring reports will be submitted to **Head of Health, Safety and Facilities** or **Health and Safety Coordinator**.

3.19 Occupational Health: Work – Related Stress

Section 2 of the Health and Safety at Work etc. Act 1974 requires employers to ensure the health and safety of employees and volunteers at work, so far as is reasonably practicable. 'Health' includes mental as well as physical health, but in some cases the two can be closely connected.

There are two health and safety problems to be dealt with. First, the ill health of employees who suffer from stress owing to pressure of work and secondly, the reduced ability of these persons to work safely and reliably because of that stress.

Causes

Common causes from private life include:

- bereavement,
- divorce
- moving house.

Causes of stress at work include:

- too much work;
- too little work;
- insufficient control over the work;
- boring repetitive work;
- uncertainty of job security;
- poorly designed workplaces.

The threat, or actual occurrence of abuse (whether physical violence, aggression or verbal abuse) is another common cause of stress.

Symptoms

There are recognisable symptoms associated with stress. It is important for these to be detected by managers.

The symptoms include:

- poor time keeping;
- frequent sickness absence;
- behavioural changes, including tendencies towards aggression, irritability and withdrawal;
- reduction in concentration and ability to make decisions;
- increased lethargy;
- changes in appearance and habits;
- increased dependency on caffeine, cigarettes, alcohol, drugs etc.;
- spontaneous crying
- disturbed sleep.

Generally, these will develop over a period of time so it is important for them to be recognised and dealt with quickly and effectively.

It is also possible for groups of employees and volunteers to develop symptoms of stress, these are usually associated with particular problems in the workplace, or with work practices. Increased sickness absence can be an indicator of this, as well as a reduction in the standard and/or volume of work done.

Support for employees and volunteers suffering from stress can include counselling as well as training for staff to recognise and control stress within their own limits.

Equally important is for management to be able to identify and remedy the causes of stress in their workplace. This may require some additional training.

Stress is still a condition that people are reluctant to admit to, so that the job of identifying and controlling it has to be done by the employer.

3.20 Personal Protective Equipment ('PPE')

Personal protective equipment (PPE) should **only** be used as a 'last resort' or as a short-term emergency measure while other control measures are assessed. It should only be used for occasional work of short duration when there is no other alternative.

Where PPE is used it must:

- be selected taking into account the nature of the hazard and the task,
- be provided free of charge to employees and volunteers,
- carry a CE or BS kite mark,
- be maintained in an efficient working order and in good repair,
- be compatible with other PPE,
- be stored in an assigned and suitable area,
- be provided in conjunction with appropriate instruction and training for the wearer.

Selection of Suitable PPE

Hazards

To make sure the right type of PPE is selected for use by our employees and volunteers, we consider the different hazards in the workplace (including sites) and identify the PPE that will provide adequate protection in relation to the hazards arising; this may of course be different for each job. We are aware that items of PPE are available for the protection of the:

- Eyes
- Head
- Breathing
- Body

- Hand and Arms
- Feet and Legs

Through the process of risk assessment (hazard analysis) we believe that we provide suitable items of PPE for workers.

Example of the Analysis: Eye Protection

What are the Hazards?

- Chemical or metal splash
- dust,
- projectiles
- gas and vapour
- radiation

What are our Options?

- Safety spectacles
- Goggles
- face-shields
- visors

Note: we ensure that the eye protection provided has the right combination of impact / dust / splash / molten metal eye protection for the task and fits the user properly.

When necessary, we contact our supplier for advice on the types of PPE, the HSE web sites, trade journals and our external advisors.

Provision and ongoing Use of PPE

(1) *‘Every employer shall take all reasonable steps to ensure that any personal protective equipment provided to his employees and volunteers ... is properly used.’*

(2) *‘Every employee or volunteer shall use any personal protective equipment provided to him ... in accordance both with any training in the use of the personal protective equipment concerned which has been received by him, and the instructions respecting that use which have been provided to him’*

(3) *‘Every relevant self-employed person shall make full and proper use of any personal protective equipment provided to him’*

(4) *‘Every employee or volunteer and relevant self-employed person who has been provided with personal protective equipment ... shall take all reasonable steps to ensure that it is returned to the accommodation provided for it after use.’*

A central requirement of the **PPE at Work Regulations 1992** is that suitable personal protective equipment is to be supplied and used at work, wherever there are risks to health & safety that cannot be adequately controlled in other ways. PPE, therefore, (for the purposes of this Policy), includes items such as the following when they are worn for purposes of health and safety:

- aprons
- gloves
- high visibility waistcoats/leggings/jackets

Because the effectiveness of PPE can be easily compromised, e.g. by not being worn properly, it should always be considered as the 'last resort' and used only where precautions

cannot adequately reduce the risk of injury. However, where PPE is the only effective means of controlling the risks of injury, or ill health, then an employer must ensure that it is available for use at work - free of charge.

The Society does not levy any charge in relation to the above provision.

Responsibilities of Management

- Ensure that risk assessments are undertaken to identify appropriate control measures and PPE requirements for all significant hazards.
- Ensure that sufficient resources (e.g. staff, financial, space) are made available to procure, maintain and store PPE.
- Ensure that suitable and appropriate PPE is provided for employees and volunteers when hazards are not adequately controlled by other means.
- Make arrangements for the regular maintenance and periodic replacement of PPE to keep it efficient and in good repair.
- Ensure all legally required records are kept.
- Provide adequate supervision to ensure PPE is worn.

Responsibilities of Supervisors

- Assist in undertaking suitable and sufficient risk assessments to identify appropriate control measures and PPE requirements for all significant hazards in relation to work activities.
- Provide adequate and appropriate information, instruction and training to PPE users. so that they understand the risks the PPE will avoid/limit, when and how PPE is worn and any day-to-day checks the user must make.
- Provide adequate supervision to ensure PPE is worn.
- Record details of all training given.

Responsibilities of Employees and volunteers

- Ensure that any PPE provided is worn.
- Report any loss of or defect in PPE to their line manager/supervisor immediately.
- Undertake any identified day-to-day maintenance needed for their PPE.
- Keep any records as requested by their supervisor.

Training

We shall ensure that users of items of PPE are aware of why this is needed, when it needs to be used, repaired or replaced and its inherent limitations.

Maintenance

Items of PPE provided to employees and volunteers will be properly looked after and accommodated when not in service. PPE will be kept clean and in a state of good repair. Any trained wearer can carry out simple maintenance but a specialist will only carry out intricate repairs.

New PPE

Since 01 July 1995, new PPE needs to have been 'CE' marked. This mark signifies that the PPE satisfies certain basic safety requirements and in most cases will have been tested and certified by an independent body.

The New UKCA Mark

The **United Kingdom Conformity Assessment Mark**, or **UKCA Mark** for short, is a replacement for the **CE Mark**.

With the UK having left the EU, the CE Mark will cease to be a valid indicator of conformity with UK Product Safety Regulations, such as the PPE at Work Regulations. To indicate that a product conforms to relevant UK Product Safety Regulations, the manufacturer will be required to affix a UKCA Mark instead, in due course.

3.21 Safe Work Equipment

When intending to purchase new or second-hand work equipment, we will ensure that it meets health and safety standards prior to buying it.

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

Any problems / defects found in relation to our range of work equipment, must be reported to the **Head of Health, Safety and Facilities, Facilities Manager or Health and Safety Coordinator**.

Vehicles Policy - Driving BHS Vehicles

- Employees and volunteers must not drive any vehicle unless they have the relevant licence for that vehicle.
- Driving offences must be immediately reported to the **Logistics Manager**.
- A visual check must be made daily prior to use.
- Under no circumstances should the vehicle be left unlocked when unattended.
- Speed limitations must be adhered to.
- Due care and attention must be taken at all times to prevent damage to the vehicle, employees and volunteers and the public.
- Seatbelts must be worn when the vehicle is in motion.
- Oil and water levels are to be checked regularly.
- A copy of driver's licenses is kept on personnel files. It is the driver's responsibility to inform management of any changes to their license details.
- Drivers must not use their mobile 'phone whilst in transit unless the vehicle is equipped with hands-free technology.
- When the vehicle is left unattended care must be taken to ensure no valuables are left on view.
- The Society will ensure that all vehicles have current tax and 'MOT' certificates and are regularly serviced.
- Any defects must be reported immediately.

Essential Vehicle Safety Checks

Listed below are the essential safety checks that should be carried out:

- Fuel
- Lights
- Oil
- Screen wash
- Tyre pressure
- Tyre tread depth (see the **Tyre Tread Depths {Table}** below)

8mm	↓	0% worn
7mm	↓	15% worn
6mm	↓	31% worn
5mm	↓	47% worn
4mm	↓	62% worn
3mm	↓	78% worn
2mm	↓	94% worn
1.6mm	↓	<u>Legal Minimum</u>
Below 1.6mm		<u>Below</u> Legal

Table: Tyre Tread Depths

3.22 Violence and Aggression at Work

As a responsible employer, we recognise 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 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, **Head of Health, Safety and Facilities** and **Health and Safety Coordinator** 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 **the Head of Health, Safety and Facilities, Health and Safety Coordinator** and the **People Team**.

All employees 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.

3.23 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 **Head of Health, Safety and Facilities, Facilities Manager and Health and Safety Coordinator**.

3.24 Construction (Design & Management) Regulations (CDM 2015)

The **Construction Design and Management Regulations 2015**, also known as **CDM Regulations** or **CDM 2015**, which came into force on 6 April 2015, are Regulations governing the way construction projects of all sizes and types are planned in the UK. Replacing Construction (Design and Management) Regulations 2007, CDM 2015 is the latest update to the Regulations that aim to improve the overall health, safety and welfare of those working in construction.

These Regulations offer a very broad definition of what construction works are - everyone involved in a construction project, including home maintenance and improvement works, has responsibility for health and safety.

CDM 2015 therefore aims to improve health and safety in the industry by helping companies and firms to:

- sensibly plan the work so the risks involved are managed from start to finish
- have the right people for the right job at the right time
- cooperate and coordinate your work with others
- have the right information about the risks and how they are being managed
- communicate this information effectively to those who need to know
- consult and engage with workers about the risks and how they are being managed

Summary of Duties: CDM Duty Holders * see **Notes** below

The **British Horse Society** is a **COMMERCIAL CLIENTS (CC)** – which are organisation's or individuals for whom a construction project is carried out that is done as part of a business.

Our Main Duties (CC)

Make suitable arrangements for managing a project, including making sure that:

- other duty holders are appointed as appropriate
- sufficient time and resources are allocated

Making sure that:

- relevant information is prepared and provided to other duty holders
- the principal designer and principal contractor carry out their duties
- welfare facilities are provided

4. APPENDICES

4.1 Appendix 1 – Fire Procedures

FIRE SAFETY MANAGEMENT PLAN

FIRE SAFETY PLAN

PERSON WITH OVERALL RESPONSIBILITY FOR FIRE SAFETY

HEAD of HEALTH,
SAFETY and FACILITIES,
HEALTH and SAFETY
COORDINATOR,
FACILITIES MANAGER

FIRE SAFETY RISK ASSESSMENT

PERSON RESPONSIBLE FOR:

- CARRYING OUT & REVIEW

IGLOO COMMERCIAL
SERVICES LIMITED

HEAD of HEALTH,
SAFETY and FACILITIES,
FACILITIES MANAGER

MAINTENANCE PROGRAMME

PERSON RESPONSIBLE FOR:

- MAINTENANCE OF FIRE SAFETY PROVISION
- FIRE ALARM
- EMERGENCY LIGHTING
- FIRE FIGHTING EQUIPMENT
- ESCAPE ROUTES
- FIRE SAFETY SIGNS/NOTICES

IGLOO COMMERCIAL
SERVICES LIMITED

HEAD of HEALTH,
SAFETY and FACILITIES,
FACILITIES MANAGER

EMERGENCY ACTION PLAN

PERSON RESPONSIBLE FOR:

- PRODUCTION AND REVIEW

HEAD of HEALTH,
SAFETY and FACILITIES,
HEALTH and SAFETY
COORDINATOR

STAFF TRAINING

PERSON RESPONSIBLE FOR:

- FIRE SAFETY TRAINING OF ALL STAFF
- IMPLEMENTING FIRE DRILL

HEAD of HEALTH,
SAFETY and FACILITIES,
FACILITIES MANAGER,
PEOPLE TEAM

EMERGENCY ACTION PLAN

ASSEMBLY POINT –

- **Kenilworth – Entrance to the Staff Carpark**
- **Stirling - overflow carpark on first lamp post to the left**

ACTION ON DISCOVERY OF FIRE

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE BUILDING BY THE NEAREST EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- RECEPTION TO CALL THE FIRE BRIGADE
- ONLY ATTEMPT TO TACKLE FIRES IF COMPETENT TO DO SO
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM

- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT STOP TO COLLECT PERSONAL BELONGINGS
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- MAKE YOURSELF KNOWN TO THE DEDICATED FIRE WARDEN

VISITORS

- FIRE WARDENS WILL ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT
- ASSIST WITH DISABLED PERSONS WITH THEIR EVACUATION IF NECESSARY

FIRE WARDENS

THERE ARE DESIGNATED TRAINED FIRE MARSHALS FOR BOTH OUR KENILWORTH AND STIRLING PREMISES.

NOTIFYING THE EMERGENCY SERVICES IN THE EVENT OF A FIRE OUTBREAK

NOTIFICATION OF FIRE PROCEDURE

‘Phone the emergency services by dialing 999

When the operator answers – ask for “FIRE SERVICES” and give the Organisation telephone number.

When talking to the Fire Service, speak slowly and state:

“This is YOUR NAME @

FULL ADDRESS OF THE ORGANISATION

Then state: “We have a fire”

Do not replace the receiver until details have been correctly acknowledged.

Evacuate the building by the nearest available exit and proceed to the designated muster point.

Do not re-enter the building until authorised to do so by the Senior Fire Officer in charge.

4.2 Appendix 2 – Use of Vehicles and Driving in Severe Weather Conditions

Winter Journey Checklist

Pay extra attention to planning your journey in severe weather conditions.

Ask these questions

- Is the journey really necessary? Can the journey wait until the weather improves?
- Should an alternative route for the journey be considered?
- Has the chosen route been checked for delays?
- Have the weather conditions along the chosen route been checked out?
- Are there any special considerations, e.g. extensive roadworks with restricted lanes?
- Is the vehicle/car ready for poor/adverse weather conditions?
- Has an emergency kit and provisions been provided?

An Emergency Kit/Provisions Should Include

- Ice scraper and de-icer
- Torch
- Warm clothes, a blanket, a pair of boots
- A first aid kit
- Battery jump leads
- A snow shovel
- Food and a warm drink (in a flask)
- Sunglasses for low winter sun
- A fully charged up mobile 'phone

Remember that

- In severe weather, the style of driving has to be adapted to suit the prevailing conditions.
- If you have to brake hard in an emergency, consider if you could stop safely within the distance ahead?

Some Examples of Changing Road and Weather Conditions

- Changes in road elevations or exposure.
- Roads passing under or over bridges.
- Objects such as bridges, trees or structures at the side of the carriageway.
- Where there is less traffic, e.g. slip roads.
- Bends in the road.

The Vehicle and Winter Weather

- Has the vehicle been serviced by a reputable mechanic?
- Has the anti-freeze in the radiator been replaced?
- Is the battery reliable: most batteries last between 2 and 4 years?
- Are the lights clean enough and are all of the bulbs working?
- Are tyres correctly inflated to the required pressures and are all treads of the legal depth of tread?
- Is the windscreen kept clean, including the driving mirrors?
- Are the wiper blades in good condition or do these need replacing?

Remember that

- Before driving off, ensure that the windows are clear of mist, ice and snow – inside and out.
- Take a map for any unplanned diversions – even if your vehicle has been fitted with a ‘sat-nav’.

Poor Weather: Safe Driving

Fog

- Use dipped headlights so other drivers can see your vehicle.
- Use fog lights & rear high intensity lights (visibility < than 100 metres).
- Try not to speed up when the fog ‘clears’ – very often there are fog patches further along the road.

Ice and Snow

- Clear all snow upon the vehicle roof before driving off as this can often slip/slide down and obscure the view (rear and front).
- Look for clues that the roads could be icy, e.g. ice on the pavements, the windscreen, no/reduced road surface noise etc.
- Avoid braking as this will lock the wheels and give rise to further skidding.
- Stay well back from service vehicles spreading grit/salt or using snow ploughs – don’t overtake unless safe to do so.

Rain

- When the road is wet, slow down and maintain a safe distance from the vehicle ahead.
- If the vehicle loses its road surface grip, slow down – avoid braking or steering suddenly.

Windy Weather

- Take extra care and plan the journey, checking out weather conditions.
- Be aware of strong cross winds: windy weather and strong gusts can affect high-sided vehicles, motorcycles, bicycles and even horses on the road.
- Be vigilant when driving in wooded locations as windy conditions can fell and topple trees.

Floods

- Avoid driving through surface water as the engine can become flooded.
- If driving through a flooded area is unavoidable, use a low gear and keep the engine revving at a high rate; keep moving forward.
- Test brakes after driving through water to ensure an effective operation.

Motorway Break Down

- Pull onto the hard shoulder, park as far over to the left as possible, away from traffic – turn on the hazard warning lights.
- All persons must get out of the vehicle immediately using the doors on the left side.
- Whilst waiting for roadside assistance, keep well away from the carriageway and hard shoulder – stand over the fixed barrier if it is safe to do so.
- Never attempt even the simplest of vehicle repairs!
- Use the emergency roadside telephone if possible rather than a mobile ‘phone – this will help Traffic Officers know exactly your location on the motorway system.

4.3 Appendix 3 – COVID-19 Policy

Coronavirus

As a responsible employer, the **British Horse Society** shall carry out the advice of the UK Government, in a sensible and proportionate manner.

This policy is a dynamic policy and subject to change as and when government advice changes.

Section 2 of the Health and Safety at Work etc. Act 1974 requires employers to ensure the health and safety of employees and volunteers at work, so far as is reasonably practicable.

Although the interpretation of a 'substance hazardous to health' under COSHH includes a 'biological agent' that can be a 'microorganism', which can include a 'virus' under the COSHH interpretation, regulation 2 (2) specifies that COSHH only applies in those circumstances where risks of exposure are work related, and not those where they have no direct connection with the work being done. Our Society does not undertake such work.

There are two health and safety problems to be dealt with. First, the ill health of staff who suffer from coronavirus owing to infection and secondly, the risk of infection spreading to other employees and volunteers and, in some cases to our clients or customers.

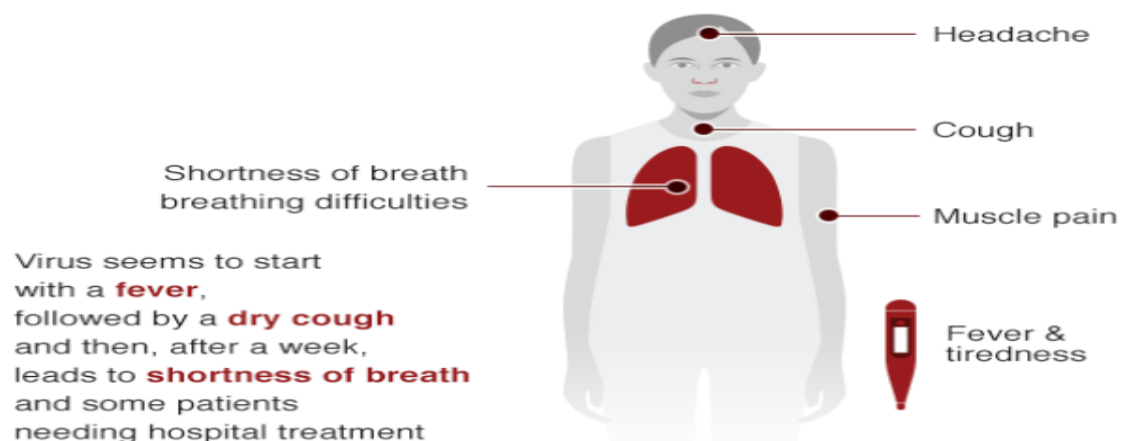
What is COVID-19?

Coronavirus disease (COVID-19) is a respiratory disease that was first identified in Wuhan City, China. Coronaviruses are a large family of viruses that are common across the world. These viruses can cause mild symptoms ranging from a fever and cough to more serious conditions such as severe pneumonia, shortness of breath and breathing difficulties.

Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions.

The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14-days after contact with someone with confirmed coronavirus, they have not been infected.

Symptoms



Source: WHO

BBC

Preventing Infection

To help reduce any potential spread of coronavirus, the Society is urging employees and volunteers to follow the steps that the government recommends for similar illnesses such as cold and flu. Following good hygiene practices can help prevent the spread of infection.

The Society encourages employees and volunteers to

- use hand tissues to catch coughs and sneezes
- always carry tissues and use them to catch coughs or sneezes
- cover the mouth and nose with a tissue when coughing or sneezing
- bin the tissues and wash their hands afterwards
- wash their hands often with soap and water
- use sanitizer gel if soap and water are not available
- avoid touching their eyes, nose and mouth with unwashed hands.
- if your work involves meeting customers or clients, we recommend advising them that so long as the current situation exists, it is our policy not to shake hands upon arriving or leaving.
- follow the rules in place at your host's premises.
- Avoidance of non-essential travel where possible.

The Society will at all times monitor the health of employees and volunteers within the workforce, provide information and instruction for the duration of this pandemic.

Employees and volunteers exhibiting symptoms must follow Government advice and self-isolate.

It should be made absolutely clear when reporting sickness or sickness related absence that the reason for absence is coronavirus infection or possible infection, so that the Society can consider what additional steps to take.

Management Meetings

Following an initial evaluation of our working environment, and the work activities that are carried out within the workplaces, various potholders were involved with the exercise to have a suitable and sufficient COVID-19 Risk Assessment Record (RAR).

Documented Risk Assessment Record (RAR)

From a combination of meetings, employee or volunteer consultation and cooperation, coupled with workplace observations, the RAR has now been prepared and published to all of the workforce.

This RAR shall be kept under regular review and shall be updated and modified in the light of new information from authoritative sources and the practicalities of operating our COVID-19 Control Strategy. Any updated and revised versions shall also be published and distributed accordingly.

Version 1. Of the COVID-19 RAR 2021

Further information can be found via the following links:

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees-and-volunteers>

4.4 Appendix 4 – Policy Review

Year	Reviewed by	Date	Comments
2021	John Longfield Tech IOSH of Acton Jennings LLP	25 th September 2021	Draft Version
2022			
2023			
2024			