

Horse Enhanced Psychotherapy and Learning (HELP) at Top Farm

HEALTH AND SAFETY POLICY

Name of Organisation: HELP at Top Farm

Venue/address for which policy applies: Top Farm, Pentre Fron Road, Coedpoeth, Wrexham, LL11 3BU

Date of last review: 1 March 2022

Date of next review: 1 March 2023

Name of author: Kirsty Sanderson

Policy Statement

HELP at Top Farm is committed to reasonably ensure the health and safety of all staff and visitors to the site.

Policy Aims

To ensure all areas of the business are considered in maintaining health and safety of all staff, visitors, animal and property.

Responsibilities

Johanna Cotton and Kirsty Sanderson has responsibility for health and safety.

Procedure

VENUE

A risk assessment is completed initially, updated as necessary and checked with copies kept.

HORSES/PONIES

Should not be worked with until they have been fully assessed and passed as of good temperament, sound, in good condition and suitable for therapy purposes.

TACK

All tack and special equipment should be inspected on a regular basis to ensure that it has been maintained, is in good condition and that it fits the equine on which it is being used.

STAFF/VOLUNTEERS

All staff and volunteers should be advised on the contents and use of the Health & Safety Guidelines. A programme of training should be discussed and planned appropriate to the new recruit/helper's experience and qualification. All staff and volunteers must fill in an application form before joining. They must provide references which should be checked and complete an enhanced disclosure application (if aged 16 or over). All helpers should be given induction training when they first join



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Top Farm which must be recorded. They should be capable and trained for all duties they are asked to perform and should be briefed at the beginning of each session.

All people accessing EFP, EFL, Outdoor Therapies or Corporate Days should wear comfortable and suitable clothing. Jackets and anoraks, if worn, should be fastened. It is recommended that jewellery is removed, and that long hair should be tied back. Gloves are recommended. Sturdy shoes or boots should be worn.

FIRST AID

No activity may take place without the presence of a person holding an up to date First Aid Certificate. Appointed First Aiders should be identified at the start of each session. There must be a First Aid Box readily available for each session.

FIRE DRILL

Everyone working or attending the site on a regular basis must be instructed on procedures in case of fire. This is to include the location of fire points, use of different types of fire extinguishers, fire alarm method, evacuation plan for both humans and animals, location of master switch, water stop tap and telephone.

ACCIDENT & INCIDENT BOOK

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

CLIENT / STAFF RECORDS & UP-TO-DATE INFORMATION

Up to date information and completed staff/volunteer/client forms should be available for reference. These will be kept in accordance with Data Protection Guidelines.

