

QUEEN MARY'S SCHOOL RIDING STABLES

Health & Safety Manual

Updated Sep 2021

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General Policy Statement

QUEEN MARY'S SCHOOL

Health and Safety Policy General Policy Statement

Queen Mary's school recognises and accepts its responsibilities to ensure, so far as is reasonably practicable, the health, safety and welfare at work of the School's employees as well as the health, safety and welfare of its pupils, members of the public, visitors, contractors or sub-contractors on any of its premises.

The School considers this to be a prime responsibility and will ensure that all reasonable precautions are taken to provide and maintain a working environment and conditions which are safe and healthy and comply fully with all statutory requirements and codes of practice which relate to the activities of the Group.

In particular, all reasonably practicable steps will be taken and the necessary funding will be provided to ensure:

- The provision and maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work;
- The provision and maintenance of plant and systems of work that are safe and without risk to health;
- Safe arrangements are implemented for the use, handling, storage and transportation of articles, equipment and substances;
- The provision of information, instruction, training and supervision as is necessary to ensure the health and safety of employees and others;
- The provision and maintenance of safe means of entry to and exit from the premises;
- The appointment of competent persons and establishment of suitable systems to enable the effective assessment and monitoring of health and safety issues and the implementation of control measures and precautions.

The Policy and associated procedures will be reviewed regularly and updated as required.

Management take their responsibilities in respect of health and safety very seriously and employees are expected to adopt a similar approach. All employees are required to familiarise themselves fully with the School's Health and Safety Policy and at all times to observe and comply with the associated rules and procedures.

Signed for and on behalf of Queen Mary's School

Signed

Date

Organisation & Responsibilities

The Board of Governors

Are ultimately responsible for health and safety within the whole School. The Board of Governors will ensure that the Health and Safety Policy is effectively adopted and monitored on a regular basis.

The Board of Governors will also ensure that sufficient resources are available to provide any necessary health and safety equipment, clothing, information and training for employees and that suitable health and safety expertise is available in order to achieve and maintain as high a standard of safety proficiency as is reasonably practicable.

The School Head

Has day to day responsibility for ensuring that the School's Health and Safety policy is implemented and observed at all times within the whole school.

The School Head is required to carry out regular checks to ensure that the Health and Safety Policy is being adhered to, to ensure that all Heads of Department are aware of and complying with their duties under the policy and to ensure that all employees are given suitable and timely training in health and safety matters.

The Deputy Head

Responsible for the above in the absence of the School Head and for assisting in the above at all other times.

The Riding School Manager

Responsible to provide good leadership that will promote responsible attitudes towards Health and Safety. The Stable Manager is required to;

- Be responsible for providing and training of the Health and Safety Policy.
- Keep up to date with all health and safety issues applicable to their area of responsibility;
- Ensure that all new employees are given adequate departmental induction training including safety procedures and risk assessments appropriate to their specific work, the location of, first aid boxes and fire exits as well as emergency and evacuation procedures;
- Provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to Health and Safety;
- Ensure that all co-workers are aware of the Health and Safety Policy;
- Report immediately and appropriately all accidents or dangerous occurrences and assist in any investigations or improvements designed to prevent a recurrence;
- Ensure good housekeeping standards are applied and maintained;
- Report immediately any damage or defects that may present a hazard and ensure that remedial measures are taken and injuries are prevented;
- Assist in the review of all new equipment and the periodic review of all existing equipment and methods of working to ensure they are safe and do not endanger health;
- Support and contribute to the Health and Safety Committee;

The Head of Finance and Estates

Responsible for providing such training, support and assistance as is necessary in order to enable the Stable Manager to comply with their role and duties. The Estate Manager / H & S officer shall assist the head of Finance and Estates in implementing the Health and Safety Policy and will monitor and assist the Stable Manager wherever necessary. The Estate Manager / H & S officer shall co-ordinate the activities of the Health

and Safety Committees.

The Estate Manager / Health & Safety Officer has responsibility for;

- Providing such technical support, advice and assistance as is necessary in order to facilitate all of the above;
- Arranging the implementation and monitoring of suitable policies and procedures that will enable an efficient and effective Health and Safety System;
- Organising regular Health and Safety Risk Assessments and Audits in order to monitor that, as far as reasonably practicable, the Riding Stables are safe and without significant risks and that any necessary improvements are promptly reported / resolved;
- Liase with relevant staff in order to monitor the effectiveness of the Health and Safety Policy;
- Monitoring and investigating accidents and dangerous occurrences and implementing, where necessary, suitable preventative measures;
- Liase with enforcement bodies;

All Employees within the Riding Stables

Have a duty to take reasonable care for the Health, Safety and Welfare of themselves and others who may be affected by their actions, including their colleagues, pupils, members of the public, contractors and sub-contractors.

Employees are required to;

- Comply fully with the Riding School's Health and Safety Policy and any associated guidance, instructions and notices;
- Co-operate fully with the Riding School in ensuring the highest standards of Health and Safety are achieved and maintained and all relevant statutory provisions are complied with;
- Use properly, and refrain from wilful misuse of, or interference with, anything provided in the interests of Health and Safety;
- Refrain from any action that may endanger themselves or others.

Health and Safety Committees

Will provide a forum for staff to raise and discuss Health and Safety issues and provide an additional means of disseminating information to employees.

Guidance

Organisation & Management DfES/0803/2001

Chief Education Officers
Health and Safety Advisers
Outdoor Education Advisers
Head Teachers
Chairs of Governors

Status

Statutory

HEALTH AND SAFETY: RESPONSIBILITIES AND POWERS

Related documents:

School Standards and Framework Act 1998

Overview

- This document seeks to clarify responsibilities under existing health and safety legislation. It explains who is responsible for the health and safety of riding school staff, pupils and others on riding school premises or when engaged on educational/sporting activities elsewhere including visits. It sets out related powers under education legislation and the key elements that a health and safety policy should include.

Action required: Recipients to note and inform staff.

Contact details:

DfES
Pupil Health and Safety Team
Sanctuary Buildings (2C)
Great Smith Street
Westminster,
London SW1P 3BT.
Email info@dfes.gsi.gov.uk
Tel: 0870 0012345.

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Responsibility for Health and Safety in Schools

Health and Safety at Work Law

- Health and safety responsibilities derive from the Health and Safety at Work etc. Act 1974 and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE).

Employer

- The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. Who this is varies with the type of school.
- For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the Local Education Authority (LEA).
- For foundation schools, foundation special schools and voluntary aided schools, the employer is usually the governing body.
- For independent schools, the employer is usually the governing body or proprietor.
- The Local Authority/LEA is the employer for statutory youth groups. (Note: those in charge of non-statutory youth groups may also find this document useful.)
- Education employers have duties to ensure, so far as is reasonably practicable:
- the health, safety and welfare of teachers and other education staff;
- the health and safety of pupils in-school and on off-site visits; and
- the health and safety of visitors to schools, and volunteers involved in any school activity.

Employees

- Employees have responsibilities too. The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well. Employees must
- Take reasonable care of their own and others' health and safety;
- Co-operate with their employers;
- Carry out activities in accordance with training and instructions; and
- Inform the employer of any serious risks.

Enforcement

- The HSE enforces health and safety law relating to the activities of LEAs and schools.
- Because the employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the employer. However, in some circumstances, for example where an employee failed to take notice of the employer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

Responsibility – All Schools

- The employer must have a health and safety policy and arrangements to implement it. The Health and Safety at Work etc Act 1974 applies. Key elements of a health and safety policy are listed in the annex (note: this is not a comprehensive list).
- Employers must assess the risks of all activities, introduce measures to manage those risks, and tell their employees about the measures. The Management of Health and Safety at Work Regulations 1999 apply.
- In practice, employers may delegate specific health and safety tasks to individuals (LEAs may delegate specific tasks to schools). But the employer retains the ultimate responsibility no matter who carries out the tasks. The employer should therefore maintain an audit track, making clear who is doing what and confirming that these tasks are being carried out.

Community and Voluntary Controlled Schools etc.

Responsibility

- As the employer, the LEA has responsibility for health and safety in community schools, community special schools, voluntary controlled schools, maintained nursery schools, pupil referral units and the statutory youth service. It has the power to ensure that its health and safety policy is carried out in-school and on all school activities.
- The LEA must provide health and safety guidance to those schools and services where it is the employer. It must ensure that staff are trained in their health and safety responsibilities as employees and that those who are delegated health and safety tasks (such as risk assessment) are competent to carry them out. If an LEA risk assessment shows that training is needed, the LEA must make sure this takes place.
- The LEA can direct schools to release staff for health and safety training where the scheme for financing schools contains such a provision. If it does not, LEAs may wish to consider the need for an amendment to their scheme. If the scheme allows, the LEA can charge the school for any training the LEA has provided.
- It is good practice for community, community special and voluntary controlled schools etc. to draw up their own more detailed health and safety policies based upon their LEA's general policy

Monitoring and Compliance

- The LEA cannot fulfil its statutory duty unless it monitors how its schools are complying with the LEA policy. The LEA should monitor this robustly to ensure required standards are reached and should take action where they are not.
- LEAs' statutory school financing schemes can be expected to contain a number of provisions enabling the LEA to ensure that schools have regard to health and safety requirements. Such schemes are made under section 48 of the School Standards and Framework Act 1998. They are commonly known as Fair Funding Schemes.
- Where an LEA believes the health and safety of anyone on-site, or of anybody engaged on school activities off-site, is at risk it can make a direction to the governing body and head teacher.
- A direction can specify action to be taken (e.g. remedy a health and safety failing). Or it can require the governing body and head teacher to comply with a specific aspect of the LEA's health and safety policy. Section 39(3) of the School Standards and Framework Act 1998 applies.
- In the event of non-compliance with a section 39 direction, the LEA can apply to the Secretary of State for a direction. Section 497 (general default powers) or section 496 (power to prevent unreasonable

exercise of functions) of the Education Act 1996 applies.

- Ultimately and rarely, compliance would be enforceable through the courts. Substantial or persistent non-compliance with scheme requirements is a ground for suspending delegation, subject to the governing body's right of appeal.

Can an LEA intervene in Foundation or Voluntary Aided Schools?

- Under section 15(2)(iii) of the School Standards and Framework Act 1998 an LEA may give a warning notice to any maintained school (community, community special, foundation, foundation special, voluntary aided or voluntary controlled) in its area where the safety (not the health) of staff or pupils is threatened by, for example, a breakdown in discipline.
- But the HSE and the Department for Education and Skills share a view that the intervention power in section 15, as set out above, is not normally an appropriate means of enforcing health and safety requirements in schools. This is subject to any ruling by the Courts.

Reserve Power of Entry

- LEAs may need to obtain information in order to exercise any of their general responsibilities. They should normally be able to do this as employers or owners of school premises. Where they cannot reasonably do this, they may use their reserve right of entry to any school maintained by them. For health and safety purposes, this enables them to enter the premises of any community, community special or voluntary controlled school to obtain the information needed. Section 25 of the School Inspections Act 1996 applies.

Code of Practice on Local Education Authority-School Relations

- This does not address LEAs' duties as employers under the Health and Safety at Work etc Act 1974 and other relevant statutory duties. The guidance in the Code is not intended to override any of those duties.

School Funding Arrangements

- LEAs' fair funding schemes should retain sufficient power to ensure they meet their health and safety responsibilities and that necessary work is carried out. The schemes should require governing bodies to:
- supply all financial and other information to enable the LEA to be sure that the school is managing its budget satisfactorily;
- have due regard to the LEA's responsibilities for health and safety;
- assess in advance where relevant the health and safety competence of contractors taking account of the LEA's policies and procedures.
- Schools may take advice on health and safety from other bodies but must heed the policy of the LEA.
- Schemes should allow the LEA to pay for (and recoup the costs for) health and safety work for which it is liable where funds have been delegated to schools for such work but where the work was not done.
- Schemes should also allow the LEA to recoup the costs of necessary health and safety training for staff from a school when funding for training is delegated but suitable training has not taken place.
- LEAs can hold back funds to cover strategic management of health and safety i.e. establishing policies and setting standards, providing competence at a strategic level, carrying out active and reactive monitoring, reviewing the policies and standards, and advising schools.

Foundation, Voluntary Aided and Independent Schools etc.

Responsibility

- The governing bodies of foundation, foundation special and voluntary aided schools have similar responsibilities, as employers, to those set out above for LEAs.
- In independent schools the employer may be a governing body or proprietor. The employer also has similar responsibilities.
- In some circumstances there may be staff employed by the LEA working on the premises of foundation, foundation special or voluntary aided schools. The LEA, as employer, has responsibility for their health and safety. The governing body also has responsibilities towards them, as visitors. See also next paragraph.
- Some foundation, foundation special, voluntary aided or independent schools may have links with the LEA through such activities as the Duke of Edinburgh's Award. Or some of the staff in some of these schools may be employed by the LEA. Where either of these apply, the school should refer to the section **Community and Voluntary Controlled Schools etc.** above.
- LEA Advice
- Many LEAs provide health and safety advice to foundation, foundation special, voluntary aided or independent schools. The Department encourages this. However, LEAs are not responsible for the health and safety of pupils in these schools or of staff employed by these schools. This does not conflict with the LEA's duties with regard to Asset Management Plans.

List of other sources

HSE Website www.hse.gov.uk

HSE Five Steps to Risk Assessment - <http://www.hse.gov.uk/pubns/indg163.pdf>

HSE A Guide to Risk Assessment Requirements - <http://www.hse.gov.uk/pubns/indg218.pdf>

Health and Safety Commission (HSC) Managing health and safety in schools £5.95

HSC Health and safety guidance for school governors and members of school boards £5.95

A Guide to the Law for School Governors (DfES 2001)- Community Version - Voluntary Aided Version - Voluntary Controlled Version- Foundation Version. website <http://www.dfes.gov.uk/governor/info.cfm>

DfES School Security website www.dfes.gov.uk/schoolsecurity

DfES Health and Safety of Pupils on Educational Visits: A Good Practice Guide

http://www.dfes.gov.uk/h_s_ev/index.shtml

DfES/DH Supporting Pupils with Medical Needs: A Good Practice Guide -<http://www.dfes.gov.uk/medical>

DfES Guidance on First Aid for Schools <http://www.dfes.gov.uk/firstaid>

DfES/Home Office School Security: Dealing with Troublemakers

-<http://www.dfes.gov.uk/schoolsecurity/dwthome.shtml>

DfES video "Can you see what they see?"

DfES Code of Practice on Local Education Authority-School Relations - <http://www.dfes.gov.uk/lea/>

Guidance on Standards for School Premises (ref DfEE 0029/2000).

DfES/CEDC Safe Keeping: A good practice guide for health and safety in study support (Ref DfEE 0197/2000)

HSE publications (priced and non-priced) are available from HSE Books Tel: 01787 881165

DfES guides are free from DfES publications Tel 0845 6022260

HSE's infoline is 08701 545500

Legislation referred to in this document

Health and Safety legislation

The Health and Safety at Work etc. Act 1974.

The Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Education legislation

Education (School Premises) Regulations 1999 (SI 1999 No.2)

School Standards and Framework Act 1998

School Inspections Act 1996.

Education Act 1996

Further copies of this guidance

DfES Publications

PO Box 5050

Sherwood Park

ANNESLEY

Nottinghamshire

NG15 0DJ

Tel: 0846 6022260

Fax: 0845 6033360

Email: dfes@prolog.uk.com

Also on the internet at www.teachernet.gov.uk/visits

Annex

Key Elements of a Health and Safety Policy

- A general statement of policy
- Delegation of duties as allocated tasks
- Arrangements made to put in place, monitor and review measures necessary to reach satisfactory health and safety standards
- Training of staff in health and safety including competence in risk assessment
- Off-site visits including school-led adventure activities
- Selecting and controlling contractors
- First-Aid and supporting pupils' medical needs
- School Security
- Occupational health services and work-related stress
- Consultation arrangements with employees
- Workplace safety for teachers, pupils and visitors
- Violence to staff
- Manual handling
- Slips and trips

- On site vehicle movements
- Control of hazardous substances
- Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.
- Recording and reporting accidents to staff, pupils and visitors - including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Fire safety, including testing of alarms and evacuation procedures
- Dealing with health and safety emergencies – procedures and contacts

Health & Safety Training

It is Company Policy that every employee shall receive suitable and sufficient training in how to carry out their duties safely and without risk to themselves and others. This training shall take the following format.

Riding School Induction

Each new employee must attend the Riding School Induction when they commence employment. This shall include Fire / Emergency procedures, General Health and Safety Guidelines and COSHH . Each new employee shall also be shown where the relevant Health & Safety Folder is kept and instructed to read the sections on Health and Safety.

Further Departmental Training

Although it is not expected that every new employee will be able to understand and remember all the information contained in the Risk Assessments / Safe Working Practices, this does form an essential part of their training. Ongoing training will thus be necessary and it is the Stable Managers responsibility to ensure that these are brought to the attention of the staff and that the Safe Working Practices are adhered to at all times. The Risk Assessments / Safe Working Practices must be freely available to all staff.

Refresher Training

Refresher training will be given annually to staff.

Employee Responsibilities

Employees also have a responsibility for ensuring that they have received suitable and sufficient training. If an employee feels that one of their duties exposes them to a Hazard for which they have not been trained then they must speak to the Riding School Manager / H & S Officer immediately. He / she will assess the situation and arrange for the necessary training or change of procedures.

Health and Safety Training Records

In order to both ensure that training has been provided and be able to prove this, it is necessary to use standardised Departmental training records – these are the ‘Safety & Risk Assessment Training Summary’ and the ‘COSHH Assessment Training Summary’. These records have been designed to match the programme of training that each employee will receive during School Induction, Departmental Induction and more specific hands-on training.

These completed records shall be kept in the Riding School Office.

**Training
Safety
&
Risk Assessment
Training Summary**

Risk Assessment	Name																			
Security Policy	Initial																			
	Date																			
New & Expectant Mums	Initial																			
	Date																			
Hazard Spotting	Initial																			
	Date																			
Accidents & Medical Policy Procedures	Initial																			
	Date																			
Fire Safety	Initial																			
	Date																			
Food Hygiene	Initial																			
	Date																			
Alcohol	Initial																			
	Date																			
Smoking & Naked Flames	Initial																			
	Date																			
Restricted Areas	Initial																			
	Date																			
Work Equipment	Initial																			
	Date																			
Leaf Blower	Initial																			
	Date																			
Quad Bike	Initial																			
	Date																			
Lone Working	Initial																			
	Date																			
School Trips	Initial																			
	Date																			
Covid 19	Initial																			
	Date																			
	Initial																			
	Date																			

Training

Riding School Induction

General Safety Procedures

General Health and Safety Precautions

- Employees will be provided with Personal Protective Equipment if required, Visitors and Contractors are expected to provide their own Protective Clothing and Equipment which must be used whenever it is required or they are instructed to do so.
- Children must also provide their own Protective Clothing and equipment although starter riders and beginners may be loaned these.
- Appropriate clothing must be worn at all times. Hair must be tied back
- New or modified equipment and building modifications will be notified to the Head of Finance & Estates / Estate Manager / H & S officer at the planning stage so that Safety and Environmental issues may be reviewed and recommendations made.
- Information and training will be provided on safe working methods, the appropriate use of personal protective equipment and how to deal with potentially hazardous situations. Employees are encouraged to seek advice from the Riding School Manager in cases where they are unsure of the safe working practice.

Slips, trips and falls

Are one of the most common causes of injury in the Work Place. So:

- Wear sensible shoes with flat, slip resistant soles.
- Lookout for tripping hazards and remove them – trailing cables
- Report hazards that cannot be removed immediately
- Prevent slipping hazards e.g. wet floor, put up a warning sign and clear spills up immediately.
- When cleaning floors, put up warning signs in prominent positions.
- In wet weather, watch out for wet floors due to water been carried in on shoes or clothing.
- During icy weather, be very careful when walking on untreated surfaces outside, especially steps and slopes. The Riding School Manager will try to maintain a safe access route into the Stable Yard so keep to that.

Housekeeping

It is the Riding School's policy to maintain standards of housekeeping and cleanliness.

Poor housekeeping creates many hazards.

- Dispose of rubbish and scrap immediately
- Keep gangways, emergency exits and aisles clear
- Clean up spilt liquids
- Put any food waste into the outside bins and clean up any spilt food, (waste foodstuff encourages vermin)
- Ensure access to fire-fighting equipment is kept clear at all times
- Stack stored items carefully so that they cannot fall
- Keep lighting clean
- Keep warning notices up to date
- All staff must ensure that the area they are responsible for is kept tidy at all times and free from obstructions.

All staff have a duty to report any of the following to the Estates Manager / H & S Officer:

- A lack of cleanliness after the cleaning should have been completed
- Damage to any part of the building or to the fixtures or fittings
- Where preventative maintenance work would save unnecessary wear and tear and or damage.

Burns and Scalds

- Take care with all hot equipment, follow training.
- When cleaning, ensure all equipment is off and cool first.
- Do not carry hot, heavy containers too far or up stairs. Where possible, cool first and decant into smaller containers.
- Do not rush & avoid crossing busy areas when carrying hot items.
- Take great care when using hot water.

Knife Safety

- Only authorised and trained staff may use knives
- Knives must be stored separately and in a safe manner.
- Knives must only be used for their intended purpose – nothing else.
- Great care to be exercised when washing knives by hand and never leave immersed in water.

Manual Handling

Moving heavy or awkward objects carries the inherent risk of back injury or muscle strain if done incorrectly.

If you are involved in manual handling then first consider the following:

- Is there an alternative to manually moving the item? eg. Are wheelbarrows available to assist you?
- Are you capable of moving the item without undue risk? If not, then do not attempt it. Ask for assistance or speak to the Riding School Manager.
- Can the load be made smaller, lighter or easier to grasp eg. carry less items.
- Plan the route and keep it clear of obstructions.

Then, when actually lifting:

- Place your feet apart, leading leg forward.
- Consider your centre of gravity (in other words, don't overbalance).
- Get a firm grip, keeping arms inside the boundary formed by the legs.
- Bend the knees not the back.
- Do not jerk or stretch. Lift in a fluid motion.
- Keep the load close to you.
- If turning to the side, turn with your feet rather than twisting the body.

Collisions with Moving Objects

Accidents can be caused by collisions with moving objects such as vehicles, doors, items falling off shelves, trolleys, other people.

- When going through doors, always go slowly as somebody may be on the other side.
- When pushing wheelbarrows, ensure that your route is clear and unobstructed.
- High level shelving and racking must be secure and stored items must be carefully stacked to ensure their stability.
- Any loose items likely to fall and cause injury must be restrained.
- If equipment needs to be stacked eg. Show jumps, rugs, buckets etc. then they must be stacked carefully and must not be stacked so high as to be in danger of falling over.

Collisions with Fixed Objects

- Keep your work area and walkways clear and tidy to avoid collisions with equipment or deliveries etc.
- Keep storerooms clear and tidy.
- Ensure that there is enough light to be able to see where you are going eg. Stores. Tackroom etc.
- Watch where you are going.

Falls From Height

- Only trained and authorised staff may work at height - on ladders, on the roof, on scaffolds.
- Never try to over-reach as this may cause strains or falls.
- If working at a height, ensure that persons below are not put at risk by cordoning off the area.
- If reaching high surfaces to clean for example, never stand on chairs or other furniture but use a proper kick-step, step-ladders or use a long handled duster.
- In the store rooms, use the lower shelves for heavy or awkward objects.
- Report defective equipment or furniture that may cause accidents e.g. damaged steps, chairs or tables.

Dangerous machinery

- Never operate any machinery unless you have been fully trained in it's use.
- Only trained staff aged 18 or over may handle dangerous machinery - including dismantling, cleaning etc.
- Never clean any machinery unless you have been trained and it is switched off and unplugged.
- Never operate machinery that is damaged or has missing guards - report it to the Riding School Manager.
- Switch off machinery when not in use.
- Always follow the manufacturer's instructions for safe use of the machinery.

Electrical Safety

- Electricity can kill it is the duty of all staff and pupils to treat all electrical wiring and equipment with the utmost care.
- Ensure you have been trained before using electrical equipment.
- Visually check equipment prior to use for any defects (eg. frayed wiring, loose plug, damaged socket, etc.) Any defects should be reported immediately to the Riding School Manager and removed from service to await repair.
- Never attempt any repairs or maintenance to anything electrical.
- Switch off and unplug electrical equipment prior to cleaning.
- Electrical equipment must not be cleaned with water unless it has been designed to be cleaned in that way.
- Never use electrical equipment in wet conditions or with wet hand, unless designed to do so.
- Never allow leads to trail where they may become crushed, wet or damaged or where they may cause a tripping hazard.
- Observe the manufacturer's instructions rigidly

Fixed electrical installations

- These should be inspected at least every 5 years by a competent person (i.e. a suitably qualified and certified electrician using the necessary testing equipment). Details of test results are held by the Estate Manager / H & S Officer.
- Some parts of the system e.g. socket outlets should be visually inspected more often, even termly.

Portable electrical appliances

- A register of all equipment with each item individually identified is held. The items are routinely inspected and a certificate is held by the Estate Manager / H & S Officer.

Chemical Safety

Chemicals can be extremely dangerous and great care must be taken when using them. (See C.O.S.H.H. register)

Hazardous Substances

There are a number of substances on site which may be considered hazardous if used incorrectly. These include amongst others, cleaning chemicals, paints, varnishes, insecticides etc

The Control of Substances Hazardous to Health Regulations (COSHH) places an obligation on employers to control people's exposure to hazardous chemicals in the workplace. The main obligation is to carry out a risk assessment of the health risks and to consider what must be done to eliminate or minimise these risks. These assessments must be brought to the attention of employees and, where necessary they must be given appropriate training. If there are any special hazards, then Personal Protective Equipment (PPE) may be required

Manufacturers' Health and Safety Data Sheets are kept at the point of storage and within the departmental health & safety folders, along with instructions for the correct use of the substances. Staff should ensure that they follow all correct procedures. A central register of substances used on site will be kept by the Stables Manager. All chemicals including solvents, paints, fuels, mineral oils etc must be stored correctly in a designated locked area and appropriate signage displayed.

In the event of a spillage, as much material must be recovered as possible before it is able to enter the ground.

- Do not use any chemicals until you have been trained in how to use them safely.
- Many chemicals require the use of personal protective equipment such as gloves, goggles or masks. Always wear the appropriate protection.
- If you find that the protective equipment is missing or broken then report it to the Riding School Manager.
- Never mix substances with one another – there could be a chemical reaction, never fool around with chemicals.
- Always use in line with manufacturers instructions.
- Never put substances into containers designed for other products or measure or scoop substances using drinking glasses, cups, spoons etc.
- Store all substances tidily in a secure locked storage area away from food.
- Ensure any spillages are cleared away safely and immediately.
- Report any accidents immediately to the Riding School Manager.
- Always wash your hands after using chemicals.

In the event of an accident, you will need to know the appropriate first aid treatment for the chemical. This is written on the container and on the hazard data sheet which is available in the Control of Substances Hazardous to Health (C.O.S.H.H) folder.

Security Policy

All guest's / visitors and contractors at the Riding School must report to the Riding School Manager upon arrival.

Visitors and contractors may only take photographs with the permission of the Riding School Management.

Unwelcome Visitors

It is within everyone's interest to be vigilant in watching out for suspicious activities or characters.

- Ensure store, tack room and office doors are kept locked and the intruder alarm is activated at the end of the school day or when unattended..
- Staff working late must ensure the above and make sure that they lock up behind them when they leave.
- Any persons behaving suspiciously should be challenged, or escorted off the yard. This is the responsibility of all staff. Do not feel awkward about challenging them. Legitimate visitors will not be offended if asked politely.
- Staff should not attempt to remove the person physically from the premises, even though they may be committing an offence or may have caused damage.

Staff should:

- Ask the person to leave and watch them to make sure they leave the school premises
- Report the matter to the school office. If the visitor still refuses to leave the premises, the police should be called.
- Full details of the incident including statements from any witnesses should be recorded in the school diary which is kept in the main school office.

Hazard Spotting

- Be constantly on the lookout for potential hazards of any description.
- If you spot a hazard then take action to ensure that it is removed or report it to the Riding School Manager / Estate Manager / H & S Officer if it cannot be removed.
- Warn Others.

Accidents & Medical Procedures:

The School will provide what is required as stated by the Health and Safety (First Aid) Regulations 1981.

The healthcare of the day pupils remains the responsibility of the parents or guardians but the school provides an appropriately qualified person with adequate facilities to provide basic First Aid requirements of the day pupils and staff whilst they are in the care of the school. The management accepts its role in loco parent for the day pupils during normal school hours.

The boarders are registered under the school doctor and are therefore under the school's Medical care during term-time. (Technically they remain on the register of the school doctor, even during holiday-time.)

Personnel:

The following are qualified to offer First Aid and Medical Help in event of illness

School Nurse

Head of Boarding

Deputy Housemistress

Early Years Staff

Outdoor Education Staff

Most of the teaching staff have attended an Appointed Persons First Aid course

Any other member of staff who holds a current First Aid certificate

If none of the above can be found, then report to management or the School Office. In the evenings any accidents or illness should be reported to the Boarding member of staff on duty

Emergency Numbers:

The School Doctor: The Health Centre, Chapel St, Thirsk. Tel: 08448151030

The local hospital is:

Friarage Hospital (Accident and Emergency Dept) in Northallerton,

Tel: 01609 779911

Health Hub:

The Health Hub (First Aid Room) is situated at school along the kitchen corridor. The School Nurse keeps an adequate and appropriate stock of First Aid Supplies in the health hub. There is also a locked Medicine cupboard, keys are held by those qualified to treat pupils, and also in the School Office.

First Aid Boxes:

These contain a suitable quantity of first aid supplies (as defined in the First Aid at Work Regulations) and anything extra as identified necessary by the School Nurse. Sterile water may also be necessary where the boxes are stored away from mains water.

All employees must inform the Nurse whenever equipment related to safety has been used and needs replacement/replenishment e.g. eye wash bottles, first aid supplies, etc.

It is the responsibility of the School Nurse to ensure that the boxes are suitably and adequately stocked.

First aid boxes can be found in:

Riding area - Standard contents plus instant Ice Packs

A number of small fabric First Aid kits are kept in the surgery for use on school trips

NOTE – The Accident Books are kept in the Riding School Office.

All accidents should be referred to the School Nurse.

Medicines and Treatment:

The School Nurse is available between 08:15 and 14:30hrs Monday to Friday. All who have been injured or are feeling unwell should see the nurse between these times. Where possible any on-going treatments such as dressings are done during these times.

At other times, non-medical staff who have received the appropriate training and who have current certificates may administer First Aid. Unqualified staff may not administer First Aid, Treatments or Medication.

If a minor medical emergency or any illness occurs after the hours covered by the nurse, and the first aiders are unsure what to do, they must telephone the surgery in Thirsk (tel: 01845 597214) and ask for advice, or refer to the NHS Direct book kept in the surgery, or call NHS Direct on 0845 4647. If in any doubt Dial 999 and ask for an ambulance in the case of an emergency.

Reporting:

Any treatment given anywhere on the school premises, whether to pupils, staff, contractors, visitors etc, or to any pupil or staff off-site under the care of the school must be written and reported to the Health Hub, stating:

- Time and date
- Symptoms
- Treatment given
- By whom (with signature)

The incident will also require entering in the Accident Book which is kept in the stables office and delivered to the School Nurse immediately.

“999” Emergency Calls

To dial for an ambulance / fire / police:

- Dial “999”
- Ask for Ambulance / Fire / Police
- Tell the operator your name and address, which is “The Riding Stables at, Queen Mary’s School, Baldersby Park, Topcliffe, Thirsk, North Yorkshire, YO7 3BZ.
- Tell the operator why you need help
- If you are asked, the school’s telephone number is 01845 575000 or give your mobile number.

Fire Safety

- The North Yorkshire Fire Brigade inspect the building routinely.
- The fire alarm consists of an automatic detection in certain areas and hand operated bells by the door of the office and the stable block.
- No pupil should use any fire-fighting equipment. Staff should take note of the different types of portable fire-fighting appliances and the types of fires they are used for.
- It is an offence to tamper with any equipment provided for the purposes of fire detection or fire fighting. It is the duty of staff to report any damage or use of fire safety equipment immediately to the school Estate Manager / H & S Officer.
- A Fire Log Book is kept in the riding school office, and in it are recorded details of all fire practices, incidents and false alarms.
- All staff should make themselves familiar with fire exits, escape routes, positions of the fire bells and fire extinguishers. They should also ensure children are familiar with fire escape routes, evacuation procedures and the position of alarm bells.

Procedure for evacuating the riding school buildings in case of an emergency.

It may be necessary to evacuate the riding school building at any time in case of fire, bomb alert, flood or other emergency. In such circumstances, the fire bells will be manually sounded. .

Chain of Command

As soon as the fire alarm sounds, the riding school fire evacuation policy must be adopted.
The most senior person present takes command of the situation

On arrival of the fire brigade, the Fire Officer automatically assumes overall authority on the site.

In the event of the Fire Brigade being called only the Fire Officer may declare the situation safe and allow people back into the buildings.

On hearing the fire bells , Pupils should:

- Not stop to collect any belongings
- Leave the stables, office and tack room area.
- Go to the assembly point at the gate to the back paddock.
- Not return to the building until they are told to do so.

Members of staff should:

- Call the fire brigade (999) immediately
- Close doors and windows to try prevent the spread of fire (if safe to do so)
- Shepherd the pupils in their care (from behind to the fire muster point).
- Not stop to collect any belongings
- Go to the assembly point
- Be aware of who should be on the yard and conduct a roll-call to verify all are present
- Maintain order amongst those pupils they are responsible for
- Not return to the building until the Fire Officer / senior member of staff has declared the situation safe.
- Phone school office / Estate Manager / H & S Officer.

The senior member of staff should:

- Ensure staff keep pupils in orderly form.
- Check with all employees that their pupils are present, and report this to the Fire Officer on his arrival
- Discuss with the Fire Officer whether it is safe for pupils to remain at the assembly point or move to an alternative place.
- Ensure that the Fire Officer enters the details into the Fire Log Book.

On seeing fire or smoke:

Pupils should:

- Raise the fire alarm
- Warn any others in the area of the immediate danger
- Not stop to collect any belongings
- Leave the stables by nearest available emergency escape route
- Go to the Assembly Point
- Notify the most senior member of staff about the location and nature of the fire
- Not return to the building until the Fire Officer has declared the situation safe.

Members of staff should:

- Raise the fire alarm
- Alert all other pupils / staff in the area
- Shepherd his / her "charges" (from behind), out of the stable area.
- Go to the Assembly Point.
- Inform the Fire Officer / senior member of staff about the location and nature of the fire
- Maintain order amongst pupils from their area
- Not return to the stables till the Fire Officer has declared the situation safe.

The Stable Manager should bring out:

- The Fire Log Book
- List of pupils in lessons at the riding stables to ensure their safety
- Ensure the Fire Brigade have been called.

- Ensure the school office has been called.

Drills and Testing:

The Riding School team is responsible for ensuring that:

- Drills are carried out and logged
- Action is taken where necessary to improve on evacuation performance
- Testing is carried out and logged

Item	Frequency
Fire drills	Termly and Logged.
Fire alarm	Alarm bells tested termly and Logged.
Fire extinguishers	Tested annually by contractor and Logged.

All log books are inspected annually by our insurers.

What do I need to Know?

- You need to know the location of the fire bells / break glass and how to operate them.
- You need to know the location of the fire fighting equipment and how to use it (If Trained to do so).
- You need to know the location of the fire assembly point and your responsibilities in the event of a fire.

Means of Escape

NEVER block or obstruct any means of escape or fire exit.

IF YOU IDENTIFY ANYTHING THAT COULD BE A POTENTIAL FIRE HAZARD THEN REPORT IT TO THE ESTATE MANAGER / H & S OFFICER IMMEDIATELY.

Alcohol:

It is the school’s policy that no member of staff or contractor employed on the school premises or working off-site on school business should drink alcoholic beverages whilst on duty, nor should they have taken such drinks before coming on duty. Staff or contractors found to be under the influence of alcohol will be subject to disciplinary procedure.

Smoking and Naked Flames

In line with the Health Act (Smoking) 2006, the school grounds and buildings are designated as a no-smoking / vaping zone. This includes horse events. Smoking / vaping in the building and grounds is not permitted at any time including social functions, and during lettings.

The use of naked flames or sources of ignition (candles, incense sticks etc) is strictly prohibited unless as part of a staff supervised activity. Contractors may only undertake hot work after permission has been granted by the Estate Manager / H & S Officer and a Hot Works Permit issued.

Drugs, Illegal Substances and Substance Abuse

- Any member of staff found in possession of illegal drugs or under the influence of such drugs, or apprehended trying to buy such drugs will be subject to immediate suspension pending investigation,

and where confirmed, subject to summary dismissal. As required by law, possession of illegal substances will also be reported to the Police.

- Any member of staff found engaging in substance abuse (i.e. deliberately concentrating and inhaling the vapours of adhesives, aerosols etc to achieve an intoxicating effect), or under the influence of such substances will be subject to disciplinary procedure.
- Any contractors engaging in the above will be removed from site and reported to their company.

Restricted areas

In the interests of Health and Safety, the following areas are out-of-bounds to all children and unauthorised staff without adequate supervision or permission:

- Any private land surrounding the riding school
- Any roofs or loft spaces
- The lagoon by the stables

Work Equipment

- All equipment is to be kept in good working order, and where appropriate, inspected by a competent person. Records for these inspections will be checked.
- Any defective equipment and machinery must be reported immediately to the Riding School Manager and should not be used if it is in an unsafe condition.
- Where necessary, written instructions will be issued giving safe operating procedures for equipment. Copies of these instructions will be kept in the Riding School Manager's Office
- Equipment or machinery may be used only by persons who are authorised and have received the appropriate training. Evidence of this training will be kept in the Riding School Manager's Office,
- The Riding School Manager will conduct periodic safety inspections.
- All employees using powered equipment must use and ensure all guards and safety devices are used and operational.
- All portable machinery is visually inspected before use and is inspected periodically by a competent person.
- No unauthorised persons are to attempt repairs or modifications to any equipment.

Lone Working

No employees will be requested or permitted to work alone in any area prior to a risk assessment being performed.

New and Expectant Mothers

Queen Mary's School owes a duty of care to all new and expectant mothers. "New or expectant mother" means a worker who is pregnant, who has given birth within the previous six months or who is breast-feeding. Certain activities are known to put a strain on expectant mothers which would not normally affect women.

- Lifting or handling awkward heavy items
- Working in awkward / confined spaces
- Working at workstations unsuitable for pregnant women – prolonged standing, repeated twisting and bending movement, cold or hot environments
- Working in a stressful or violent environment
- Working with toxic substances such as lead
- Pregnant workers are especially at risk from manual handling injury – for example, hormonal changes can affect the ligaments, increasing susceptibility to injury; and postural problems may increase as the pregnancy progresses. There can also be risks to those who have recently given birth, for example after a caesarean section
- The increase in size and resultant reduction of mobility of an expectant mother would make work in a cramped or confined workplace unsuitable.
- Working in a stressful or violent environment, or in a noisy, hot or cold environment may increase fatigue, stress and blood pressure levels.

For each new or expectant mother, the Riding School Manager is required to carry out an individual risk assessment. If significant risk is found which may affect her health or that of the baby, then steps must be taken to remove the risk to her.

This is achieved by:

- Temporarily adjust the working conditions and / or hours of work, or if not reasonable to do so.
- Offer her suitable alternative work if available, or if not.
- Suspend her on full pay for as long as necessary to protect her safety or the health of the child.

- Risk assessments must be reviewed on a regular basis as the pregnancy progresses, as the mother's physical abilities will change.
- Read section 4 Risk Assessment Pregnancy

Risk Assessments

&

Safe Working Practices

We are required by law to carry out an assessment of the risks of injury or ill health that may be present within the premises. The purpose of risk assessment is to establish suitable safe systems of work, thereby protecting our staff, pupils, visitors and contractors. In carrying out this assessment, it is necessary to identify hazards and their associated risks.

A **hazard** is anything that has the potential to cause harm.
The **risk** is how likely it is that the hazard will actually cause harm.

Departmental General Risk Assessments and Task Specific Risk Assessments have been produced, based upon the activities which are common to all activities in the Riding School. These also contain Safe Working Practices in the form of existing control measures which are designed to minimise the risks that have been identified.

It is the responsibility of the Riding School Manager to ensure that these risk assessments are being adhered to at all times by monitoring and training the staff in these procedures.

It is also the responsibility of the Riding School Manager to review these risk assessments annually in order to confirm that these are being adhered to. Those that are identified as not being adhered to must be addressed immediately.

At the same time, the Riding School Manager must carry out a separate risk assessment for any hazards in the Department that are not covered by the risk assessments.

Risk Assessments
Fire Risk Assessment
&
Departmental Fire Plans

Fire and Emergency Procedure Queen Mary's School

The purpose of this document is to ensure that all concerned understand the integration of the Head and Staff in the development of Fire and Emergency Procedures.

The Head's aim is to work closely with Staff to develop and maintain logical and effective procedures and to assist with fire and emergency related issues.

The Riding School Manager / Estate Manager / H & S Officer will conduct and record the following procedures:

- Fire Safety Risk Assessment (jointly with the Head)
- Fire Evacuation Drills (at a time specified by the riding school manager)
- Fire Equipment Checks – Termly
- Fire bell Tests – Termly

The safety of pupils, teaching staff and school visitors when on school premises or undertaking school activities is ultimately the responsibility of the Head. Consequently, all procedures must be approved by the Head.

All relative paperwork on fire safety can be found within the Fire Log Book kept within the Riding School Office.

Risk Assessments

General Risk Assessment Pack

GENERAL RISK ASSESSMENT

HEALTH AND SAFETY – SAFE WORKING PRACTICES CHECKLIST

**PRODUCED AS A RESULT OF GENERIC RISK ASSESSMENT AND TO BE COMBINED WITH
RISK ASSESSMENTS OF SPECIFIC TASKS OR ACTIVITIES**

**The Riding School Manager to complete this General Risk Assessment checklist annually and to rectify
any non compliance.**

**At the same time, The Riding School Manager will carry out Risk Assessments for specific tasks or
activities in his / her Department that may present significant risks not already covered by this checklist.**

Using the pre-prepared Risk Assessments and new as necessary. Again rectify any non-compliance.

All completed Risk assessments to be stored in the Risk assessment folder in the riding school office.

Review All Risk Assessments annually.

RISK CATEGORIES:

SLIPS, TRIPS AND FALLS ON SAME LEVEL

HOT SURFACES AND SUBSTANCES

CUTS AND LACERATIONS

HANDLING, LIFTING AND CARRYING

STRUCK BY MOVING OBJECT

FALLS FROM HEIGHT

STRUCK AGAINST FIXED OBJECT

MOVING MACHINERY

MOVING VEHICLES

ELECTROCUTION

CHEMICALS

VIOLENCE AGAINST STAFF

RISK ASSESSMENT

Generic Risk: SLIPS, TRIPS AND FALLS ON SAME LEVEL

Date of Assessment Sep 21

Assessor Clint Smith

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures.	What further controls are needed?	Action Plan		
					Who	When	Done
Tripping hazards	Objects or obstructions left in walkways or work areas will cause trips. This applies to both inside the School and outside.	All staff, pupils, contractors on site	All staff to be trained never to create tripping hazards by leaving objects in walkways or trailing cables across work areas etc. Trailing cables due to equipment etc. which cannot be relocated must be covered over with tape or with a suitable cable cover. All staff to be constantly on the lookout for tripping hazards and to remove them immediately. Tripping hazards caused by disrepair, such as worn or damaged steps or broken tiles to be reported to the Estate Manager / H & S Officer immediately. Defects which cannot be removed immediately must be clearly marked to warn others of the danger. Personal belongings and clothing must be left tidily in allocated storage areas.				
Slipping hazards	Wet surfaces will increase the risk of slips and falls.	All staff, pupils, contractors on site	All wet floors (eg. floors being cleaned) to be clearly marked with warning signs. Adequate warning signs to be available. All spillages and food debris to be cleared up immediately. 'Clean as you go'. In busy walkways the floor must be dried				
Storage	Equipment, stock or utensils not stored in designated place may be tripping hazard.	All staff, contractors on site	Designated storage areas must be used. These must be designed to minimise tripping hazards. These must be kept tidy.				

Refuse storage	Poor storage will cause trips, slips and falls.	All staff, contractors on site	Refuse to be stored in designated refuse area only. These must be designed to minimise tripping hazards. These must be kept tidy. These areas must be kept clean and free from slippery floors. Spillages must be cleaned up immediately. There must be regular collections to prevent accumulations of refuse.			
Poor visibility	Poor lighting may increase the risk of slips, trips and falls.	All staff, pupils, contractors on site	Ensure all work areas and passageways are adequately lit. Ensure defective lights are repaired immediately.			
Weather	Wet and cold weather will create slipping hazards from wet or icy surfaces.	All staff, pupils, contractors on site	In wet weather, ensure that internal tiled floors do not become slippery regularly dry the floors or provide temporary non-slip mats. In snowy or icy weather, provide a clear and slip free access route into the stables from Car Parks etc. These must be kept clear by frequent gritting. Apply notices that paths are slippery and to keep to the gritted area			
Fire exits	Obstructions will cause slips, trips and falls in an emergency.	All staff, pupils, contractors on site	All fire exit doors and routes must be kept completely clear at all times.			

Date Reviewed _____

Signature _____

Date Reviewed _____

Signature _____

RISK ASSESSMENT

Generic Risk: HOT SURFACES AND SUBSTANCES

Date of Assessment Sep 21

Assessor Clint Smith

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Handling hot equipment and dealing with hot surfaces - General	Burns and scalds	All staff, pupils, contractors on site	Ensure all staff likely to handle or come into contact with hot equipment have been properly trained in its safe use and cleaning. Ensure hot equipment has cooled enough to enable handling or cleaning without causing burns. Always follow the manufacturer's instructions. If contact with hot equipment is unavoidable, oven gloves or a suitable dry cloth must be used and the forearms and wrists should be protected. All hot equipment should be suitably labelled 'hot'				

Date Reviewed _____

Signature _____

Date Reviewed _____

Signature _____

RISK ASSESSMENT

Generic Risk: CUTS & LACERATIONS

Date of Assessment Sep 21

Assessor Clint Smith

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Emptying bins	Cuts, lacerations and puncture wounds. Associated risk of infections	All staff	Never put hands into bins in case of sharps. Never put sharps or glass into normal refuse sacks:				
Disposal of sharp waste	Cuts, lacerations and puncture wounds. Associated risk of infections	All staff, contractors on site	‘Sharps’ boxes must be available or in an easily accessible location. All sharp waste (eg. glass, tins, needles etc.) to be separated from soft waste and placed in rigid containers. Do not use paper bags for sharp waste. If there is evidence of needle use (ie. Diabetic or drug abuse) then extreme care must be taken. On no account should needles be handled directly. Protective gloves must be available. Ensure all contractors are aware of the sharps rules.				
Use of glassware	Cuts, lacerations and potential contamination of food and drink.	All staff, pupils, contractors on site	All defective glasses and breakages to be dealt with immediately – use a dustpan and brush and dispose of in rigid containers. Do not stack glasses. Care must be taken when carrying glasses – use purpose made glass carriers where possible. Beware of thermal shock which can shatter glasses – eg. do not pour boiling liquids into glasses. Regularly inspect glassware for cracks and chips.				
Receipt and storage of goods	Cuts and lacerations from exposed metal	All staff	Inspect goods for packaging defects, protruding staples etc. Wear protective gloves where necessary.				

Lighting	staples, splinters, sharp edges etc. Cuts from shattered bulbs – eyes.	All staff, contractors on site	Decant to safe container if appropriate. All lights near high level storage / shelves must be fitted with diffusers to protect them from damage or must be of shatterproof design. Staff trained and supervised in the safe procedure for changing light bulbs				
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Date Reviewed _____

Signature _____

Date Reviewed _____

Signature _____

RISK ASSESSMENT

Generic Risk: HANDLING, LIFTING AND CARRYING

Date of Assessment Sep 21

Assessor Clint Smith

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Handling, lifting and carrying	Back strain, muscle strains, ruptures crushing injuries etc.	All staff	Rules for Heads of Department: General: Ensure that staff have been properly trained in manual handling techniques. Ensure that the handling task is safe and reasonable bearing in mind the size, weight and strength of the individual concerned.				
Carrying chemical containers	Splash or spillage causing chemical injuries	All staff	Ensure that the item to be handled is of a manageable size and shape to handle safely. Ensure that any necessary handles or lifting straps are available on the item or that suitable trolleys are available. Ensure that any necessary protective clothing is provided and worn eg. gloves, safety shoes.				
Carrying loose or open chemicals	Splash or spillage causing chemical injuries	All staff	Ensure that pregnant women are not asked to lift heavy or awkward items. When establishing a safe route: Ensure that the load can be reasonably carried over the distance involved.				
Carrying refuse	Lacerations from protruding sharps	All staff	Ensure that the load can be safely carried if there are steps or other potential hazards. Ensure that adequate resting time is available. This may be mid-journey or between repetitive journeys. Ensure that the intended route is clear of obstruction or unacceptable risk of collision with staff or public. Rules for all staff: Before attempting to move a load, ensure the following:				

		<p>That you are capable of moving it. That you can grasp it safely. That you have help if needed. That there is sufficient space and light in which to carry out the whole task. That there are no hazards in your intended path. That you can put the load down safely without trapping your fingers. That you are wearing any necessary protective clothing. That you're normal clothing or hair will not become entangled in the load. When lifting a load, observe the following rules: Feet slightly apart and firmly on the floor. Keep the knees bent. Keep the back straight. Lift cautiously – do not snatch. If lifting a number of items, do not overload. Do not over-reach or over-stretch. During the journey, you must ensure: That you can see where you are walking. That you keep well clear of moving vehicles. That you make yourselves heard when necessary. That doorways etc. are wide enough for you and the load. That goods are safely put away from walkways. That the load is free from sharp protrusions. During the journey, do not: Carry too much. Carry loads over slippery surfaces. Run. Put the load down so that it could fall over or be a tripping hazard. Throw things or drop them from a higher level. Roll chemical containers or gas cylinders. If equipment needs to be moved,: Do not move hot equipment. Do not move equipment containing hot liquids.</p>				
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		<p>Do not move equipment that is still plugged in. Do not move gas equipment unless it has been properly disconnected or is designed to be moved slightly for cleaning (eg. flexible connectors). Ensure that the containers are clean, leak-free, tightly closed and can be carried securely. Should any spillage occur then clean it up immediately and warn other staff of the spillage. Observe the COSHH assessments and hazard data sheets.</p> <p>Do not carry loose or open chemicals.</p> <p>All staff to be aware of the rule not to put broken glass or china or other sharps straight into refuse bags. Staff to check refuse bags, before lifting, for splits or sharp protrusions. Look carefully for tiny points like needles or wire. When carrying the refuse, hold it away from the body and legs. Take the refuse all the way to the refuse area – do not leave bags around for others to fall over.</p>				
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Date Reviewed _____

Signature _____

Date Reviewed _____

Signature _____

RISK ASSESSMENT

Generic Risk: STRUCK BY MOVING OBJECT

Date of Assessment Sep 21

Assessor Clint Smith

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Struck by a moving object	Death or serious injury	All staff, pupils, contractors on site	<p>Where doors open onto a thoroughfare or workplace they should be fitted where practical, with glazed sight panels. Staff must use these sight panels to ensure it is safe to open the door.</p> <p>Mobile equipment on castors or wheels should have brakes fitted to them or must be fixed in such a position so that they cannot roll unattended.</p> <p>Shelving and racking above head height must be secure and carefully stacked to ensure the stability of items stored there.</p> <p>Any loose items likely to fall and cause injury must be restrained.</p> <p>If equipment needs to be stacked they must be stacked carefully and must not be stacked so high as to be hazardous.</p> <p>If any high level work is to be carried out then steps must be taken to ensure that there is no-one beneath and no-one in danger in the vicinity.</p>				

Date Reviewed _____

Signature _____

Date Reviewed _____

Signature _____

RISK ASSESSMENT

Generic Risk: FALL FROM HEIGHT

Date of Assessment Sep 21

Assessor Clint Smith

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Climbing	Falls, serious injury	All staff, contractors on site	Climbing may only take place using a ladder or secure platform ie. a scaffold. All ladders and scaffolds must be well maintained and used by authorised staff only. All ladders must be inspected prior to use				
Use of ladders/ step ladders -falls from height	Personal injury – broken bones, cuts, bruises	All staff contractors on site	Only approved stepladders to be used and maintained in good order. See Working at Height Policy Ensure rubber safety feet in position Always wear flat firm soled shoes Check there are no overhead hazards Cordon off area if open to other people Check ladder is locked in position prior to use Do not put tools where they could fall Put both feet on step Never stand on top rail Never over reach Ensure the ladders are on a firm, flat base Visually check ladder before use. Do not use if faulty Have someone to foot ladder.				
Slips							
Objects falling and hitting other persons							
Defective ladders							
Structural areas	Unsafe climbing may lead to a fall	All staff, contractors on site	When working or travelling through high areas, staff must take care at all times. These areas include stairs, balconies, roof areas, etc.				

	High areas provide potential for falling hazards		<p>Ensure a permit to work or lone work permit has been issued where necessary. Wherever necessary, protective equipment must be worn e.g., harnesses. Get assistance if required. If work is considered unsafe, stop, make safe and report to the Estate Manager / H & S Officer. If working at a height, ensure that persons below are not put at risk by cordoning off the area.</p>				
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Date Reviewed _____

Signature _____

Date Reviewed _____

Signature _____

RISK ASSESSMENT

Generic Risk: STRUCK AGAINST FIXED OBJECT

Date of Assessment Sep 21

Assessor Clint Smith

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Collisions with low-level fixtures and fittings or low-level parts of the structure.	Cuts, bruises or other head injuries	All staff, pupils, contractors on site	Any parts of the structure which are low level and which may cause head injuries such as low-level ceilings in cellars, corridors or stairs etc. must be clearly marked and highly visible. All staff must be made aware of such areas. Where possible, low-level fittings in places where they could cause head injuries should be eliminated or made highly visible. Walk ways and work areas and store rooms must be so laid out that risk of collision is minimised. Warning signs must be clearly visible.				
Collisions with equipment or deliveries.	Cuts, bruises or other injuries	All staff, contractors on site	Equipment in the work areas and store rooms must be arranged in such a way as to avoid collisions. Equipment or deliveries must never be left in corridors or walk ways.				

Date Reviewed _____

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Date Reviewed _____

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RISK ASSESSMENT

Generic Risk: MOVING MACHINERY

Date of Assessment Sep 21

Assessor Clint Smith

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
General rules for the use of moving machinery	Potential for trapping fingers, trapping hair, amputation, electric shock, crush injury.	All staff, contractors on site	<p>The Riding School Manager is to ensure that the manufacturer’s instructions are always available and strictly observed.</p> <p>All staff must be fully trained in the use of machinery before operating that machinery.</p> <p>All guards and safety devices must be in place before operation.</p> <p>Machine must be maintained and in good repair. It is forbidden to modify or improvise repairs to overcome a defect or deficiency caused by disrepair. Machines must be properly repaired.</p> <p>Check that electrical leads, plugs etc. are securely connected.</p> <p>Ensure that the machine is standing firmly. If it is on a table ensure that the table is stable also.</p> <p>Persons under 18 years of age, are not permitted to use prescribed dangerous machines. Nor may be dismantle or clean them under any circumstances.</p>				
Washing machine,	Trapping, cuts, burns, electric shock	Staff	<p>For automatic washing machines the following rules apply:</p> <p>Use only as recommended by manufacturer.</p> <p>Check external electrics daily. Check cables and plugs for damage.</p> <p>Do not overload.</p> <p>Faults, leaks, etc should be reported immediately and dealt with without delay.</p> <p>Should not be operated on a puddled/wet floor.</p> <p>Machines to be serviced as recommended by manufacturer.</p>				

Date Reviewed _____

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RISK ASSESSMENT

Generic Risk: MOVING VEHICLE

Date of Assessment Sep 21

Assessor Clint Smith

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Working on or passing through external area that are used for vehicular access	Injury through contact with moving vehicles	All staff, pupils, contractors on site	Stables gates to be kept closed at all times, no vehicle movement within the stables yard area without consistent supervision All deliveries to be supervised and an area cordoned off Ensure delivery vehicles are stationary before attempting to unload. Delivery vehicles to be unloaded in strictly defined area. All staff drivers and contractors take due care and attention particularly when reversing. General external lighting to be of good standard and properly maintained. Speed limits to be strictly adhered to. Staff to ensure vision is not obstructed when carrying items. Keep roadways properly maintained. Properly supervise vehicle movements - particularly when reversing and near blind corners.	Bollards placed in roads in pedestrian areas to ensure no movement of vehicle	Estate team	Asap	Yes

Date Reviewed _____

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RISK ASSESSMENT

Generic Risk: ELECTROCUTION

Date of Assessment Sep 21

Assessor Clint Smith

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Use of electrical equipment	Electrocution – death or serious injury	All staff, pupils, contractors on site	<p>Electricity can kill so treat all electrical wiring and equipment with the utmost care.</p> <p>The electrical wiring and the portable appliances are tested periodically by qualified electricians. However, staff must be aware of the following:</p> <p>Visually inspect plugs, cables and electrical equipment for damage. If you notice any defect to any electrical equipment (eg. frayed wiring, loose plug, damaged socket, etc.) then report it immediately to the Estate Manager / H & S Officer. Stop using the defective equipment immediately and prevent anybody else from using it. How you do this will depend on the circumstances but the equipment must be unplugged and preferably taken to Estate's or it may be labelled as "dangerous/defective" and stored in a safe place awaiting repair. If there is any chance of it being used by mistake then the plug should be removed.</p> <p>and:</p> <p>Never attempt any repairs or maintenance to anything electrical.</p> <p>Never clean electrical equipment unless it has been unplugged. Electrical equipment must not be cleaned with water unless it has been designed to be cleaned in that way.</p> <p>Never use electrical equipment in wet conditions or with wet hands.</p>				

		<p>Never allow leads to trail where they may become wet or hot or damaged or where they may cause a tripping hazard. Make regular visual checks of your electrical equipment to make sure it's in good repair. Never pull electrical equipment around by its cable.</p>				
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RISK ASSESSMENT

Generic Risk: Chemicals

Date of Assessment Sep 21

Assessor Clint Smith

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Use of chemicals	Poisoning, skin irritation, eye injury	All staff, pupils, contractors on site	All C.O.S.H.H records and training to be completed and signed off prior to using Use any necessary PPE such as gloves, goggles or masks as directed. Never mix substances with one another unless designed to do so. Never use a substance for any purpose other than that for which it was supplied. Never put substances into containers designed for other products. Never measure or scoop substances using drinking glasses, cups, spoons etc. Store all substances tidily in a secure storage area away from food. Ensure any spillages are cleared away safely and immediately.				

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RISK ASSESSMENT

Generic Risk: INFECTION

Date of Assessment Sep 21

Assessor Clint Smith

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Cleaning up bodily fluids – vomit, blood etc.	Risk of infection from HIV, Hepatitis etc. – death or serious illness	Staff	The Riding School Manager must ensure bodily fluid kits are available. Suitable staff must be trained in the use of the bodily fluid kits. Suitable staff must always use the bodily fluid kits provided.				
Injury from sharps – needles, razor blades	Risk of infection from HIV, Hepatitis etc. – death or serious illness	Staff and contractors	Sharps such as needles and razor blades can transmit HIV or Hepatitis if you cut yourself. Be on the lookout for sharps. Never handle sharps. If you find a sharp, put it in a rigid sharps box never touch any part of it that could cut you. Never dispose of sharps in paper or the normal refuse sacks as they may protrude and other people may cut themselves. If ever you have any cuts or open wounds, cover them with waterproof plasters/dressings to avoid infection.				
Use of water outlets	Risk of infection with Legionnaires Disease – death or serious illness	All staff, pupils, contractors on site	A Legionnaires risk assessment will be completed by competent contractors and a Log Book kept. The Riding School Manager is to ensure that the Legionella controls identified in the assessment are strictly adhered to.				
Viral Gastro-enteritis	Risk of infection – vomiting and diarrhoea	All staff, pupils, contractors on site	Staff to be trained with the information contained in the School Crisis Manual. In the event of an outbreak, the Company procedure for dealing with viral gastro-enteritis must be adhered to.				

Date Reviewed _____

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RISK ASSESSMENT

Generic Risk: VIOLENCE AGAINST STAFF

Date of Assessment Sep 21

Assessor Clint Smith

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Unwelcomed intruders	Personal injury Stress at work	Members of staff, guests	In the event of intruders within the Riding School, the Police must be called immediately. Staff should ask any suspicious people on the premises about their identity and the reason for them being there. Do not attempt to apprehend an intruder, especially if alone or likely to be injured - Call the Police. Staff to adopt a 'no hero' policy particularly with robberies and violent situations Avoid confrontational situations				

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Risk Assessments

Task Specific Risk Assessments

RISK ASSESSMENT

Department : Estates

Job Task/Activity: Changing light bulbs

Date of Assessment Sep 21

Assessor Clint Smith

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Changing Light Bulbs	Electric shock Falling/Stumbling in the dark Falling from ladders Cuts Burns	Staff, pupils & visitors	Staff to be trained in changing light bulbs Ensure the switch is off. Ensure a torch is carried if there is no other separate electric lighting Ensure ladder safety risk assessment is complied with. Carry bulbs in an appropriate container Gloves to be worn to ensure if bulbs break no cuts occur Gloves to be worn on bulbs that are still warm if they have recently gone off. Dispose of recyclable bulbs in the recycling bin provided in the school bin area. Do not dispose of bulbs in refuse sacks as this could cause injuries or health risks to others				

Date Reviewed _____

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RISK ASSESSMENT

Department : Estates

Job Task/Activity: COSHH - Petrol – Handling and refuelling

Date of Assessment Sep 21

Assessor Clint Smith

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Handling and refuelling petrol	Toxic inhalation Burns / Fire	Maintenance	Wash hands thoroughly after contact or wear latex gloves. Only refuel machines in well ventilated areas. Do not inhale vapour. Always turn off engines when refuelling and allow to cool. Ensure strictly no smoking anywhere near fuel or when refuelling. Ensure no naked flames, lights or heat near fuel or when refuelling. Sort out spillages immediately by brushing over dust, sand or other absorbent material and then remove before starting engine. Ensure C.O.S.H.H regulations are read and applied				

Date Reviewed _____

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Date Reviewed _____

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RISK ASSESSMENT

Department : Estates

Job Task/Activity: COSHH - Petrol – Storage and Transportation

Date of Assessment Sep 21

Assessor Clint Smith

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Storage and transportation of petrol	Contact with petrol causing skin irritation / dermatitis Burns / Fire	Maintenance	Wash hands thoroughly after contact or wear latex gloves. Ensure all containers are stored in a vented, locked container. Ensure petrol containers and stores are correctly labelled. Ensure petrol is not stored inside the main school building. Ensure containers are secured when transporting - use a transport box. Sort out spillages immediately by brushing over dust, sand or other absorbent material and then remove. Do not store petrol near heat or direct sunlight or naked flames. Ensure strictly no smoking anywhere near petrol containers. Ensure suitable fire extinguishers are close at hand at all times.				

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RISK ASSESSMENT

Department : Estates

Job Task/Activity: COSHH - Use of Paints and Solvents

Date of Assessment Sep 21

Assessor Clint Smith

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Use of paints and solvents	Personal injury due to irritation or inhalation. Fire	All	COSHH assessment completed for all chemicals Manufacturer's hazard data sheet attached to COSHH assessment and complied with. Correct PPE to be worn where necessary. Store solvents and flammable paints in fire resistant cupboard and keep away from heat or naked flames. Do not smoke near flammable liquids. Store in a ventilated area. Only use in well ventilated areas. Avoid exposure for long periods.				

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RISK ASSESSMENT

Department : Estates

Job Task/Activity: High Work – Use of ladders

Date of Assessment Sep 21

Assessor Clint Smith

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Use of ladders	Falls causing serious injury or death	Maintenance	Ensure staff are trained in safe use of ladders. Always wear suitable PPE including safety boots. Select a suitable flat and solid position to locate the ladders. Ensure ladder is at the correct angle. Make sure the foot end is on the floor. Get someone to hold / foot the ladder if working above 3 Metres. Ensure the foot of the ladder cannot be banged by passing people or vehicles. Keep both hands on the ladder and avoid carrying heavy items on the ladder. Do not over-reach or over-balance. Cordon off the area below the ladder. Do not use ladders outside in wet or windy conditions.				
Inside or outside	Dropping equipment	All					

Date Reviewed _____

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RISK ASSESSMENT

Department : Estates

Job Task/Activity: High Work – Use of step ladders

Date of Assessment Sep 21

Assessor Clint Smith

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Falls	Causing serious injury or death	Maintenance	Ensure staff are trained in safe use of step ladders. Always wear suitable PPE including safety boots. Visually check ladder before use. Do not use if faulty Select a suitable flat and solid position to locate the ladders. Ensure ladder is at the correct angle and safety straps/catches are in position. Ensure rubber safety feet in position Ensure the foot of the ladder cannot be banged by passing people or vehicles. Check there are no overhead hazards Cordon off area if open to other people Keep both hands on the step ladder to climb and avoid carrying heavy items on it. Do not over-reach or over-balance. Cordon off the area below the step ladder. Ensure there are at least 3 rungs above your knees to aid stability. Do not put tools where they could fall off.				
Inside or outside	Dropping equipment	All					

Date Reviewed _____

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Date Reviewed _____

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RISK ASSESSMENT

Department : Riding School

Job Task/Activity: Lone working

Date of Assessment Sep 21

Assessor E. Hill

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Lone working	Not being able to rely on help or assistance	Staff	When staff are assigned tasks to working alone the Riding School Manager should be aware of what area each person is working in. Management personnel should be aware of the approximate timing to complete the task. Weekend working, Staff to have mobile phones or walkie talkies so that regular calls can be made to check on their progress.				
Fire	Death or serious injury	Staff	Fire risk assessment of whole building completed.				
Working at Heights	Falls	Staff	No working at heights if lone working				
Slips trips and falls	Bumps, scrapes	Staff	Phone contact with the Riding School Manager / School Boarding Staff				
Manual handling	Strains / strains	Staff	Manual handling risk assessments				
Violence	Risk of injury as a result of an assault	Staff	Staff to be aware of procedure for un-welcome visitors / intruders				

Date Reviewed _____

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RISK ASSESSMENT

Department : Estates

Job Task/Activity: Manual Work - Work with drains or water courses where rats may live

Date of Assessment Sep 21

Assessor Clint Smith

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Work with drains or water-courses where rats may live	Risk of infection with Weil's Disease, Leptospirosis, Hepatitis etc.	Staff	Suitable protective clothing to be worn including waterproof gloves. All cuts to be covered with waterproof plasters/dressings to avoid infection. Contaminated clothing must not be worn elsewhere in the school or Estate.				

Date Reviewed _____

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Date Reviewed _____

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RISK ASSESSMENT

Department : Estates

Job Task/Activity: Equipment - Use of hand tools - General

Date of Assessment Sep 21

Assessor Clint Smith

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Use of hand tools (screwdrivers, hammers, chisels, etc.)	Trapping, cuts, abrasions, amputation, Ear damage from noise	Maintenance	Only to be used by trained, authorised staff. Ensure all staff wear appropriate PPE if necessary. Do not leave unattended in public areas. Maintain all equipment in good condition. Ensure hands are behind cutting blade or away from screwdriver point To avoid strain injuries whilst pushing or applying pressure avoid twisting and avoid long repetitive movements				

Date Reviewed _____

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RISK ASSESSMENT

Job / Task Activity Cleaning gutters including use of ladders

Date of Assessment Sep 21

Assessor E. Hill

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Dirt and infections from the gutter.	Illnesses caused from dirt	Staff	Plastic gloves to be worn.				
The height involved	Falling off the ladder which could well cause serious injury	All	Ladder must be held stable by someone on the floor while the gutter is being cleaned.				
Falling off the ladder			DO NOT use ladders which are in faulty condition				
Faulty equipment			Ladder safety Risk Assessment to be adopted				

Date Reviewed _____

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RISK ASSESSMENT

Job / Task Activity Loading and unloading

Date of Assessment Sep 21

Assessor E. Hill

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
The horse	Being kicked, stamped on, knocked over, rope burns to hands	Stable staff, Livery owners, clients	When loading wear gloves and substantial footwear. Prepare box/trailer correctly before loading commences If horse difficult have a helper and use a bridle or a chifney.				
Unsuitable surfaces	Injuries caused by slipping over		Park trailer or horse box in flat area If help is needed use only senior members of staff and not children. It is not safe to have odd pedestrians watching as they will not anticipate the sudden reactions of the horse.				

Date Reviewed _____

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RISK ASSESSMENT

Job / Task Activity Using the horsewalker

Date of Assessment Sep 21

Assessor E. Hill

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Use of electricity	Electric shock	Stable staff	Horsewalker sevised regularly				
Handler trapped in compartment with unruly horse	Injury from being kicked, stamped on etc.	Livery owners	Always ask for help with a difficult horse				
Slipping over esp. when icy.	Bruising, breaks and abrasions.		Make sure walker is fully stationary before loading or unloading				
Nervous horse barging to get out			Spread salt on surface if icy and slippy				
			el o be trained in use of horse walker				

Date Reviewed _____

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RISK ASSESSMENT

Job / Task Activity The handling of horse and ponies, including leading in hand, catching, Turning out etc.

Date of Assessment Sep 21

Assessor E. Hill

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Unruly or nervous horses. Horses shying at scary objects Horses slipping over, especially when icy. Crowding in gateways. Loan working	Injury to handler- esp burnt hands from horses pulling back. Kicking, Biting, Being pushed over, Feet trod on, Horses becoming loose-see risk assessment for loose horses.	The handler Other members of staff. Clients. Other horses.	All members of staff to be taught to lead correctly. The use of gloves, hard hats and correct footwear to be used. Other members of staff to inform if an individual is leading out or catching horses by themselves. Except for experienced members of staff, do not lead more than 1 horse or two ponies at a time. Adopt a safe routine when turning out, catching and working through gateways. When catching never leave a single horse/pony till last, otherwise it will become stressful and upset. If catching ponies as a group do not continue leading in until last ponies are through gate and the gate is closed.				

Date Reviewed _____

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RISK ASSESSMENT

Job / Task Activity Traffic in the yard

Date of Assessment Sep 21

Assessor E. Hill

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Staff cars Horseboxes and trailers Quad Bike Clients Cars Hay/straw delivery Visitors- Vet, Farrier, muck removal and other contractors and tractors,	Any injury caused by impact from moving vehicle. Carbon monoxide poisoning Fire from burning petrol	All	All vehicles (except without prior permissions) to be parked in the top car park. Safe driving procedures by all drivers in the yard area Yard gates to be kept shut at all times to prevent any entry to yard by vehicles. Car engines not to be left running No naked flames				

Date Reviewed _____

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RISK ASSESSMENT

Job / Task Activity Loose Horses

Date of Assessment Sep 21

Assessor E. Hill

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
<p>Loose horse cantering around, maybe in a state of panic.</p> <p>Probably caused by door/gate left open, horse pulling back either when being led or tied up.</p> <p>Rider falling off</p>	<p>Injury to rider/handler or a pedestrian.</p> <p>Collision with moving object such as a car</p>	<p>The rider or handler.</p> <p>Clients</p> <p>Members of the public</p>	<p>Stable doors and gates to be kept shut at all times (especially the main yard gate)</p> <p>Loose horses to be caught straight away by senior members of staff.</p> <p>All children to be chaperoned to safety</p>				

Date Reviewed _____

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RISK ASSESSMENT

Job / Task Activity Forbidden Areas , including the pond and Lagoon

Date of Assessment Sep 21

Assessor E. Hill

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
<p>There are certain areas on the premises from which the children are barred. i.e. The Pond</p> <p>The Lagoon and any of the fields without adult supervision.</p> <p>Hazards are those caused by water including drowning and danger from loose horses</p> <p>Lone Working</p>	<p>Drowning, blows and kicks from horses</p>	<p>Children, especially unsupervised.. Adults may also be at risk.</p>	<p>No children allowed in these areas. Staff to enforce this.</p> <p>Read Lone Working Risk Assessment</p>				

Date Reviewed _____

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RISK ASSESSMENT

Job / Task Activity Use of Yard Blower

Date of Assessment Sep 21

Assessor E. Hill

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Electricity	Electric Shock	All	All electrical appliances safe and checked regularly. A pre use check to be adopted RCD Protected Extension leads Use of a battery operated blower				
Icy or Slippery conditions	Slipping over and injuring the worker	All users	Extra care to be taken when yard slippy				
Scaring horses	Injury from nervous horses	All	Yard blower not be used if horses are tied up in the yard				
Petrol engine blower Petrol Oil Heat of engine Fire Weight of blower	Dermatitis from petrol / oil Burns from hot engine / causing fire Strains from prolonged use	Operator	Read C.O.S.H.H assessments Ensure engine is cooled off before leaving blower alone / ensure blower is locked away Do not store blower near any combustibles Take turns in use or ensure adequate breaks during use				

RISK ASSESSMENT

Job / Task Activity Tying up horses/ponies in the yard

Date of Assessment Sep 21

Assessor E. Hill

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Horses escaping Kicking, Biting, Horses moving suddenly.	Injury from blows, kicks and bites.	All	No horses / ponies to be tied to the arena fencing, every stable has a ring bolt attached outside Only 1 horse per ring Horses tied up to baler twine, so if they do pull back the string will break preventing the horse from panicking Sufficient room given when moving behind horses. Nervous, unsettled horses to be tied up in the stable, not in the yard.				

Date Reviewed _____

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RISK ASSESSMENT

Job / Task Activity The use of the Quad Bike

Date of Assessment Sep 21

Assessor C. Smith

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done
Running into members of staff, clients, horses, solid objects. Falling off/tipping over COSH ie petrol and oil. Weather conditions	Direct Injury- Head, body, limbs , Damage to object collided into' Sunburn, chilblains etc.	All	Only recognised members of staff are allowed to drive the quad bike and only after receiving instruction in its use Standard quad helmets to be worn when driving. No passengers on quad Refer to COSH manual Ride the quad with consideration to weather conditions Everyone to have read the quad safety sheet.				

Date Reviewed _____

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RISK ASSESSMENT

Job / Task Activity

Date of Assessment

Assessor

Signature

What are the hazards?	How could the hazard cause harm?	Who might be harmed?	Existing Control Measures	What further controls are needed?	Action Plan		
					Who	When	Done

Date Reviewed _____

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Risk Assessments

Management of
Young People
At Work

The following assessment must be carried out for every 'young person' (below 18) before employing them or before their work placement begins.

A copy of the assessment must be sent to the parents of 'children' below the minimum school leaving age.

This procedure covers any Children or Young Persons who may be working on site or pupils engaged in work experience elsewhere. Its aim is to ensure the relevant regulations are adhered to and that care is taken of the safety of any children or young person's working on site. It also applies to pupils on work experience.

This procedure covers all undertakings of Queen Mary's School. Departmental heads and managers are responsible for ensuring that procedure is followed.

A child is defined as anybody below the school-leaving age of 16. The usual reason for them to be on site is for the purposes of work experience or casual work. Due to their inexperience and lack of maturity, they should not undertake any tasks which could potentially expose them to risk. Generally speaking, this means that they should never be allowed to operate machinery or work in areas where risk assessment has shown that significant hazards are present.

A young person is defined as anybody aged between 16 and 18, usually school leavers. They may not have sufficient maturity or experience to understand any hazards which may be present in the workplace. Age restrictions apply for operating certain types of machinery.

Procedure

If young persons are coming on site, for work experience or casual work etc, this must be by prior arrangement with the School Office

Before consideration is given to bringing children on site for work experience / holiday work etc or sending them on work experience, then the tasks they are going to undertake must be risk-assessed by the employer, and a letter sent to their parents / guardians explaining this. The letter must also request consent for their child to be allowed onto site and to be able to undertake the tasks described.

The minimum working age is 13.

No child may ever be engaged in work of a hazardous nature, or in a hazardous environment. (these situations are identified by risk assessment).

The departmental head or manager must then ensure that the individual receives appropriate induction training, and this must be documented.

The departmental head or manager must make the child aware as to the exact scope of their role, detailing exactly what they may and may not do. Suitable job training must be carried out in the usual way, taking into account their lack of experience and unfamiliarity with the processes. This must be documented.

Risk assessments (and from them, tasks undertaken) should be reviewed when the individual has gained more experience and becomes more confident

The following assessment must be carried out for every 'young person' (below 18) before employing them or before their work placement begins. A copy of the assessment must be sent to the parents of 'children' below the minimum school leaving age.

Name of young person	Date of birth
Position in School	Dept.
Start date	Employed, casual, work exp. etc.?

Bearing in mind the young person's potential immaturity and lack of experience, and his / her physical or psychological capabilities, an assessment has been made and he / she will be suitable for the following work:
(Note: young persons must not undertake particularly hazardous duties such as excessive manual handling and are not permitted to use certain dangerous machinery or dangerous chemicals)

List of duties that may be carried out?

.....

.....

List of equipment that may be used?

.....

List of chemicals that may be used?

.....

No access is permitted to the following workplaces:

.....

Fire Procedures: All under 18s must have 1:1 departmental fire training with the Riding School Manager. This training must include a fire walk of the department, location of call points, escape routes, assembly point and what action to take on hearing the alarms or finding a fire. This is in addition to the normal 6 monthly fire training. **Date**.....

Arrangements for Training & Supervision & Protective equipment: (dates & brief H&S details)

School induction:

.....

Departmental Induction:

.....

Supervision:

.....

Protective equipment provided:

.....

Risk Assessments

Pregnancy

The increased risks for New and Expectant Mothers

The risks to the women and child vary depending on the stage of the pregnancy.

Main Risks in Stage 1 (1 to 14 weeks)

To the unborn child

This is the stage in which there is greatest risk to the unborn child of abnormal development through contact with bacteria, viruses, X rays and toxic materials such as lead, cadmium, mercury and some chemical substances, (consult the label on the container or hazard data sheet).

Substantial research has shown that there is not a radiation risk to unborn children from their mothers using VDU's

To the mother

Miscarriage is the main risk in the first stage of pregnancy affecting approximately 10% of pregnancies. Women who have previously had a miscarriage will obviously be more concerned in the early stages of subsequent pregnancies. Excessive physical and mental stress may increase the risk of miscarriage. Uncomfortable vibrations and shocks to the abdomen should be avoided throughout pregnancy.

Main risks in Stage 2 (14 to 32 weeks)

To the unborn child

At this stage there is less risk to the unborn child, although avoidance of toxic materials, X rays, bacteria and viruses should continue.

To the mother

In this stage hormonal changes affect the women's muscles and ligaments. This will make her more prone to strains and injury when required to lift or move weights. She will also be more prone to injury from poor posture and repetitive actions.

As the pregnancy progresses tasks can become more awkward due to restricted mobility, dexterity, co-ordination and reach. This may require a review of working practices and changes in posture. Standing for long periods should be avoided.

Exercise tolerance will reduce as the pregnancy progresses. She will need to pace her work within her limits and may need to take extra rest.

Balance may also be affected, making slips and trips more likely. Working at height may be a problem and should be avoided.

Main Risks in Stage 3 (32 to 40 weeks)

To the unborn child

The main problem to the unborn child is premature birth. The risk is increased by physical and mental stress as a result of accident, shock, lifting or pressure.

To the mother

Stress and anxiety may cause a rise in blood pressure. Exercise tolerance will be greatly reduced with minimal exertion causing tiredness. The problems of restricted mobility and awkwardness are more pronounced. Heat tolerance may also be reduced.

Main Risks in Stages 4 and 5 (Up to 6 months after the birth and While breast feeding)

To the child

Whilst breast feeding continues it is important to avoid contact with any toxic substances which may be transmitted in breast milk. See COSHH file and Hazard Data sheets for details.

To the mother

Following delivery the mother will be more prone to injury from lifting, particularly if she has had a caesarean section. This will be most pronounced in the first 3 months. The muscles and ligaments will gradually return to normal. A return to lifting tasks should be paced to suit the comfort of the mother.

During breast feeding the mother will be more prone to dehydration and fatigue. She may need additional food and water.

Facilities Required

Rest area

Toilet facilities close by

Able to lie down if required (bedroom / first aid room)

Assessing the Risks

The law requires employers to make a risk assessment to ensure that the health of the mother and child are not put at risk.

The requirements are:

That a general risk assessment is carried out to identify whether there are potential risks to new and expectant mothers in the school environment.

If there are potential risks, a specific risk assessment must be carried out for each employee as soon as it is known that she is pregnant. If risks are identified during that assessment then it is necessary to:

Temporarily adjust working conditions or hours of work to avoid exposure to risks or

If that is not reasonable or would not avoid the risk, then offer suitable alternative work.

Where this is not possible, give leave from work for as long as is necessary to protect the health and safety of the mother and child.

General Risk Assessment for New and Expectant Mothers

The school environment is not considered unusually hazardous for new and expectant mothers but hazards do exist that need to be assessed and the risk removed or reduced. This section outlines what are considered the main potential hazards, and a subsequent Specific Risk Assessment for each pregnant employee needs to be completed by the school office.

Physical risks - Movements and postures

What is the risk?

Hormonal changes in women who are pregnant or have recently given birth can affect the ligaments, increasing susceptibility to injury. Postural problems can arise at different stages of pregnancy, and on returning to work. These problems may increase as the pregnancy progresses, especially if the work involves awkward movements or long periods of standing or sitting in one position.

Standing: Continuous standing during the working day may lead to dizziness, faintness, and fatigue. It can also contribute to an increased risk of premature childbirth and miscarriage.

Sitting:

Pregnancy-specific changes pose a relatively high risk of thrombosis or embolism, particularly with constant sitting. In the later stages of pregnancy, women are more likely to experience backache, which can be intensified by remaining in a specific position for a long period of time. Backache in pregnancy may also be associated with prolonged work, poor working posture, and excessive movement. A pregnant woman may need more workspace, or may need to adapt the way she works as pregnancy changes both her size and the ways in which she can move, stand or sit still for a long time in comfort and safety.

Confined space:

It is hazardous working in confined workspaces, or with workstations which do not adjust sufficiently to take account of increased abdominal size, particularly during the later stages of pregnancy. This may lead to strain or sprain injuries. Dexterity, agility, co-ordination, speed of movement, reach and balance may also be impaired and an increase in the risk of accidents may need to be considered. There may also be additional risks if a woman is returning to work after childbirth with medical complications such as a Caesarean birth or deep vein thrombosis.

Manual handling of loads:

Pregnant workers are especially at risk from manual handling injury.

There can also be risks for those who have recently given birth. For example, after a Caesarean section there is likely to be a temporary limitation on lifting and handling capability.

Breastfeeding mothers may experience discomfort due to increased breast size and sensitivity.

Shocks and vibration:

Regular exposure to shocks, low frequency vibration or excessive movement may increase the risk of a miscarriage. This risk is considered minimal in the normal riding school environment.

Noise:

Prolonged exposure to loud noise may lead to increased blood pressure and tiredness. This risk is considered minimal in the normal school environment.

How to avoid the risk

Prolonged periods of standing is expected in roles such as cleaners and prolonged sitting is expected in office work. These thus need to be specifically assessed. Where appropriate, look to redesign workstations or alter job content to reduce these times. You should provide the opportunity to alternate between standing and sitting or provide for breaks.

Workstations of pregnant employees need to be assessed to ensure adequate work space.

Certain roles such as cleaning staff, chefs and maintenance involve manual handling. The changes that need to be made will depend on the risks identified in the specific assessment. For example, it may be possible to alter the task to reduce the risk or make arrangements to avoid manual handling altogether. Reducing the amount of physical work she does and introducing equipment or altering storage arrangements should be considered

Biological agents - infectious diseases

What is the risk?

Hepatitis B, HIV (the AIDS virus), herpes, TB, syphilis, chickenpox and typhoid.

Many biological agents within these three risk groups can affect the unborn child if the mother is infected during pregnancy. These may be transmitted through the placenta while the child is in the womb, or during or after birth, for example through breastfeeding or through close physical contact between mother and child. For most workers, the risk of infection is not higher at work than from elsewhere. The main risk here is considered infection of cleaning staff from cleaning up bodily fluids or accidental contact with hypodermic needles etc.

Rubella (German measles) and toxoplasma:

These are biological agents that can cause abortion or harm the unborn child. The risk of infection is not higher at work than from elsewhere.

How to avoid the risk

Cleaners need to continue to take usual precautions to prevent infection by wearing protective gloves and avoiding contact with bodily fluids and using bodily fluid kits where necessary. Expectant mothers should not be expected to clear up spillages of bodily fluids such as blood or vomit. Hypodermic needles or razor blades must not be picked up by hand and sharps boxes must be available.

Chemical agents

What is the risk?

Chemical agents may enter the human body through different pathways: inhalation, ingestion, cuts and abrasions, and skin absorption. Some chemicals are known to endanger the health of pregnant women and the unborn child:

Eg. Substances labelled R40, R45, R46, R49, R61, R63, R64 and R68 /Chemical agents that may be absorbed through the skin). This includes some pesticides / Carbon monoxide (CO) / Mercury / Antimitotic (cytotoxic) drug / Lead

The risk of encountering such chemicals is considered minimal in the normal school environment although care needs to be taken with teachers of science who use chemicals regularly or gardeners to ensure they do not use pesticides.

How to avoid the risk

Cleaners, kitchen and maintenance staff in particular will use chemicals and an assessment of the safety of these will need to be made in their Specific Risk Assessment.

Resting facilities:

Rest is important for new and expectant mothers. Tiredness increases during and after pregnancy and may be exacerbated by work-related factors. The need for rest is both physical and mental.

Hygiene facilities:

Without easy access to toilets (and associated hygiene facilities) at work, due to distance, work processes or systems, etc, there may be increased risks to health and safety, including significant risks of infection and kidney disease.

Because of pressure on the bladder and other changes associated with pregnancy, pregnant women often have to go to the toilet more frequently and more urgently than others. Breastfeeding women may also need to do so because of increased fluid intake to promote breast milk production.

How to avoid the risk

The need for physical rest may require that the woman concerned has access to somewhere where she can sit or lie down comfortably in privacy, and without disturbance, at appropriate intervals. Access to clean drinking water should also be available.

Protective measures include adapting rules governing working practices to enable expectant mothers to leave their workstation / activity at short notice more frequently than normal.

Mental and physical fatigue and working hours

What is the risk?

Long working hours, shift work and night work can have a significant effect on the health of new and expectant mothers, and on breastfeeding. Not all women are affected in the same way, and the associated risks vary with the type of work undertaken, the working conditions and the individual concerned. This applies especially to health care. Generally, however, both mental and physical fatigue increases during pregnancy and in the postnatal period due to the various physiological and other changes taking place.

Because they suffer from increasing tiredness, some pregnant and breastfeeding women may not be able to work irregular or late shifts or night work, or overtime. Working time arrangements (including provisions for rest breaks, and their frequency and timing) may affect the health of the pregnant woman and her unborn child, her recovery after childbirth, or her ability to breastfeed, and may increase the risks of stress and stress-related ill health. Because of changes in blood pressure which may occur during and after pregnancy and childbirth, normal patterns of breaks from work may not be adequate for new or expectant mothers.

How to avoid the risk

It may be necessary to adjust working hours temporarily, as well as other working conditions, including the timing and frequency of rest breaks, and to change shift patterns and duration to avoid risks.

With regard to night work, alternative day work should be organised for pregnant women on receipt of a medical certificate from their doctor / midwife which states that night work is affecting the health and safety of the woman or her unborn child.

Occupational stress

What is the risk?

New and expectant mothers can be particularly vulnerable to occupational stress for various reasons: Hormonal, physiological and psychological changes, Financial, emotional and job insecurity, anxiety about her pregnancy etc.

Stress is associated in some studies with increased incidence of miscarriage and pregnancy loss, and also with impaired ability to breastfeed.

Women who have recently suffered loss through stillbirth, miscarriage, adoption at birth or neonatal death will be especially vulnerable to stress, as will women who have experienced serious illness or trauma (including Caesarean section) associated with pregnancy or childbirth. However, in some circumstances, returning to work after such events may help to alleviate stress, but only in those cases where there is a sympathetic and supportive work environment.

It is important that managers / heads of departments remember that some women may develop postnatal depression after childbirth, which could make them more vulnerable to stressors.

How to avoid the risk

You will need to take account of known organisational stress factors (such as shift patterns, job insecurity, workloads, etc) and the particular medical and psychosocial factors affecting the individual woman.

Protective measures may include adjustments to working conditions or working hours, and ensuring that the necessary understanding, support and recognition is available when the woman returns to work, while her privacy is also respected.

Extremes of cold or heat

What is the risk?

Prolonged exposure of pregnant workers to hot environments should be kept to a minimum, as there is a greater risk of the worker suffering from heat stress.

Working in extreme cold may be a hazard for pregnant women and their unborn children. Warm clothing should be provided.

The risks are particularly increased if there are sudden changes in temperature.

Breastfeeding may be impaired by heat dehydration.

How to avoid the risk

Extremes of temperature are unusual in the school environment but occasions may occur when they do happen. Outdoor work such as gardening may experience extreme conditions which need to be considered in a specific risk assessment. Kitchens can become very hot and hot summers can create hot office / classroom environments. Schools should provide adequate rest and refreshment breaks alongside unrestricted access to drinking water. Air conditioning or air movement should be provided where necessary. New and expectant mothers should note that thirst is not an early indicator of heat stress. They should drink water before they get thirsty, preferably in small and frequent volumes.

Work with display screen equipment (VDUs)

What is the risk?

There is substantial evidence that concerns about radiation emissions from VDUs and possible effects on pregnant women are unfounded. "The levels of ionising and non-ionising electromagnetic radiation which are likely to be generated by VDUs are well below those set out in international recommendations for limiting risk to human health created by such emissions and the National Radiological Protection Board does not consider such levels to pose a significant risk to health". There does not seem to be any link between miscarriages or birth defects and working with VDUs.

No special protective measures are therefore needed to protect the health of people from this radiation.

How to avoid the risk

Pregnant women do not need to stop work with VDUs. However, to avoid problems caused by stress and anxiety, women who are pregnant should be able to discuss this with their manager / head of department.

Working alone

What is the risk?

Pregnant women are more likely to need urgent medical attention.

How to avoid the risk

Arrangements should be made in the specific risk assessment to ensure that pregnant women do not work alone to ensure that help and support is available when required.

Work at heights

What is the risk?

It is hazardous for pregnant women to work at heights, for example ladders, platforms.

How to avoid the risk

The specific risk assessment should ensure that pregnant women do not work at height.

Travelling either inside or outside the workplace

What is the risk?

Travelling in the course of work, and to and from the workplace, can be problematic for pregnant women, involving risks including fatigue, vibrations, stress, static posture, discomfort and accidents. These risks can have a significant effect on the health of new and expectant mothers.

Sales Managers in particular will be travelling as part of their daily work and need to be considered.

How to avoid the risk

The specific risk assessment should consider whether there is any risk associated with travelling at work and what arrangements need to be made. Suitable arrangements for travelling to and from work should be discussed with the employee.

Work-related violence

What is the risk?

Violence at work can lead to detachment of the placenta, miscarriage, premature delivery and underweight birth, and it may affect the ability to breastfeed.

This risk particularly affects workers in direct contact with customers and clients although actual violence to staff is rare.

How to avoid the risk

Staff should be trained anyway in how to avoid conflict and violence. Support must always be readily available for pregnant staff.

Work equipment and personal protective equipment

What is the risk?

Work equipment and General personal protective equipment is not generally designed for use by pregnant women. Pregnancy involves physiological changes which may make some existing work and protective equipment not only uncomfortable but also unsafe for use in some cases - for example, where equipment does not fit properly or comfortably, or where the operational mobility, dexterity or co-ordination of the woman concerned is temporarily impeded by her pregnancy or recent childbirth.

How to avoid the risk

The specific risk assessment should take account of changes in risks as pregnancy progresses and alternative PPE and uniform should be provided where necessary.

Nutrition

What is the risk?

Adequate and appropriate nutrition and liquid refreshment (especially clean drinking water) at regular intervals is essential to the health of the new or expectant mother and her child.

Pregnant women may need more frequent meal breaks and more frequent access to drinking water or other light refreshments. They may also only be able to tolerate food 'little and often' rather than in larger quantities at 'normal' mealtimes. Their eating patterns and preferences may change, especially in early stages of pregnancy, not only in response to 'morning' sickness but also due to discomfort or other problems in the later stages of pregnancy.

How to avoid the risk

The specific risk assessment should establish new and expectant mothers' particular needs concerning rest, meal and refreshment breaks by consulting the individuals concerned. These needs may change as the pregnancy progresses.

Other aspects of pregnancy which may affect work

Apart from the hazards listed above, there are other aspects of pregnancy that may affect work and need to be borne in mind:

Morning sickness can affect ability to work on early shifts.
Backache can affect the ability to stand or handle objects.
Frequent visits to toilet may be required.
Tiredness can affect the ability to work overtime or evening work.
Balance can deteriorate and thus affect work on slippery or wet surfaces.

Notification of Pregnancy

All staff should be made aware of the need to notify the school office upon becoming aware that she is pregnant. When an employee notifies you that she is pregnant, you should carry out a Specific Risk Assessment to expand upon the above General Risk Assessment and any medical advice received on the health of the employee. As with the initial risk assessment, this should be conducted by the manager / head of department who is able to take account of all the relevant information.

Specific Risk Assessment for New and Expectant Mothers

The school office shall interview the pregnant member of staff and carry out a Specific Pregnancy Risk Assessment on the attached form.

If there is a significant risk at work to the health and safety of a new or expectant mother, which goes beyond the level of risk found outside the workplace, then you must take the following actions to remove her from the risk:

Temporarily adjust her working conditions and/or hours of work; or if it is not reasonable to do so, or would not avoid the risk:

offer her suitable alternative work;

You should discuss the findings of the assessment with her to identify any problems and find solutions.

This assessment should be repeated every 3 months or as necessary.

Specific Pregnancy Risk Assessment

To be completed by the school office upon notification that a member of staff is pregnant and to be reviewed at 3 monthly intervals.

Assess whether the employee is subjected to risk from any of the hazards listed. If so, agree precautions that will be taken to minimise these risks. These precautions should aim to remove the risk by altering duties, working conditions or hours of work or giving suitable alternative work.

Name:		Job Title:	
Date of Notification:		Expected birth date:	
Does the employee's job expose her to hazards from the following:	Yes	No	If yes, specify any extra precautions to be taken:
Physical risks: Prolonged standing Prolonged sitting Confined spaces / workstations Manual handling of loads Shocks and vibration Excessive Noise			
Biological agents - infectious diseases			
Chemical agents			
Working conditions: Mental and physical fatigue Long working hours Occupational stress Extremes of cold or heat Working alone Work at heights Travelling outside the workplace Work-related violence			
Facilities: Adequate resting facilities: Adequate hygiene facilities			
Assessment completed by: Date of assessment / reviews: Signature of employee:			

Risk Assessments

Manual Handling

Manual Handling Assessment

The Manual Handling Regulations 1992 require that an assessment of manual handling activities is carried out in the riding school. The assessment shall consider all the significant handling tasks undertaken and identify operations which involve a risk of injury and point the way to practical improvements.

We should avoid the need to carry out any potentially hazardous manual handling operations as far as reasonably practicable.

We must identify all significant tasks which involve lifting, pushing, pulling, stretching, twisting etc, and either remove the task completely or identify if it can be carried out more safely by reducing the effort required.

Reductions can usually be achieved by lessening the weight, using mechanical aids, involving two persons or re-arranging work layouts.

The assessment shall look at:

The task
The load
The working environment
Individual capability

The Tasks – do they involve:

Holding or handling loads away from the body - can the workplace layout be improved?
Awkward movements or awkward posture, such as twisting the trunk, stooping or reaching upwards - can these be reduced?
Excessive lifting or lowering distances or excessive carry distances - can these be shortened?
Excessive pushing or pulling - can they be avoided?
Risk of sudden movements of loads - can they be secured?
Repetitive handling of loads - can this be avoided?
Insufficient time for workers to rest - can the work be varied to allow rest periods?

The Loads – are they:

Heavy - can they be made lighter?
Bulky or difficult to grasp – can they be made less bulky or easier to grasp?
Unstable or unpredictable – can they be made stable?
Hot, cold, slippery, or potentially damaging to hold – can they be made less damaging to hold?
Many manual handling operations can be avoided or minimised by the use of mechanical aids such as wheel barrows.. These should be used wherever practicable.
Where mechanical aids are not practical then making the load smaller or seeking help from colleagues may suffice or if the danger is from repeated handling then try improving the work routine to prevent fatigue from repetitive lifting or carrying.

The Working Environment – are there:

Space limitations that prevent good posture - can obstructions be removed?
Slippery, uneven or unstable floors or surfaces – Keep floors dry, clear up spillages, can better floor surfaces be provided?
Variations in the level of work or floor surfaces ie stairs or slopes – avoid steps or ramps or highlight changes in floor level?
Tripping Hazards - remove trailing cables, repair damaged floor coverings, clear the area of obstructions etc.
Collision hazards - enforce one-way door routes into kitchen, provide windows (fire resistant) in solid corridor doors where necessary, prevent manual handling in busy areas etc.
Unusually low or high temperatures - can extremes, of hot and cold be avoided?
Poor lighting - can lighting be improved?
Ventilation problems - can ventilation be improved?

Weather problems - can shelter be provided?

Individual Capability – does the job:

Create a hazard to workers who may have a health problem or medical condition – information about the task must be evaluated against any known medical condition of the employee?

Endanger pregnant women – pregnant women must not be involved in Manual Handling?

Require special information or training – employees must receive suitable training?

Manual Handling Training

Manual handling refers to the process of physically moving heavy or awkward objects and carries the inherent risk of back injury or muscle strain if done incorrectly. Many staff within the riding school will be involved in manual handling, whether it be carrying boxes, mucking out, moving hay or straw etc. If they are involved in manual handling then they must be suitably trained and the following are a few simple rules :

Consider whether there is an alternative to manually moving the item. for example, are wheelbarrows trolleys available to assist you.

Consider if you are capable of moving the item without undue risk. If you are not then do not attempt to move it.

Ask for assistance or speak to the Riding School manager.

Consider if the load can be made smaller, lighter or easier to grasp eg. carry less items.

Keep the route through which you must carry items clear of obstructions.

When actually lifting a heavy or awkward item, remember the following procedure :

Place your feet apart, leading leg forward.

Consider your centre of gravity (in other words, don't over balance).

Get a firm grip, keeping arms inside the boundary formed by the legs.

Bend the knees rather than the back.

Do not jerk or stretch to the point where you are straining.

Keep the load close to you.

If turning to the side, turn with your feet rather than twisting.

Manual Handling Risk Assessment Sheet

For tasks involving excessive manual handling risks not covered in the General / Task Risk Assessments

Queen Mary's School

Department Riding School

The Tasks – do they involve:	YES / NO	Remedial Action	By who & when?
Holding loads away from body Awkward movements/posture Excessive lifting/lowering Excessive carry distances Excessive pushing or pulling Risk of sudden load movements Repetitive handling of loads Insufficient time for rest			
The Loads – are they:	YES / NO	Remedial Action	By who & when?
Heavy Bulky or difficult to grasp Unstable or unpredictable Hot, cold, slippery, dangerous			
Working Environment	YES / NO	Remedial Action	By who & when?
Space limitations Slippery, uneven, unstable floors Variable floor levels Tripping Hazards Collision hazards low or high temperatures Poor lighting / Ventilation			
Individual Capability	YES / NO	Remedial Action	By who & when?
Health /medical condition Pregnant women Special training			
Manual Handling Training	YES / NO	Remedial Action	By who & when?

Relevant staff trained			
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Coronavirus

POLICY AIM: To ensure that the risks of COVID-19 presented to pupils, staff and visitors are reduced to an acceptable level.

POLICY OBJECTIVES: To conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance.

To provide safe working and learning conditions.

To ensure a systematic approach to the identification of risks and the allocation of resources to control them.

To openly communicate on Health Safety and Welfare.

POLICY STATEMENT: Queen Mary's School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

We will adopt health and safety arrangements under COVID-19 in line with Health & Safety legislation, and in consideration of government guidelines.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

This addendum should be read alongside the main Health and Safety Policy, as well as main school risk assessment for wider opening in Summer 2020 and government guidance documents.

THE SCHOOL WILL:

- Apply and communicate sensible risk management and safe working practices. This will involve:
 - Regular assessment of hazards and associated risks.
 - Implementing preventive and protective control measures against those risks to an acceptable/ tolerable level.
 - Monitoring the effectiveness of those measures by senior leaders.
 - Provision of information, instruction, training and protective equipment to staff (and pupils where required).
 - Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.
- Implement measures to ensure social distancing is observed across the site and in all buildings consistent with and appropriate to the numbers of pupils, staff and visitors in the school.

- Maintain an appropriate hygiene regime to be followed by all pupils, staff and visitors.
- Operate an enhanced cleaning regime for the duration of COVID-19.
- Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during COVID-19.
- Educate pupils about COVID-19 and to encourage and re-assure them about the measures in place to protect themselves from it.
- Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them.
- Require staff to exercise increased due care and attention and observe safe working methods.
- Communicate regularly and effectively with staff and parents about the school's response to COVID-19.
- Provide for children of critical workers and vulnerable children to be accommodated alongside returning year groups where possible.
- Put in place the support required for the return of pupils with special educational needs and disabilities (SEND) in line with education health care (EHC) plans in conjunction with families and other agencies.
- Put in place any flexible working arrangements needed to support delivery of education during COVID-19, including staggered start/end times.
- Put in place measures to check on staff wellbeing (including for leaders).
- Draw up contingency plans for:
 - Someone falling ill or demonstrating symptoms on site
 - Deep cleaning in the event of an outbreak of COVID-19 on site
- Provide appropriate personal protective equipment (PPE) as required by staff for providing first aid and intimate care.
- Put in place arrangements for the continuing education of those children who have not yet returned to school.

Staff must take personal responsibility to ensure that they have fully read and adhere to the following to protect their own safety and that of the children:

- The most up to date copy of the Whole School Risk assessment - this will be emailed to staff with any updates.
- First Aid during COVID-19 document
- Government guidance regarding use of PPE, preparing for wider opening, actions for schools during the coronavirus outbreak. These documents can be found here:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

Accident Procedure

First Aid & Illness

Accidents Procedure

Action to be taken in the event of an accident:

Staff

Staff who are involved in an accident or who witness an accident to a colleague or pupil must act immediately. If there has been an injury they must seek medical advice straight away by contacting the nurse or a First Aider and if necessary, calling for an ambulance. They must also notify the School Nurse / School Office (when nurse not on site).

The First Aider or nurse will take charge of looking after the patient.

Staff must be ready to provide whatever assistance that may be required.

The nurse / First Aider or ambulance crew will need to know exactly what happened. For example if the accident involved chemicals or medicines, you will need to keep and show all the relevant information (bottles, containers, hazard data sheets etc.)

School Nurse/School Office

The School Nurse / School Office (when nurse not on site) must be notified immediately of any accident or dangerous occurrence. The School Nurse/ School Office (when nurse not on site) will ensure adequate first aid is being administered, or to call an ambulance etc.).

The riding school management must ensure that nobody else is in danger by removing the hazard or cordoning off the area etc.

The School Nurse / School Office (when nurse not on site) must notify the Head as soon as possible of any accidents, dangerous occurrences or diseases.

The School Nurse / School Office (when nurse not on site) must complete the Incident Report Form and the accident book straight away and in serious cases record more detailed information and even take photographs at the scene of the accident. (see section on Accident Reporting).

First Aid

Having a clear understanding of the First Aid facilities and procedures is essential in the event of an accident.

First Aiders

There must always be a trained first aider on site.

A list of First Aiders and their contact numbers must be clearly displayed, particularly in the Stables Office. Staff must be made aware who the First Aiders within the Stables are.

First-Aid Box.

Sufficient first-aid boxes shall be kept in accessible locations in the Stables. They must be kept adequately stocked:

Staff must know where the First Aid box is - if a First Aider is called who is not familiar with your workplace then vital time may be wasted trying to find the First Aid box.

In the event of a serious incident, the School Office or Head will take charge of the situation.

The school nurse or the Riding School Manager is responsible for ensuring that the First Aid Box is properly stocked and in the correct location.

Name	COURSE/TRAINER	VALID UNTIL
Clint Smith (Estates)	FAW- First on scene training	14/05/2024
Helen Duxbury	FAW- St Johns Ambulance	19/11/2023
Colin Burn	FAW	18/02/2024
Jayne Strawbridge	FAW- RLSS	03/11/2023
Colin Burn	FAW-St Johns Ambulance	18/02/2024
	EFAW First Aider Training.	
Harriet Brassington		18/01/2025
Claire Hunter		18/01/2025
Carole Cameron		18/01/2025
Linsey Weston		18/01/2025
Anna Whitham		18/01/2025
Steph Elliston		18/01/2025
Fiona Edwards		22/03/2024
Sarah Halshaw		22/03/2024
Deborah Hannam Walpole		22/03/2024
Emma Lindsley		22/03/2024
Sarah Lloyd		22/03/2024
Kathryn Moran		22/03/2024
Danielle Would		22/03/2024
Victoria potter		22/03/2024
Alex Smith		22/03/2024
Alex Would		22/03/2024
Olivia Barber		23/09/2023
Colin Burn		23/09/2023
Laura Edy		23/09/2023
Lydia Hurren		23/09/2023

NAME	Course/Trainer	Valid Until
Stephanie Elliston	Paediatric First aid 12 Hour first aider training	March 2025
Claire Hunter	Paediatric First aid 12 Hour first aider training	March 2025
Jayne Strawbridge	Paediatric First aid 12 Hour first aider training	March 2025.
Stephanie Tapper	16 Hour Outdoor Paediatric ITC Training	13/12/2022
Emily Abrahams	16 Hour Outdoor Paediatric	01/02/2022
Alistair Cowie	Paediatric First aid	25/11/2022

NAME	COURSE/TRAINER	VALID UNTIL
Kelly Ayre	Level 3 First Aid at Work Equestrian First Aid at Work Medi-K Training	25/11/2024
Rebecca Skinner	Level 3 First Aid at Work Equestrian First Aid at Work Medi-K Training	25/11/2024
Robert Blane	Level 3 First Aid at Work Equestrian First Aid at Work Medi-K Training	25/11/2024
Emma Hill	Level 3 First Aid at Work Equestrian First Aid at Work Medi-K Training	25/11/2024
Lynda Hughes	Level 3 First Aid at Work Equestrian First Aid at Work Medi-K Training	25/11/2024
	INSET first aider training.	
Tammy Anderson		Sept 2023
Martin Appleton		Sept 2023
Laurie Clarke		Sept 2023
Dawn Coull		Sept 2023
Jennifer Hirst		Sept 2023
Natalie Johnson		Sept 2023
Jane Nuttall		Sept 2023
Lucinda Nuttall		Sept 2023
Emma Radley		Sept 2023
Fiona Scott		Sept 2023
Marina Redmond		Sept 2023
Anne Starkie		Sept 2023
Amanda Stringer		Sept 2023
Eleanor Stephenson		Sept 2023
Kate Vaughan		Sept 2023
Gary Foster		Sept 2023
Rebecca Foster		Sept 2023
Susie Booth		Sept 2023
Hannah Whitman		
Key:	FAW EFAW	First Aid At Work Emergency First Aid At Work.

Accident Recording and Reporting

In the event of an accident to you, a colleague or a pupil, you must:

1. Seek Medical Advice (see First Aid section)
2. The Riding School Manager must ensure that the accident is recorded in the accident book and that the School Office is informed. Unless the accident is very trivial.
Certain accidents and dangerous occurrences must be reported to the Environmental Health Department and so the School Nurse is responsible for this.
3. If you are forced to be off work as a result of the accident, you must notify the School Office every sick day, as soon as you know you will not be able to work. This is particularly important because if you are off work for over 7 days then the EHO must be informed.

Recording of Accidents Involving Employees, pupils, Contractors etc.

Accident Book

The Riding School Manager must ensure that the details of any accident are entered in the accident book straight away.

The Accident Book must be kept at all times in an accessible location.

Any injury or dangerous occurrence must be recorded in this book.

Accident forms must be sent to the School Nurse immediately.

The following details will be needed:

1. Date and time of accident or dangerous occurrence
2. Name, occupation and nature of injury of person affected
3. Place where incident happened
4. A brief description of the circumstances

Incident Report Form

The School Office must be aware of all significant incidents so that the incident report form can be completed and sent to Board of Directors and the school insurance company, and it may be reported under RIDDOR if necessary. In such cases or where a claim may be made, the School office must record more detailed information, take witness statements and take photographs of the scene in order to be able to demonstrate the cause to subsequent investigations.

If the accident is reportable under RIDDOR then the School Nurse must notify the EHO accordingly (see section on Accident Reporting).

Insurance

A copy of the Incident Report Form must also be sent to the Group Insurance Brokers who will log it and pass a copy to the insurers in case of a claim.

Reporting of Accidents to the E.H.O. (RIDDOR)

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, it is a legal requirement to notify the local Environmental Health Office of certain accidents or dangerous occurrences.

The School Nurse is responsible for ensuring that the following are reported:

Death or Major Injury

The Health & Safety Executive must be notified without delay in the event of an accident where either:

A. an employee or self-employed person working on the premises is killed or suffers a major injury (including as a result of physical violence), or

B. a member of the public is killed or taken to hospital

This must be followed up with a completed accident report form (F2508).

A major injury is:

Fracture other than fingers, thumbs or toes

Dislocation of shoulder, hip, knee or spine

Loss of sight (temporary or permanent)

Chemical or hot metal burn to the eye or any penetrating injury to the eye

Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or requiring admittance to hospital for over 24 hrs

Any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation or requiring admittance to hospital for over 24 hrs

Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent

Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin

Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

Over-7-Day Injury

If there is an accident (including as a result of physical violence), and an employee or self-employed person working on the premises suffers an over-7-day injury, you must send a completed accident report form (F2508) to the Environmental Health Department within 15 days.

An over-7-day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than 7 days (including non-work days).

Reportable Disease

If a Doctor notifies you that your employee suffers from a reportable work-related disease then a completed disease report form (F2508A) must be sent to the Environmental Health Department.

Reportable diseases include:

Certain poisonings

Some skin diseases ie. Occupational dermatitis, skin cancer, chrome ulcer, oil folliculated / acne

Lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma

Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus

Other conditions such as occupational cancer, certain musculoskeletal disorders, etc.

In addition to reportable diseases, the Environmental Health department should be notified of any person (particularly food handlers) known or suspected of having food poisoning.

Reportable Dangerous Occurrences

If something happens which does not result in a reportable injury but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately (i.e. by telephone). Within 10 days this must be followed up with a completed accident report form (F2508).

There is a list of Reportable Dangerous Occurrences which includes:

Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment,

Explosion, collapse or bursting of any closed vessel or associated pipe work,

Failure of any freight container in any of its load-bearing parts,

Plant or equipment coming into contact with overhead power lines,

Electrical short circuit or overload causing fire or explosion.

Explosion,

Collapse or partial collapse of a scaffold over 5 metres high or near water,

Dangerous occurrence at a pipeline,

Unintentional collapse of any building or structure under construction, alteration or demolition or any wall or floor in a place of work,

Explosion or fire causing suspension of normal work for over 24hrs.

Sudden release in a building of 100kg or more of flammable liquid, (10kg or more above its boiling point), 10kg or more of flammable gas, or 500kg of these in the open air,

Accidental release of any substance which may damage health etc.

Queen Mary's School

WITNESS STATEMENT

To be used to record witness statements from members of staff following serious accidents or incidents on School Property

Statement of Job Title

.....
.....
.....
.....
.....
.....
.....
.....

Signature..... Date Page No.

Employee or Third Party Incident Report Form

Queen Mary's School Baldersby Park Topcliffe Thirsk YO7 3BZ :		Completed By : Title :	
INJURED PERSON DETAILS			
Name:	Age	Employee / Visitor / Pupil (circle)	
Full Address: Phone Number: Mobile Number:			
INCIDENT DETAILS			
Date:	Time:	Location:	
Exact Nature of Injury :			
Exact Circumstances: Outline what happened and what the cause may have been. If relevant, make a note of the condition of the area such as lighting or whether the floor was dry and in good condition etc.			
Have photos been taken?			
Details of any First Aid given:			

Witnesses Names	Contact No.	Statements taken?

Has Incident been reported to the school office?	Yes / No
Has Accident Book been fully completed ?	Yes / No
Was it a reportable accident under RIDDOR and if so has the relevant form been sent?	Yes / No

On completion, please e-mail to:	c.cameron@queenmarys.org / c.smith@queenmarys.org
Or address to:	C. Cameron / Clint Smith

Environmental Health Officer

&

Fire Officer

Visits

Action to be taken in the event of a visit or contact from the EHO or Fire Officer.

The EHO and Fire Officer have the power of entry at any reasonable time in order to carry out his / her duties. They are authorised to make investigations and take samples as necessary.

They must not be obstructed in any way and should be provided with whatever assistance they may request.

The Head of Finance & Estates and the Estate Manager / H & S Officer must be notified immediately of the EHO's or Fire Officer's arrival and provide such help and assistance as is required.

Should the EHO or Fire Officer have any concerns which need urgent attention then they must be actioned immediately.

A record of the visit and the reasons for it, as well as the outcome (if known) must be made to the School Head. The Head of Finance and Estates and the Estate Manager / H & S Officer must be notified as soon as possible of the details of the visit or contact and must be sent copies of all correspondence from the EHO or Fire Officer. Should the EHO or Fire Officer wish to make an appointment then the Head of Finance & Estates and the Estate Manager / H & S Officer must be contacted in order to be able to attend.

The Head of Finance & Estates or the Estate Manager / H & S Officer will act as a contact with the EHO and Fire Officer and will co-ordinate the satisfactory completion of their requirements.

Riding School

Operating

&

Safety Procedures

Riding School Operating and Safety Procedures

Issued by	Signature	Date
Approved by	Signature	Date

These procedures are written for the benefit of staff employed at Queen Mary's School. The following procedures lay down the normal operating and emergency action plans for using the Riding School.

Queen Mary's School

Details of Buildings and Paddocks

The site consists of a number of timber buildings in a line, with a concrete driveway in front, facing onto a loose surfaced exercise arena.

The buildings are:

- Open barns
- 14 Loose boxes
- Open bays for storage of equipment, washing machines, feeds and working area.
- Toilet unit (Portakabin)
- Tack room (converted rolling-stock)
- Office / rest room (Portakabin)

Paddock is surfaced with sand and rubber shred. Paddock and grazing is fenced all round with post and rail fence.

Stables and paddocks are completely enclosed, and access is controlled by means of a gate at the entrance. Double swing gate off the car park through the grounds.

Within the yard area is a limited hard standing area for horse boxes this is provided just inside the entrance. Adjacent to this is a lower section of ground reserved for storage of silage bales.

Hazards and Risk Assessment

(see notes below table for further information)

	Hazard	Actions
1	Dust from hay, straw and grooming, may especially affect persons with asthma	Disposable nuisance dust masks provided (kept in the stores), and stable doors to be fully open where practical to allow natural ventilation to disperse dust. In some circumstances, it may be appropriate to damp down.
2	Manual handling of bales / sacks, water buckets etc	Handling aids provided (barrows etc), correct lifting procedure (detailed in School Procedures), help available if required
3	Slips and trips	Suitable footwear, wash down excessive mud
4	Zoonoses - Leptospirosis (Weil's Disease) etc from rats, mice and squirrels, E-coli etc from horse excrement	All staff to be aware of risks. Cuts to be attended to immediately. Good standard of personal hygiene. Feed to be kept in sealed containers and spilled feed to be swept up to discourage vermin. Staff to be aware that individuals with medical conditions such as diabetes, and those with poor immune systems may be particularly at risk and further control measures and risks assessed
5	Ringworm	Ringworm is a fungal disease transmissible to humans. Any cases to be reported to the Riding School Manager. Affected horses must be identified to prevent casual contact. Any persons coming into contact with a horse suspected of having ringworm must thoroughly disinfect themselves and all tack and equipment which has been used must be disinfected using a Ministry approved disinfectant.
6	Access and Egress	Walkways and yard to be kept clear. Equipment to be

		stored properly after use
7	Slippery surfaces in freezing conditions	Application of grit, clear snow from concrete yard
8	Defective tack	Tack checked by staff for wear and damage prior to use and when cleaned. Inspected periodically by RSA. Defective tack to be sent for repair or disposed of. All staff trained as part of BHS training.
9	Stressed horse from poorly fitting tack	Staff to ensure tack fits and is suitable for the horse. All staff trained.
10	Exercising on the lunge line	Hard hat to be worn, gloves required, correct way of holding lunge line
11	Vehicles	The stable yard is a no vehicle movement area without permission from the Riding school Manager
12	Horse medication	Medication to be kept in a locked cupboard out of the reach of children. May only be administered by trained staff.
13	Behaviour of horses	No young horses at the stables, problems with particular horses noted by staff and acted accordingly
14	Boisterous horses at feeding time	Staff only, suitable clothing and footwear. Staff to be made aware of specific horses behaviour
15	Risk of injury from riding	Hard hats to be worn by all staff and riders. Back protectors worn by staff when working with boisterous horses. Back protectors worn by children taking lessons. Gloves to be worn, particularly when using lunge line.
16	Clipping – injuries from nervous horses, electricity	When done by staff, Safety boots to be worn, and hats if considered necessary. Assistance available if required. Clippers and cable to be checked for damage before use. Use of RCD socket
17	Mucking out – nervous horse	Horse ideally out of stable or at least tethered
18	Shoeing – injuries from nervous horses	Done by farrier. Other persons to be kept out of the way. Staff occasionally required to assist.
19	Injuries from boisterous horses in fields or when catching them	Horses may only be attended in the field or caught by a member of staff. Only owner / riders over age 11 are permitted in the fields
20	Grooming	Horses tied up with head collar and groomed in stables, ponies tied up and groomed in barn
21	Turning out	Always turned out with head collar and rope. Turned out by staff.
22	Leading horses	Walk horses past stables so that the member of staff is between the stables and horse they are leading
23	Stirrups	Safety stirrups, ensure stirrups are right width
24	Breaking-in and risky horses (staff)	Special considerations taken into account. Back protectors mandatory

Notes:

Certain riders need extra vigilance, e.g. very young, old, infirm, timid and those with medical conditions such as diabetes, or under the effects of prescribed drugs

Note the minimum age policy (4 years)

Staff to be aware of relevant Risk Assessments, COSHH Regulations and Manual Handling Assessments

Riding and with Lessons

Personal Protective Equipment: All jockeys are required to wear back protectors and hard hats to current standards when they are riding. Seniors may do flat work without back protectors. Hats to be worn until they leave the yard to protect from bumps. All riders are recommended to wear gloves suitable for riding

All riders must wear suitable boots with heels. Coats must be fastened / zipped so as not to flap. Mounting is in the arena under instruction. No mounting on hard standing.

Appropriate medicines e.g. asthma inhalers can be brought to the stables for use in an emergency. Should not be administered by staff.

Know the riders and be aware of their needs / conditions and educate them in riding safety.

Horses are chosen for the rider by taking into account the competence of the rider, the type and temperament of the horse, and the type of riding.

Poles, jumps and other equipment must be stored correctly when not in use. Jump cups to be removed from the jumps.

Dealing with Enquiries or Complaints

At all times maintain a high level of supervision. If maintaining supervision is a problem, contact the Riding School Manager to assist with the enquiry.

Controlling Access

Access is controlled by teachers / supervisors, and parents / guardians are responsible for their children outside lesson times. In the interests of security, the tack room must be locked and alarmed when nobody is present.

Any rider who is visibly or suspected to be under the influence of alcohol or drugs (legal or otherwise) will be refused admission for their own safety and the safety of others.

Riders must report to a member of staff if they are coming late or if they need to leave early.

Maximum Numbers

The maximum number of riders to a group is 6

First Aid Supplies and Training

In accordance with the Health and Safety (First Aid) Regulations 1981, a First Aid box is kept at the stables. If any of the contents are used, this must be reported to the School Nurse.

Instructors have First Aid as part of the BHS instructor training.

First aid will either be administered at the stables, in the arena or the school health hub.

The instructor must end the session or find another person to take over if they have to leave the stables for any reason.

A First Aid book is kept at the stables. Completed forms to be sent to the School Nurse immediately.

Please refer to School First Aid policy for further details.

Accidents and Incidents

Any accident must be reported in the Accident Book kept in the Riding School Office. Each form must be numbered and the completed form must be sent to the School Nurse who is responsible for record keeping. These forms will be kept with any treatment records.

For further information regarding accidents and incidents, please refer to the School Health and Safety Policy.

Details of Emergency Provisions

Fire Fighting Equipment – located in the work areas. 2 x foam extinguishers, serviced annually

Fire action signs and assembly point

Nearest telephone contact – Instructors have mobile telephones. Landline – school office

Fire procedures are detailed in this Health and Safety manual.

Displayed around the stable yard are “Fire Action” notices detailing what to do in the event of fire.

In the case of fire, all persons are to go to the Fire Assembly Point located by the barn. Should this area be unsafe, persons should assemble within the car park outside the yard.

Staff mobile telephones will be used to summon the Emergency Services and to notify the school office.

Duties:

Staff Duties:

Controlling access to arena and individual stables

Only one group is permitted per teacher / instructor

Teachers / instructors must always be in the arena during lessons, and have unobstructed vision.

Turn lighting on / off

Keeping a good level of supervision from bringing horses out of stables to putting them back at the end of the lesson

Conducting lessons

Accident prevention

Reporting incidents

Dealing with complaints and enquiries

Dealing with minor and major accidents (including obtaining emergency assistance and contacting emergency services)

Administering basic First Aid and resuscitation where appropriate and where qualified

Ensuring stables and other ancillary areas are kept clean and tidy

Any other duties that are included in the job description

Maintaining a good standard of order and ensuring that riders understand the rules.

Instructor Training

Instructors are trained under supervision from a BHS trainer / assessor.

Hygiene, Cleanliness and Housekeeping

Hands should be washed after handling hay / feedstuffs etc

Cuts or open wounds to be covered, care to be taken with items that may have been contaminated by rodents.

Medication and Chemicals

Horse medication such as wormers and antiseptic are kept on site. These must be kept locked away and out of the reach of unauthorised persons, and may only be administered by trained staff.

All medication must be used in accordance with the manufacturer's instructions and directions of the vet regarding:

Intended purpose

Maximum dose

Correct number of treatments

Any restrictions on product usage

Any personal protection equipment (P.P.E) required for administering medication (such as protective gloves / goggles)

Correct disposal of any waste (sharps / containers)

School Trips
&
Safety Procedures

EDUCATIONAL VISITS POLICY

Introduction

Our programme of educational visits fulfils several of our stated aims. It augments our pupils' academic and cultural education, offering new experiences and challenges which foster an understanding of the wider community at local, national and global levels.

We realise the importance of visits in building team spirit and camaraderie between staff and pupils, amongst peer groups and also between girls of different ages. Our trips often help girls to realise more effectively their own potential in circumstances different to their usual surroundings.

We encourage all academic departments to organise educational visits and these are offered to all pupils throughout the school. We offer each year group a number of educational visits per academic year as either a compulsory part of the curriculum or as an optional extra.

The Deputy Head and the Estates Manager / H & S Officer are the Educational Visits Co-ordinators (EVCs) and are responsible for ensuring that educational visits represent good value for money, that they are of significant academic or cultural interest and that matters of Health and Safety or other regulations are addressed.

Outline of Procedures

For all school journeys including equestrian events, whether residential or not, in the UK or abroad, we ensure that all reasonable steps have been taken to establish safe conditions for the pupils and adults concerned and that levels of risk are both manageable and acceptable.

The Estates Manager / H & S Officer does not approve any visit without having established that risks have been fully assessed, bearing in mind the age, gender and experience of the pupils.

The Deputy Head will also ensure that transparent costings, an itinerary and details of the staffing are provided at the earliest opportunity. The School Nurse should be consulted during the planning process to ensure that special medical or welfare needs of participants are considered.

It is essential that all trips are planned well in advance to ensure all eventualities are covered.

The School's comprehensive insurance covers all participants on visits and the School holds worldwide travel cover for overseas visits. The Head of Finance and Estates should be informed of any visit involving hazardous activities to ensure that insurance cover is adequate or to assess whether additional cover is required.

Activities are planned, as far as possible, by staff who are familiar with the venue and the nature of the conditions likely to be encountered. They ensure that safety standards at the venue and on transport to and from the visit are adequate and compliant. This would include ensuring that all reasonable checks are made on third party staff.

When proposing a trip please include the following and send them through to the Deputy Head;

- A full list of the girls / years involved
- A list of accompanying staff
- Costings
- A proposed date (if specific) or a rough time scale/preferred day of the week.

Visit leader / Riding School Manager must ensure that all accompanying staff know the itinerary and understand their responsibilities. They complete specific and detailed risk assessments for all visits out of school whether day or residential. They should also obtain risk assessments from third party providers, where appropriate, to ascertain whether adequate control measures are in place.

All risk assessments must be signed off by the Estates Manager / H & S Officer at least 1 week prior to the event / trip. Where relevant, a Provider Statement should also be completed at least 1 week in advance to provide further information about the proposed venue.

All accompanying members of staff must be confident in managing the needs of those girls on the visit with special medical requirements e.g. those at risk of anaphylactic shock, epileptics, diabetics and so forth. Staff should be briefed and, where necessary trained, by the School Nurse. The School Nurse manages the issuing and maintenance of first-aid kits which are taken on all visits and girls are reminded that girls need to have with them any special medical requirements (eg inhalers, EpiPens).

The level of supervision must realistically reflect the purpose, location and nature of the visit, the age and maturity of the pupils and any special needs. Visits are therefore planned in accordance with the principles of effective supervision. When deciding staff to pupil supervision ratios, the EVC will also take into account factors such as staff experience, the potential risks and making adequate provision to allow for emergencies. Some activities may be unaccompanied or involve a sole teacher in charge. Where pupils on visits are not

directly supervised, they are told where staff may be found and how to contact them by mobile phone should they be given free time, for example for shopping. The itinerary is approved by the EVC in advance of the visit. Staff accompanying visits are responsible for pupils in the group according to a supervision ratio and risk assessment approved by the Estates Manager / H & S Officer. Therefore a supervising member of staff will only separate from the main party in unforeseen circumstances such as injury or illness. We remind girls and parents that normal school rules apply on visits and that any pupil disobeying these rules may be sent back at the parents' expense. The School cannot undertake to provide for individual arrangements for girls to join or leave visits individually. It is not possible to compromise the group's activities or distract a member of staff from their responsibilities towards the group.

Safeguarding

The School will undertake the necessary safeguarding checks in accordance with guidance given in the school's Safeguarding Policy and DfE's Keeping Children Safe in Education (2016). Any person on a residential visit designated to act in a supervisory role must have an enhanced DBS check and in the majority of cases a Barred List check. This includes any person who is not a member of staff such as a volunteer. Consideration should be given to the staffing ratios if a daughter of a teacher/volunteer is on the visit.

A DBS certificate/Barred list check may not be required if a volunteer (such as a parent helping) accompanies a non-residential visit and will be supervised by another member of staff and not left in sole charge of pupils. In any event, the Deputy Head will confirm the requirements. *See Safeguarding Policy.*

Parents are informed about educational visits in writing by e-mail or letter and the following details are specified, some of which may be provided in follow up documentation:

- Names of staff accompanying visit
- Year group or forms
- Date(s)
- Time(s)
- Itinerary
- Venue(s) with address and contact details for emergency use
- Aims and objectives of the visit
- Detail of any unsupervised time
- Mode(s) of transport with departure and return times
- Whether meals are provided
- Passport and visa requirements
- Insurance arrangements
- Health formalities (inoculations etc)
- Clothing, food, equipment required
- Total cost
- Meeting and dismissing arrangements

Through the School's standard terms and conditions, parents' consent to their daughter taking part in educational visits, including those that take place at weekends or school holidays. Any costs are charged as an extra on the termly bill. Parents must be given the opportunity to decide if their daughter does not want to participate and therefore the information letter includes a deadline by which a parent must notify this, in writing, to the visit organiser.

Any residential visits in the United Kingdom or overseas are subject to a separate agreement with parents. For some visits we hold an information evening for parents before any commitment is made, especially if the visit is to somewhere distant, if the cost is considerable or the activities to be undertaken involve heightened risk.

Before the visit, the visit organiser fully briefs supervising staff and girls about the nature of the visit, all practical requirements and expectations of behaviour. For residential visits a briefing with parents may be held to explain the arrangements in detail.

Contact for residential visits

The Deputy Head is the School link contact for all visits which take place during school holidays. (If the Deputy Head is unavailable a member of the Leadership Team will be appointed). This emergency contact person is given all details of the visit including contact telephone numbers for parents, appropriate medical details for

girls, the risk assessment for the visits and next of kin details of accompanying staff. As a minimum, the visit organiser must text the staff contact of their arrival and return.

In the event of an accident or emergency, the priority of the visit leader / Riding School Manager and accompanying staff is to ensure the safety of pupils. The visit leader / Riding School Manager will liaise with local emergency services and staff will accompany any injured pupils to hospital and ensure that any other pupils are supervised. The visit leader / Riding School Manager is also responsible for arranging that the Deputy Head, or the staff contact if in school holidays, is notified as soon as possible. The Deputy Head or the staff contact will arrange for the parent of girls to be notified. Staff accompanying visits are advised not to speak to the media and any press enquiries are referred to the Head's office.

Monitoring

The Deputy Head and Estates Manager / H & S Officer will ensure that there is a system in place for appropriate monitoring of visits and events. This policy will be reviewed annually.

Stress at Work

Work related stress is defined as: the reaction people have to excessive demands of pressure, arising when people try to cope with tasks, responsibilities or other types of pressure connected with their jobs or personal life but find difficulty, strain or worry in doing so.

Under the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1992, we have a duty to ensure the health and safety of our employees. It is our intention, so far as is reasonably practicable, to provide compliance with the relevant provisions of this legislation.

Queen Mary's School will take the necessary steps to ensure that the possibility of stress in the workplace is reduced and managed appropriately.

Responsibility

It is the responsibility of all school management and heads of departments to ensure that they are aware of the causes of stress and to be familiar with indicators showing that an employee is suffering from stress. Excessive workplace pressure may lead to stress, which can be harmful and have both physical and behavioural effects.

It is also the responsibility of employees to flag issues to their manager or head of department to enable them to take action to rectify any potential problems likely to cause stress.

Action

All managers / heads of departments must recognise that excessive work pressures can lead to stress.

Managers to be aware of the signs of stress:

- | | | |
|----|-------------------------|--|
| a) | In work performance | Reduction of output
Increase in error rate
Poor decision making
Deterioration in work control |
| b) | In attitude / behaviour | Loss of motivation
Excessive working hours
Poor timekeeping |
| c) | In relationships | Tension and conflict
Poor customer relations
Disciplinary problems |
| d) | In sickness absence | Increase overall
Frequent, short periods |

Preventative action by managers / heads of departments should include:

Good quality general management based on an obvious regard for people.

The demands of the job are controlled by correct job design, allowing staff sufficient time to complete tasks and sufficient training provided.

A good match between the skills of each individual employee and his / her job requirements.

Avoidance of inconsistency, indifference, bullying and discrimination.

Employees should be actively involved in decision making regarding their jobs

A supportive culture must be encouraged to allow employees to raise any issues causing them stress.

Positive working relationships between all employees will be encouraged.

Where the need for change arises employees will be consulted as soon as is reasonably practicable.

If excessive stress appears to be affecting an employee, his / her head of department should:

Look at the points in paragraph 3 to see if action can be taken immediately to reduce the pressure on that employee;

Provide support and understanding to that employee in his / her work activity;

Inform the School Office or School Nurse of the situation so that further assistance can be given.

Bullying

Queen Mary's School expects all of its employees to:

- Treat each other with respect
- Act to promote effective teamwork
- Maintain high standards of work
- Seek ongoing personal and professional development
- Promote the values and the aims of the council
- Implement relevant council policies

Definition of Bullying

The company defines workplace bullying as:

Any unwanted or unwelcome behaviour towards a worker or groups of workers which offends, insults or undermines them

Constant attacks on personal or professional work which are usual unfair and without warning or good reason

An abuse of power or rank that can cause such stress that people lose their confidence. Often both physical and mental health are affected.

Policy on Bullying in the Workplace

The company will not tolerate bullying in any of its forms, in any of its places of work or by any of its employees.

PROCEDURES

A No-Blame Approach

Wherever possible, the company will adopt, in the first instance, a no blame approach to bullying. Interviews will be carried out by a conciliator, preferably in the presence of both the alleged bully and the alleged victim.

The no blame approach entails:

- Active listening to both the alleged bully and the alleged victim
- Discussion of the other's viewpoint with a view to better understanding by each of the other
- Mutual agreement on ways of addressing the problem
- Monitoring, support and feedback on the effectiveness of the ways chosen

What is Workplace Bullying?

If you feel you are being singled out for unfair treatment by a boss or a colleague you are probably being bullied. Although there is no comprehensive list of bullying behaviour and there is no one type of person who is likely to be a bully, the list below should give an idea of some behaviour that constitutes workplace bullying.

Competent staff being constantly criticised, having responsibilities removed and being given trivial tasks to do

Shouting at staff

Picking on people, either in front of others or in private

Blocking promotion

Regularly and deliberately ignoring or excluding individuals from work activities

Setting a person up to fail by overloading them with work or setting impossible deadlines

Consistently attacking a member of staff in terms of their professional or personal standing

Regularly making the same person the butt of jokes

Stress and ill-health can become part of the daily life of those being bullied. Symptoms can include:

Anxiety, headaches, nausea, ulcers, sleeplessness, skin rashes, irritable bowel syndrome, high blood pressure, tearfulness, loss of self confidence, thoughts of suicide.

Employers who fail to tackle bullying in the workplace can pay a high price:

Lost time – because employees are affected by stress and ill-health
Lost incentive – because morale is low
Reduced work output and quality
Lost resources – the good people leave the organisation
Loss of reputation if it goes to court or employment tribunal

Support for Employees Who Are Accused of Bullying

The company aims to respond to all allegations of bullying with a no blame approach. This method has by far the best record of success and in most cases should work well. If it does not then it is likely that something more formal and confrontational will have to be used, such as the grievance procedure or the corrective and disciplinary procedure.

Both of these require fact finding and although the company will aim to conduct this promptly it may still take some time. During this time both the person making the allegation and the person against whom it is made are likely to need support, and are entitled to it.

The principles of natural justice apply and there is a presumption of innocence until guilt is proved. This does not mean that an alleged bully will not be suspended while the fact-finding takes place – that may be necessary or it may not as individual circumstances will vary from case to case – but whether suspended or not an employee accused of bullying has full rights to all the company’s support mechanisms, such as occupational health, the welfare officer, discussions with personnel officers and with colleagues. If he or she is a member of a trades union then that avenue of advice and support will also be as available to an alleged bully as to an alleged victim.

The company is very keen to discourage malicious accusations of bullying and will treat any that it encounters as serious breaches of discipline.

The Responsibilities of Employees Who Witness Bullying or its Effects

Each one of us has a responsibility for the climate, the culture, of the organisation we work in. By accepting this responsibility, we take an active part in creating its future: by not accepting it we take no less active a part. If we as individual employees allow a bully to go unchallenged then we are actively supporting a culture in which bullying is acceptable. The company therefore expects its employees to report all instances of bullying that they become aware of, either because they witness it or because they see its effects on a colleague.

Some judgement will need to be exercised in the way that bullying is reported. In many cases the best person that the witness should speak to is the bully, pointing out their behaviour and its unacceptable nature. On other occasions it will be better to report the incident(s) to someone further up the organisation who has a management responsibility for the alleged bully. Sometimes it may be best to seek advice from Personnel and Employee Training, the appropriate trades union or the Employee Support/Harassment helpline.

Violence in the Work Place

“Violence” may mean any incident where staff are abused, threatened or assaulted in circumstances related to their work, involving an explicit or implicit challenge to their safety, well-being or health

Health & Safety Committee

The Purpose of Health and Safety Committees.

- . To help to make the school a safer place for all staff, pupils, parents and visitors.
- . To provide an additional route for staff to bring senior management's attention to any health and safety concerns that they might have.
- . To provide an additional route for management to notify and explain to staff any relevant health and safety or fire issues and policies.
- . To involve the staff in the health and safety decision making process.
- . To involve the staff in the investigation of accidents.
- . To provide a forum for discussion on any relevant health and safety or fire issues.

The Health and Safety Committee Meetings

The Health and Safety Committee shall meet every term.

The Committee shall comprise of representatives from Governor, Head, Estates, Nurse, Cleaners, Drivers, Boarding, Kitchens, and Teachers.

If such people are not available a suitable representative of the department must be sent.

The following items must be brought to and discussed at the Committee meetings:

Recent H&S reports from the Group Safety Team, fire risk assessments, recent EHO or Fire Officer Reports, Departmental H&S check sheets, accident book, fire log.

Any concerns or shortfalls in any of the above are to be minuted and actioned.

The committee member will report back any action points to the department and resolve any problems identified. They will need to pass on all relevant information,

All minutes are to be retained and monitored by the Head's P.A. They need to be distributed to all departments and displayed on Notice boards.

The school Office will need to send out reminder dates for the next meeting.

Meetings will use the following agenda.

- 1, Matters arising from previous meeting
- 2, External audit reports – Group Safety or EHO visits. Check the reports, check actions needed and their progress for compliance. Discuss the score and ways to improve it.
- 3, Accidents/Incidents – check previous terms to see if any recurring accidents. Check full investigations have been done and works completed to rectify any problems found.
- 4, Internal H&S – departmental H&S check sheets up to date.
- 5, Fire procedures – Fire risk assessments up to date and check actions completed, fire log complete, review any fire alarm/evacuations over the past month.
- 6, Any other business – including date of next meeting.