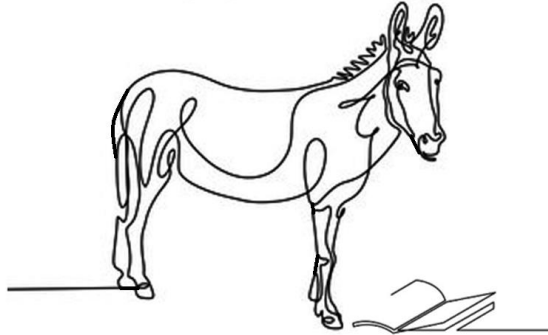


Health and safety policy

BERRY FIELDS



ANIMAL ASSISTED
EDUCATION & CONSULTANCY

Approved by: Rachel Hartopp

Date: July 2019

Last reviewed on: July 2019

**Next review due
by:** July 2021

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1. Aims

Berry Fields Animal Assisted Education aims to:

Provide and maintain a safe and healthy environment

Establish and maintain safe working procedures amongst staff, pupils and all visitors to Berry Field Stables or as outreach.

Have robust procedures in place in case of emergencies

Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation

Berry Fields Animal Assisted Education

This policy is based on advice from the Department for Education on health and safety and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

Berry Fields Animal Assisted Education adheres to [national guidance published by Public Health England](#) when responding to infection control issues.

3. Roles and responsibilities

Rachel Hartopp (Director) has ultimate responsibility for health and safety matters at Berry Fields Animal Assisted Learning.

Rachel Hartopp (Director) has a duty to take reasonable steps to ensure that visitors and volunteers are not exposed to risks to their health and safety. This applies to activities on or off the Berry Fields premises.

Rachel Hartopp as the Director of Berry Fields Animal Assisted Education, also has a duty to:

Assess the risks to visitors and others affected by Berry Field Animal Assisted Education activities in order to identify and introduce the health and safety measures necessary to manage those risks

Inform Volunteers and visitors about risks and the measures in place to manage them

Ensure that adequate health and safety training is provided

Director Responsibility

Mrs Hartopp (Director) is responsible for health and safety day-to-day. This involves:

Implementing the health and safety policy

Ensuring there is enough staff to safely supervise visitors and volunteers

Ensuring that the stable buildings/yard and premises are safe and regularly inspected

Providing adequate training for volunteer staff

Ensuring appropriate evacuation procedures are in place and regular fire drills are held

Ensuring all risk assessments are completed and reviewed

Health and safety lead (Director)

The nominated health and safety lead is Rachel Hartopp (Director)

Volunteers

Volunteer staff have a duty to take care of visitors as part of their duty of care and responsibility.

Volunteers and staff will:

Take reasonable care of their own health and safety and that of others who may be affected by what they do at work

Work in accordance with training and instructions

Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken

Model safe and hygienic practice for all.

Understand emergency evacuation procedures and feel confident in implementing them

Visitors

Visitors are responsible for following Berry Fields Animal Assisted Learning's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to Rachel Hartopp (Director)

4. Site security

Rachel Hartopp (Director) is responsible for the security of the site in and out of hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Volunteer staff that are key holders and will respond to an emergency.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Fire risk assessment of the premises will be reviewed regularly.

Volunteer staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately

Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk

Volunteers and visitors will congregate at the assembly points.

Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The Berry Fields will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

6. COSHH

Berry Fields Animal Assisted Education are required to control hazardous substances, which can take many forms, including:

Chemicals

Products containing chemicals

Fumes

Dusts

Vapours

Mists

Gases and asphyxiating gases

Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Rachel Hartopp (Director) and circulated to all volunteer staff who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

7. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place

When new equipment is purchased, it is checked to ensure that it meets appropriate standards

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

Display screen equipment

All staff volunteers who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

8. Lone working

Lone working may include:

Late working

Home or site visits

Weekend working

Working in a single occupancy office/cabin/stables

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Visitors are prohibited from using ladders

Staff/volunteers will wear appropriate footwear and clothing when using ladders

Contractors are expected to provide their own ladders for working at height

Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety

Access to high levels, such as roofs, is only permitted by trained persons

10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff/volunteers are expected to use the following basic manual handling procedure:

Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help

Take the more direct route that is clear from obstruction and is as flat as possible

Ensure the area where you plan to offload the load is clear

When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

11. Off-site visits with Berry Field EAL Equines

When taking equines off the Berry Fields premises, we will ensure that:

Risk assessments will be completed where off-site visits and activities require them

All off-site visits are appropriately staffed

Staff /volunteers will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

There will always be at least one first aider.

13. Violence at work

We believe that staff/Volunteers should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff/Volunteers will report any incidents of aggression or violence (or near misses) directed to themselves to Rachel Hartopp (Director)immediately. This applies to violence from visitors or other staff/volunteers.

14. Smoking

Smoking is not permitted anywhere on the premises.

15. Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

Wash hands with liquid soap and warm water, and dry with paper towels

Always wash hands after using the toilet, before eating or handling food, and after handling animals

Cleaning of the environment

Clean the environment frequently and thoroughly

Clean the environment, including animal equipment and education equipment, frequently and thoroughly.

All stables are to be mucked out daily and skipped out during the day if equines are in for stables in preparation for sessions.

All feed bowls to be washed and cleaned after feeds finished.

Tack and equipment to be cleaned on a regular basis, ensuring they are checked and fit for purpose.

16. Animals

Wash hands before and after handling any animals

Keep animals' living quarters clean and away from food areas

Dispose of animal waste regularly.

Supervise visitors when interacting with animals

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

Animals infectious diseases

All animals are passported, microchipped, vaccinated, licensed and registered with a vet.

17. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff/volunteers.

18. Accident reporting

Accident record book

An accident form will be completed as soon as possible after the accident occurs by the member of staff/first aider who deals with it.

As much detail as possible will be supplied when reporting an accident.

Near-miss events that do not result in an injury, but could have done are also recorded and included on future risk assessments and amendments to policies.

Notifying parents

Rachel Hartopp will inform parents of any accident or injury sustained by a pupil visitor, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

19. Training

Our staff are provided with health and safety training as part of their induction process.

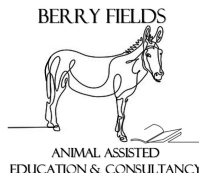
20. Monitoring

This policy will be reviewed by the Rachel Hartopp (Director) every 2 years.

21. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Accessibility plan



Berry Fields Animal Assisted Education Accident report

Name of injured person

Date and time of incident

Location of incident

Incident details

Describe in detail what happened, how it happened and what injuries the person incurred

Action taken

Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.

Follow-up action required

Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again

Name of person attending the incident

Signature

Date

