



GENERAL POLICY

The Association of British Riding Schools (ABRS) is a national member body for riding school, trekking and livery businesses. The ABRS is committed to providing a safe working environment and promoting the well-being of staff (whether full-time, part-time, self-employed or volunteer). We will identify, manage, control and/or eliminate hazards, with the intent of reducing the risk of harm to 'As Low As Reasonable Practical (ALARP)'.

It is our policy to:

- Prevent accidents and cases of work-related ill health
- Manage health and safety risks in our workplace
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- Provide personal protective equipment where this is required
- Consult with our employees on matters affecting their health and safety
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or other significant incident
- Review and revise this policy regularly

The ABRS also requires that Member Riding Schools and Livery Yards, and in training centres utilised by the ABRS for the running of courses, (referred to as **Members** and **Centres**) provide safe working environments for staff and clients through the identification, management, control and/or elimination of hazards through effective safety management.

GENERAL RESPONSIBILITIES

Overall and final responsibility for health and safety rests with the Chair of the Trustees.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Portfolio Trustee for Health and Safety.

The ABRS will use the services of a suitably competent person to provide advice and support on health and safety matters.

All staff should:

- Co-operate with supervisors and managers on health and safety matters
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed above)

REVIEW ARRANGEMENTS

The policy will be reviewed every three years, or in the following circumstances:

- Changes in legislation and/or government guidance

- As a result of any other significant change or event

ARRANGEMENTS FOR HEALTH AND SAFETY

Risk Assessment

The ABRS will systematically assess the risks to staff and others who may be affected by its activities and will ensure that all relevant risks are addressed by:

- Identifying hazards that have the potential to cause harm
- Completing Risk Assessments and implementing control measures
- Reviewing risk assessments when working habits or conditions change
- Complying with specific Acts or Regulations

Training

We will give staff and subcontractors health and safety induction and provide appropriate training.

Where we provide personal protective equipment, we will also provide training in its use.

Fire and Emergency Procedures

The ABRS will ensure that an up-to-date fire risk assessment is available covering the Head Office is maintained. Staff must make themselves familiar with the emergency evacuation procedure posted in the office.

Staff visiting riding school, trekking and livery businesses must ensure that they are aware of and comply with the fire and evacuation requirements of the establishment being visited.

First Aid Provision

The ABRS will ensure that it has an appropriate level of first aid provision as defined in the Health and Safety (First Aid) Regulations 1981.

Reporting of Accidents and Incidents

Staff are required to report accidents and incidents, including near misses, occurring on the ABRS' premises and work related ill-health to the Portfolio Trustee for Health and Safety.

The ABRS is required by law to report any accident or incident which is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. For injuries identified as being reportable under the Regulations the Health and Safety Executive must be notified by an appropriate method.

All injuries requiring first aid treatment occurring on the ABRS' premises must be recorded the accident book provided for this purpose.

When an accident or incident results in injury requiring first aid treatment an investigation will be undertaken to identify root causes and identify any corrective actions which need to be implemented. The constitution of the investigation team will be dependent on the severity of the accident.

The investigation of accidents or incidents involving staff when visiting establishment is the responsibility of the host establishment. Details of any injury and copy of any such investigation report should be forwarded to the ABRS.

Display Screen Equipment

Display Screen Equipment assessments will be undertaken for staff that use display screen equipment (DSE), such as PCs, laptops, tablets and smartphones, for more than 1 hour per day. The ABRS will introduce any control measures identified by the assessment as being necessary to reduce/eliminate the health risks of working with DSE.

Safe Use of Work Equipment

All equipment obtained by the ABRS will be subject to a risk assessment and appropriated control measures introduced as required.

All portable electrical equipment will be subject to regular testing by a competent person.

All equipment maintenance schedules will be respected and defective equipment identified and taken out of service.

ABRS Members and Centres

The ABRS uses ABRS Members and Centres for conducting training and examinations. ABRS may also use suitably qualified staff to visit premises for the purpose of examinations and inspections. By law, Members and Centres being visited are responsible for the health and safety of visitors to their establishments. Members and Centres are to provide visitors with a Health and Safety and Fire Safety brief on arrival; visitors are expected to comply with site-specific procedures.

Before a Member and Centre establishment is used for ABRS training or examinations, the site-specific Risk Assessment and Fire Safety Plan are to be provide to the ABRS. These are to be reviewed prior to a member or centre being approved for use by the ABRS.

ABRS staff should report any health and safety concerns to the management of the establishment.

Record Keeping

The ABRS will ensure that all Health and Safety records are stored at the Head Office in compliance with Data Protection Act and available for inspection by relevant parties. This will include, but not limited to:

- First Aid Register
- Accident and Incident Reports
- Risk Assessments (activities, Display Screen Equipment, young persons, new and expectant mothers)
- Induction and Training Records