



Health and Safety Policy

Date of Policy – March 2025

Reviewed by – Sue Leader

Role- Director

To be read in conjunction with Safeguarding Policy, First Aid policy and Fire/Emergency Policy.

1. Summary

The owners of S.P.A.C.E regard the promotion of health and safety at work to be of the utmost importance for all students, staff and visitors. It is our policy to ensure that every reasonable step be taken to prevent injury and ill health, by protecting individuals from hazards at work.

This is achieved by:

- Assessing and controlling risk as part of the day-to-day routine
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that employees are able to perform their various tasks safely and efficiently
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities
- Periodic review of health and safety procedures as risks change and as a consequence of a review of any potential incidents that may have occurred
- All staff (employees and volunteers) have a legal obligation to co-operate in the operation of this policy by not interfering with interfering with the horses or misusing equipment that has been provided in the interests of health and safety

All staff have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for both their own and others protection
- following the Risk Protocol
- reporting any incident which has led, or could have led to damage or injury
- assisting in any investigation with regards to accidents, dangerous occurrences or nearmisses

2. Objectives

The objectives of our health and safety policy are:

To promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974

To protect participants, whether they be employees, students, volunteers, or animals from any foreseeable hazards

To ensure adequate training, instruction, supervision and information is given to all employees and students in order that they may work in safety in so far as is reasonable and practicable



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To ensure a safe and healthy working environment for all employees and that there are sufficient facilities and arrangements for their welfare

To ensure that awareness with regards to all aspects of safety is fostered by all employees

To ensure employees are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to safety

To ensure that full and effective consultation on all matters is encouraged

3. Responsibilities

Responsibilities of individuals are as follows:

Georgia Leader-White (GLW) is responsible for the effective implementation of the safety policy. However, it is recognised that there will always be some risk associated with horses.

All staff are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met. Where any new process, operation or horse is introduced they are to liaise with GLW, so that the associated risks are assessed and any precautions deemed necessary are implemented.

All incidents will be investigated by the Equestrian Lead in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate.

(GLW) will inform employees and students that they have a responsibility to ensure that they act with reasonable care with regard to the health and safety of themselves and others. They are required to co-operate and adhere to safety guidance given, in helping to maintain standards of health and safety.

4. Risk assessments

Responsibility for assessing and controlling risk lies with all employees and individual student risk assessments will be completed by the Education Lead Sue Leader (SL)

5. Safety Arrangements

The safety arrangements set out below are for the information, guidance and compliance of all employees.

Health and safety are integral parts of management. They are key considerations which should under-pin and facilitate educational and financial activity. Under the Health & Safety at Work Act 1974 and common law, employers and employees must look after children and young people in their care.

It is the duty of all to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be found on the Risk Assessment.

All employees have a statutory duty to co-operate and a personal responsibility to take reasonable care, to ensure that their actions do not cause injury to themselves and others.

Employees are required to observe the risk assessment, special rules and safe methods that apply to their own work and to report hazards discovered by them to GLW or SL.

No person shall intentionally or recklessly interfere with or misuse anything, including the horses provided in the interests of health and safety.



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6. Specific arrangements for health and safety

6.1 Accident reporting

S.P.A.C.E accident and injury reporting system:

Any accidents / injuries to an employee or student should be immediately passed on in person or by phone to Georgia Leader-White or Sue Leader in her absence.

The accident **MUST** be recorded on an accident report form

If a minor injury has happened to a student prior to the session, is noticed by a member of staff but is not of major concern e.g. bruising or other body markings, staff should notify the Designated Safeguarding Lead or alternate as a matter of protocol (regardless of the lack of concern).

If an injury has happened elsewhere and it is of concern that the cause was not accidental, a body marking form should be completed and passed to the Designated Safeguarding Lead or alternate without delay. See Safeguarding policy for further details.

The designated safety lead is to ensure accidents of a serious nature are reported following the requirements of current legislation (RIDDOR, 1999).

6.2 Accident investigation

All significant accidents or incidents that are considered to be dangerous 'near miss' situations are to be investigated without delay by the Health and Safety Lead in order that the cause of the accident can be identified and measures taken to prevent a recurrence.

Investigations such as these are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum.

7. Safe working procedures

7.1 Rapid hazard identification procedure

Staff working with students are expected to dynamically risk assess at all times in order to identify hazards and remedy them. This should also include follow up with the Health and Safety Lead (GLW)

Safe working procedures are developed through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring the system

7.2 Defective tools and equipment

All defects found in tools or equipment must be reported immediately. The equipment concerned is to be withdrawn until repaired or replaced



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7.3 Good housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following guidelines listed below.

Keep pathways unobstructed.

Ensure shelves in storerooms are stacked neatly and not overloaded

Returning yard tools and hosepipes to their storage area

7.4 Use of harmful substances

When using harmful substances or medications, all employees must ensure that adequate precautions are taken to prevent injury to health.

7.5 Skin infections and hand care

To reduce the risk of dermatitis, acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.

7.6 Consumption of food

Food is only to be consumed in the main house, or kitchen following good personal hygiene

7.7 Emergency services

Fire, police or ambulance services can be contacted by dialling 999 and asking for the service required.

7.8 Fire prevention

Staff are expected to familiarise themselves with the Fire emergency evacuation procedure.

7.9 Personal and Protective Equipment

Staff and students need to wear appropriate equipment including footwear and a riding hat when working with the horses. Long hair also needs to be tied back. When riding, pupils can choose to wear their own back protector at their own risk.

7.10 Visitors

It is the duty of all staff to ensure the health and safety of all visitors

8. Additional Health and Safety guidelines for working with vulnerable young adults and children

All our students are vulnerable young people. Young people - especially those with learning difficulties - can be curious, have a limited sense of danger and can react in different ways in an emergency or crisis. Never assume that a place which is safe for an adult will be safe for a young vulnerable person.

Young people are naturally inquisitive and impulsive and the majority of their learning is done by experience, which makes them more adventurous than adults. For many of our students this curiosity may lead them into all sorts of dangers that they may not be aware of.

Vulnerable young people may well ignore warning signs if they are intrigued by what they see beyond or they may be unable to read or interpret, so it is important to ensure that they are supervised at all times and not at risk. They may see a dangerous environment as an adventure playground, as they may not perceive danger as others do.



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Young people can react differently in different situations. If a young person is un-cooperative; he/she should not be forced to do anything against his/her will, as they may be unpredictable in their actions and reactions to the circumstances. This may put them or others at risk.

Situations that might give rise to stress or emotional trauma should be treated as health and safety hazards. Time should be allowed for the student to relax and understand that no real threat exists.

All provision should be thoroughly risk assessed in advance and staff should be constantly undertaking dynamic risk assessments throughout a session to ensure the highest levels of health and safety.

8.1 What to do in the event of an accident or incident

Bring the situation under control

Inform GLW or SL in her absence

So far as is possible, the scene should be left undisturbed until an investigation is complete – this is particularly important for serious accidents where the police may be involved

8.2 What to do if a student gets lost

Contact and inform GLW or SL immediately. They will then make a decision on the next course of action

8.3 What to do if the student walks off or absconds

Be aware in advance of their individual risk assessment which will specifically advise on this scenario

Depending on the individual risk assessment you will be directed either to encourage them to return, follow from a safe distance, call parent/carers, notify the police, etc.

Inform GLW or SL immediately

8.4 External Hazards

In extreme weather provide information to parents/carers/guardians and/or schools about suitable clothing, footwear, sun cream and insect repellent. If hot - take the student into the shade or yard kitchen and provide water.

Be aware of slips, trips and falls risks and ensure adequate supervision, carry out checks and risk assessments, obtain assistance as required.

Violence/assault – consider your own and your student's personal safety at all times and provide the appropriate level of supervision.

8.5 Working indoors

Cables, tables and chairs can be trip hazards, make sure cables are not trailed across a room. Chairs must be pushed in neatly under tables.

Fire – flammable substances must be out of reach of visitors and students.

Cleaning materials are to be locked away and not used by the student, unless supervised by staff.

The kettle and hot water should be stored away from the edge of the work surface and the student should be supervised at all times when using or working around hot water.

No cooking is to take place without supervision.

Hygiene standards must be adhered to.

8.6 Medication

When medication is necessary it should be clearly labelled and administered exactly as described.

8.7 Hypothermia symptoms and treatment

Hypothermia depends on how cold the environment is and how long the period of exposure is. In mild cases:-

- Shivering
- Feeling cold
- Low energy
- Less able to tolerate cold than normal
- Cold red skin

Treated by preserving body heat and preventing any more being lost. Try to do the following if waiting for medical treatment or treating mild hypothermia:-

- Move indoors or somewhere warm as soon as possible
- Change out of wet clothes
- Wrap up in blankets, towels, coats – protecting the head and torso as a priority. Your own body heat can help someone with hypothermia
- Increase activity if possible, but not to the point where sweating occurs, which cools the skin down again
- If possible eat carbohydrates to provide rapid energy, or fats to provide prolonged fuel for your body
- Have a warm drink
- Once body temperature has increased be sure to keep warm and dry

Do Not

- Apply direct heat to the arms and legs as this forces cold blood back to the major organs making the condition worse
- Rub or massage the person – in severe cases there is a risk of heart attack, so it's important to be gentle
- Give alcohol as this lowers the body's ability to retain heat.

8.8 Sunstroke Symptoms and treatment

Heat exhaustion is usually one of the first signs that you are at risk of developing heatstroke. Symptoms to be aware of are:

- Headaches
- Dizziness
- Nausea and vomiting
- Muscle weakness or cramps
- Stomach cramps

- Pale skin
- Weak pulse
- High temperature

If you or a student experience these symptoms after exposure to hot conditions, physical exertion or burns:-

- move to a cool area
- rehydrate by drinking plenty of fluids. Re-hydration solutions and some sports drinks are useful for rapid re-hydration, although in most cases plain water is fine.
- Remove any excess clothing and cool down with lukewarm water

Left untreated these symptoms can develop into heatstroke. Heatstroke can occur suddenly and with little warning.

8.9 Heatstroke symptoms and treatment

- Symptoms as for heat exhaustion
- Confusion and disorientation
- Convulsions (uncomfortable muscle twitching)
- Unconsciousness
- Racing, thumping pulse
- Flushed, hot and dry skin
- Very sudden rise in temperature



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MANUAL HANDLING

1. Definition

Manual Handling Operations means any transporting or supporting of a load (including the lifting, putting down, pulling, carrying or moving thereof) by hand or bodily force (Manual Handling Operations Regulations 1992).

2. Rationale

There is a legal requirement for the organisation to have a Health and Safety policy that includes a manual handling statement.

Manual handling causes a known risk of musculo-skeletal injuries.

This policy has been adapted to provide clarity and consistency of manual handling guidelines within Lapwing.

3. Objectives

To comply with the requirements of the law as stated in:

- The Health and Safety at Work Act 1974
- The Manual Handling Operations Regulations 1992
- All other legislations, or parts thereof, relating to manual handling and provision and maintenance of equipment

To prevent musculo-skeletal injury to employees as a result of manual handling by reducing the risk to the lowest level possible.

The assessment and reduction of risks from manual handling aims to achieve:

- A safe working environment
 - Suitable and sufficient equipment to reduce manual handling risk
 - Well trained employees who take care of their own health and safety and that of others
- Manual

Handling Risk Management System

The following will be taken into consideration which may affect individual capabilities of employees:

4. General Physical Capability

A risk of injury will be considered unacceptable if a specific manual handling technique cannot be carried out by most reasonably fit, healthy employees. An employee can decide whether or not they can manage the tasks to be performed. However, there is a duty to ensure the employee is physically capable of completing the task without injury.



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5. People with health problems

Conditions such as recent injury, hernia, back problems, heart conditions or other risk increasing factors should be taken into consideration before an employee is asked to do manual handling work. If there is any uncertainty, medical advice should be sought. The Disability Discrimination Act may require employers to make adjustments if they would allow a person with a disability to do the work safely and satisfactorily.

6. New and expectant mothers

The law requires employers to make allowances for pregnant women and those at high risk after childbirth, for about three months, to prevent injury from the physical work involved in manual handling procedures. A risk assessment must be carried out on the expectant mother and reviewed monthly as long as the expectant mother continues to work.

7. Young workers

Extra care is required to ensure that young people, up to the age of 18, are not exposed to the risks from manual handling. Extra precautions or close supervision are needed.

Accidents and incidents occurring at work that result in musculo-skeletal injury will be thoroughly analysed.

8. Special Needs and Medical Conditions

Work with students who have special educational needs or disabilities (SEND) often involves manual handling, especially if they need help or support to move.

The relevant Programme Manager should:

- carry out general risk assessments for the main hazards
- apply and modify the generic risk assessment to suit the individual circumstances of each student, involving the student and liaising with parents, carers and relevant health professionals
- link individual students' moving and handling assessments with their overall care package
- set out the assessments in simple and suitable format and language and make the information readily available to all staff assisting the student
- obtain expert advice where required
- ensure that suitable and adequately maintained and serviced equipment (such as hoists) is available
- record and monitor incident records to ensure risk controls are effective

9. Risk Management Process

Responsibility for assessment: The CEO has the responsibility to ensure that there are suitable and sufficient assessments of manual handling tasks where required within Lapwing which are regularly reviewed.



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10. Reducing the Risk

A safe working environment will be provided that allows manual handling procedures to be carried out with minimal risks to employees "as it is reasonably practicable".

Manual handling issues will be considered at the design stage of every refurbishment or new building. Ergonomics advice will be sought if necessary.

Equipment will be provided to prevent manual handling wherever possible. Where manual handling cannot be prevented, equipment will be provided to reduce the risk.

11. Lifting Equipment and Manual Handling Aids

All equipment or aids identified as required in risk assessments will be provided.

Any manual handling equipment provided will be maintained in a safe condition to use and be subject to regular inspections by a responsible person.

Users should complete a visual check before use to check for any evident defects. Defective or broken lifting equipment should be withdrawn from service immediately, labelled and reported to the Health and Safety Officer.

12. CEO responsibilities

The CEO must ensure that:

- manual handling assessments are carried out where relevant and records are kept
- employees are properly supervised
- adequate information and training is provided to persons carrying out manual handling activities
- any injuries or incidents relating to manual handling are reported and investigated, with remedial action taken
- employees adhere to safe systems of work
- safety arrangements for manual handling operations are monitored and reviewed
- employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations
- all manual handling accidents, injuries or near misses are reported using the accident/injury reporting system complying with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 1995

13. Employee Duties

Employees must:

- be aware of their responsibilities under the Health and Safety at Work Act 1974 and the Manual Handling Operations Regulations 1992



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- attend manual handling training sessions provided by the organisation where necessary
- seek assistance and extra training if their level of knowledge is insufficient for a new situation
- report all manual handling accidents, injuries or near misses using the accident/injury reporting system
- report to the CEO or Health and Safety Officer (in confidence) any personal conditions which may be affected by manual handling activity
- comply with instruction and training provided
- ensure their own health and safety is not put at risk when carrying out manual handling activities
- use equipment which has been provided
- report any problems relating to the activity to their line manager, the Health & Safety officer or CEO

14. Information and Training

Lapwing will ensure all employees receive information and training in manual handling where appropriate. The purpose of this is to:

- inform employees of legislation, policies and procedures they must follow to reduce the risk of injury
- inform employees of their responsibility to look after their health and safety and that of those who may be affected by their actions
- provide practical advice and training on best practice in manual handling