

SOUTH YORKSHIRE TRAINING TRUST

THE NORTHERN RACING COLLEGE

**HEALTH AND SAFETY POLICY
NUMBER 16-02**

EMPLOYER: South Yorkshire Training Trust
ADDRESS: The Stables, Rossington Hall,
Great North Road, Doncaster,
South Yorkshire DN11 0HN

General Policy

The policy of the Trust is to provide and maintain safe and healthy working conditions, equipment and systems of work, training and education for all employees and learners and to provide such information, training and supervision required for this purpose.

Responsibilities

The policy will be kept up-to-date, as the business changes in nature and size. It will be reviewed annually by Management.

The allocation of health and safety duties and particular arrangements required to implement the policy are set out below:

Staff Responsibilities

Overall responsibility for health and safety rests with the Chief Executive.

The Operations Manager will be responsible for implementing the policy at the premises of the Trust with the Training Manager acting as deputy.

The following staff will be responsible for safety in designated areas:

<i>AREA</i>	<i>SUPERVISOR</i>	<i>RESPONSIBILITY</i>
Yards, Stores, Riding Schools, Instructors' Offices, Training grounds and barns	Training Instructors	Training Manager
Admin Offices	Quality Manager	Quality Manager
Student Accommodation	Residential Supervisors	Training Manager
Main Kitchen	Chef Manager (Eurest)	Chef Manager (Eurest)
Maintenance Store	Maintenance Staff	Operations Manager
Conference Centre	Operations Manager	Operations Manager

Responsibilities of Employees

SYTT/NRC ADMINISTRATIVE INSTRUCTIONS

All employees, learners and visitors have a responsibility to co-operate with members of staff to achieve and maintain a healthy and safe workplace. They must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work.

Employees and learners should use all machinery and equipment provided in a correct manner in accordance with any instruction and specific training they might receive to enable them to use the equipment safely. They must not interfere with any of the machinery provided and they must report any defects in the equipment to the Operations Manager or in his absence to the Training Manager.

All employees, learners and visitors must co-operate with staff in order that statutory health and safety duties are complied with and they must inform the person responsible for health and safety of any situation that might present serious imminent danger.

Employees and learners must wear appropriate personal protective equipment (PPE) as required and report lost or damaged PPE as soon as possible.

Health and Safety Representatives

Whenever anyone notices a health and safety risk, which they are not able to remedy (without risk to themselves), they must immediately inform the designated person responsible for health and safety or another member of Management.

Accidents

If an accident occurs on the SYTT's premises or while a member of staff is on SYTT business elsewhere, a full accident report should be submitted as soon as possible to the Operations Manager or to the Training Manager. Procedures for accident reporting can be found in the SYTT Administrative Instructions section 16. Accident books are kept in the Instructors' office, Residential Supervisors' Office and at the Conference Centre. Completed accident reports should be submitted to the Operations Manager or in his absence the Training Manager.

There are trained first aiders in most departments and First Aid boxes can be found in the following locations:

- Instructors' Office
- Grey Barn
- Main Admin office
- Indoor/Outdoor riding schools and Gallops (Portable kit)
- Student Accommodation Staff Flat
- Main Reception
- Main Kitchen
- Classroom
- Conference Centre Reception

Emergencies

In an emergency the following priorities will be:

- to ensure the safety of yourself and others,
- to ensure the safety of the horses,

Emergency evacuation procedure for staff and visitors:

- on discovering a fire, raise the alarm and warn others in the vicinity (if safe to do so).
- evacuate the building as soon as possible.
- go straight to the fire assembly point.
- wait for a roll call to be taken.
- do not go back to work until told it is safe to do so.
- the senior person present is responsible for ensuring the emergency services are contacted and the taking of the roll call.

In an emergency, the Training Instructors and suitably qualified personnel should immediately lead horses to safety (if safe to do so).

In case of emergency/accident on the gallops, manèges or other riding areas the following procedure should be followed:

- Take in what has happened quickly and calmly. Look out for any dangers to yourself and the injured person.
- Assess possible injuries to the casualty
- Get help by using your VHF radio or mobile phone or if appropriate send another member of staff for help. Report the accident to the person responsible for health and safety or his deputy. Follow the relevant accident reporting procedures.

If you are situated in a remote area of the site see below some grid references for use by the air ambulance:

- Site Entrance (off Great North Road) SK 644 965
- Manège SK 639 967
- Round Gallops (Bawtry Rd End) SK 644 962
- Round Gallops (RSPCA Side) SK 641 962
- Round Gallops (Indoor School Side) SK 641 963
- Round Gallops (By Warm Up Ring) SK 638 963
- Round Gallops Centre SK 643963
- Woodchip Gallops Start SK 634970

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- Woodchip Gallops Middle (High Point) SK 636964
- Woodchip Gallops End SK 638962
- Sports Field SK 638 965
- Top Yard SK 638 967

If a loose horse is involved, send a person to catch it in order to make the area safe for the injured person, yourself and bystanders.

Keep the injured person warm and stay with them until help arrives.

Whenever anyone notices or suspects a health and safety risk which they are not able to remedy without risk to themselves, they should take whatever steps are necessary in the circumstances to secure the safety of other employees and visitors to the premises. If the danger is imminent and potentially serious, the area should be evacuated promptly.

Special care should be taken to ensure the health and safety of children, the elderly, infirm, disabled, inexperienced persons, learners, work experience students and livestock.

The area should be secured in a manner appropriate to the circumstances of the risk, and should remain secure until the risk has been dealt with and the normal, safe environment of the area restored.

General Fire Safety

Staff are responsible for ensuring that they are aware of the location of all fire points and of fire fighting equipment (fire extinguishers, hoses, sand buckets and sources of water). The Training Manager will ensure that these items are checked regularly, that all flammable material is clearly labelled and stored safely, that sand buckets containing dry sand are kept filled and are adequately distributed. The Training Manager will ensure all learners are briefed on fire action and are aware of the location of fire call points in the training areas. The residential staff will brief all students at induction of all fire procedures including the location of fire points within the residential building and fire assembly points. The Operations Manager will ensure that procedures are in place to ensure that staff are familiar with the location of fire points and fire equipment within the Conference Centre.

It should be remembered that horses are terrified of fire and smoke and are likely to panic. All employees and learners must, therefore, be aware of these risks and must be familiar with the fire drill and procedures.

All staff have a responsibility for ensuring fire escape routes are kept clear of obstruction at all times.

Regular fire practices will be carried out and all employees, learners and visitors are obliged to co-operate when they take place.

The Operations Manager is responsible for ensuring the maintenance and/or replacement of fire appliances.

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Each fire extinguisher is clearly marked with the type of substance it contains and the type of fire it is designed to deal with. It is important to check the labelling before use.

DO NOT USE WATER ON ELECTRICAL FIRES.

Smoking

The SYTT is a non smoking organisation. A new smoking policy came into force on 1 July 2007. The designated smoking area at the main NRC site is behind the residential building and at the Conference Centre is to the right hand side. Smoking in company vehicles is not allowed at any time.

Electrical Equipment

The Operations Manager will arrange the annual routine inspection of Portable Electrical Appliances (PAT) by qualified electricians.

Extension leads or portable electrical equipment should not be used without the express permission of the Operations Manager and, even then, only after it has been tested (PAT).

Circuit breakers must always be used on electrical equipment, such as clippers.

All electrical faults must be reported to the Operations Manager or in his absence the maintenance supervisors

Machinery, Equipment and Vehicles

All machinery must be used in accordance with the manufacturer's instructions. Safety guards, where appropriate, must be used. Any malfunctioning machinery must be taken out of use and reported immediately to Management. Maintenance logs are to be kept by the Operations Manager and/or Maintenance staff for all machinery and vehicles.

Vehicle faults are to be reported to the Operations Manager or Maintenance staff as soon as possible. If considered unroadworthy, vehicles should be taken out of use until appropriate repairs are affected.

Employees taking medication that may affect their performance should not operate machinery (clearly, employees or learners should not be under the influence of drugs or alcohol at any time).

Only staff authorised and trained in the use of particular equipment will be allowed to use that equipment.

Tractors

Tractors are only to be used by trained, qualified and authorised employees. Safety critical components, e.g. brakes, steering, roll over protection, tyres, visibility aids should be checked on a regular basis and records kept.

There are to be no passengers carried on the tractors at any time.

All tractors are to be fitted with a safety cab or roll over protection.

Whilst driving a tractor follow the safe stop-it routine, this ensures that nothing will move. 'Safe Stop' is:

- Making sure the handbrake is on
- Making sure all controls and equipment are left safe
- Stopping the engine and removing the key

ALWAYS DO IT:-

- Before leaving the seat; or
- When anyone approaches; or
- When anyone is working on the machine.

Unguarded power take off (PTO) shafts, machine blockages and maintenance cause many serious injuries. Correct guarding is essential and you must remember **SAFE STOP**. This is the most important step to make sure of safety.

Tractors **ARE NOT** to be operated without a PTO guard on the shaft or with a damaged PTO guard.

Whilst a tractor can overturn anywhere, on slopes, near field drains and even on the flat, most incidents happen on the slope. All tractor drivers must know and recognise the dangers of slopes and be adequately trained if driving on slopes.

Accidents happen because drivers misjudge slopes, ignore changing ground conditions and forget the effect of loads on stability.

- Overturning can happen on flat ground as well as slopes
- Match the equipment to the tractor
- Always couple and use the implement brake
- Keep all tractors and machinery well maintained
- Use the seat belt
- Ensure a safety cab is fitted

Tack and Saddlery

It is the responsibility of supervisors and learners to check tack daily before use. Any items that appear to be in need of repair should not be used but should be brought to the attention of the supervisor where they will be labelled "**NOT FOR USE**". The Training Manager will then arrange for the items to be repaired or replaced.

Equine Medicines (COSHH)

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All equine medicines must be kept labelled in a locked cabinet under the supervision of the Training Manager. A record of all equine medicine stocks must be maintained and all movements and use of equine medicines and medical equipment must be recorded and signed for.

The following information should be available and observed:

- Hazard sheets supplied with substances bought,
- Manufacturer's guidance,
- Supplier's data sheets,
- Sell-by dates.

Advice on handling, storage and disposal of equine medicines (and equipment) should be consulted before use.

Before any equine medication is used the "sell-by date" should be checked, veterinary instructions followed and records of use kept. Only authorised staff are allowed to administer equine medicines and treatment.

To prevent infection, it is extremely important that standards of cleanliness are maintained when handling veterinary preparations and dealing with minor ailments.

Once veterinary equipment has been used, it should be safely disposed of or sterilised before being placed back in the secure cabinet.

Control of Substances Hazardous to Health (COSHH)

All hazardous substances must be kept properly labelled in a secure area i.e. maintenance store and instructors' office. Items should not be removed from secure storage without the permission of the Maintenance Supervisors or the Training Manager. The Training Manager and the Maintenance Supervisors are to keep records of all hazardous substance stock, and all use of these must be recorded and signed for.

The following information should be made available and observed:

- COSHH Assessments
- Hazard sheets supplied with substances bought,
- Manufacturer's guidance,
- Supplier's data sheets,
- Sell-by dates.

The manufacturer should be consulted for advice on handling, storage and disposal. Protective clothing must be worn when handling weed killers, poisons and other such chemicals.

The Maintenance Supervisors will ensure that any compressed air and compressed gas equipment is checked regularly according to manufacturers and Health and Safety guidelines.

A circuit breaker is to be used when using pressure washers.

Environment and Premises

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All employees and learners are to ensure that their work areas are kept safe, clean and that they maintain a good standard of hygiene.

The Maintenance Supervisors are responsible for ensuring that drains are regularly disinfected and kept clean at all times.

Employees responsible for stores must ensure the safe stacking and storage of all stored goods. All equipment, ladders, tools, barrows, buckets, hosepipes etc, should be correctly stored and not left in such a way as to cause an obstruction or danger to others.

Suitable and sufficient washing and sanitary facilities should be made available to all employees and learners.

Protective Clothing

The following protective equipment should be worn as specified:

- **Skull Caps** - British Standard PAS015 / BSEN1384 / ASTM F1163 (USA) or equivalent skull caps must be worn by employees and learners when mounted on horseback and lunging horses. (It is also essential to wear a skullcap when leading horses). **IF IN DOUBT WEAR A SKULL CAP.** If for any reason a skullcap receives a hefty blow or is dropped it should be replaced immediately. It is the responsibility of the employee and learner to check the acceleration strap daily and to ensure that the chinstrap is fastened at all times.
- **Gloves** should be worn when lunging and leading horses.
- **Riding boots** with a smooth sole and heel should be worn at all times when on horseback.
- **Ear Defenders** should be worn as required to protect employees and learners from noise (e.g. on a tractor).
- **Protective clothing** should be worn to protect employees and learners from dust, splashes or contamination by rodents etc.
- **All students must wear minimum Grade 3 body protectors** when riding and goggles when riding on the gallops. Body protectors are available to members of staff. All staff are to wear body protectors when riding on the Gallops or during Stalls work or schooling.

Jewellery including earrings, rings, bracelets and brooches must not be worn by employees and learners whilst working with horses.

Long hair should be tied back to maintain clear visibility.

Occupational Health

Employees should be aware of the following occupational diseases and should notify the Operations Manager or Training Manager immediately of any observed symptoms:

- Farmer's Lung
- Asthma
- Hay Fever
- Ringworm
- Weil's disease (Leptospirosis)
- Tetanus
- Salmonella
- Campylobacter
- Corynebacterium
- Animal Allergies

Working with VDUs

Employees covered by the Display Screen Equipment Regulations will be entitled to request an eye and eyesight test. This is a test by an optometrist or doctor. You have an entitlement to further tests at regular intervals; the optometrist doing the first test can recommend when the next should be. The Trust will only pay for spectacles, if special ones (for example, prescribed for the distance at which the screen is viewed) are needed and normal ones cannot be used. An estimate of the cost must first be agreed with the Chief Executive for the first pair. Subsequent changes in lenses required thereafter will be borne by the employee.

As the need for breaks will depend on the nature and intensity of the work, the regulations require users of display screen equipment to periodically interrupt their work by breaks or changes of activity (e.g. filing). With the specific timing, or length of these breaks or changes of activity the general principle is short frequent breaks rather than longer, less frequent ones.

DSE assessments are also completed by DSE users annually.

A foot rest and/or wrist rest will be made available to any user if required.

Any user who suspects that they are suffering from any physical problems, visual fatigue or mental stress must notify management without delay.

Any user who suffers from photosensitive epilepsy must notify management before using a display screen.

Users of Visual Display Units (VDUs) who are pregnant or planning to have children and are worried about VDUs, should talk to their doctor and report back to management.

Contractors

All employees must make it their responsibility to advise all contractors and visitors of any hazards on the premises and what precautions should be taken. If any difficulties arise, these must be reported to the Operations Manager or the Training Manager. A written or verbal Health and Safety brief should be given to visitors and a hard copy can be found at the College and Conference Centre reception. Of particular note are the procedures for working under power lines.

Livestock

All relevant staff and all learners must be trained in the correct handling of livestock. Simple handling tasks may be undertaken in the horse's own stable with adequate assistance. For more involved tasks, the horse must be correctly and adequately restrained.

Soaps and perfumes that might sexually arouse colts/stallion must be avoided.

All movements of horses (e.g. leading by hand or chifney) should be carried out in a safe and controlled manner. Horses must be led with a bridle. It is essential that learners wear a skullcap and suitable footwear. Gloves are advisable when leading.

No one should ride unsupervised, except with the consent of the Training Manager. When riding out, all riders must remain in the string until instructed to do otherwise and must ensure that they always obey instructions given by the leader of the string usually a Training Instructor.

Lunging of horses must only be carried out in a defined fenced area under the supervision of a Training Instructor. Employees and learners must wear a properly fitted skullcap and gloves whilst lunging.

Supervision

Whilst at the Northern Racing College, all learners will receive adequate and competent supervision. Whilst on placement all learners will be under the direct supervision of a senior member of staff who will provide adequate and competent supervision.

Lifting and Manual Handling

Avoid lifting and manual handling as far as possible. Where this is unavoidable, appropriate training will be given. Consider use of wheelbarrows and sack barrows and seeking assistance for heavy loads. If it is necessary to lift items, ensure that the load is not too heavy. Bend knees when lifting.

New and Expectant Mothers

Pregnancy is not equated with ill-health and the intention is to prevent risks to the expectant or new mother and to the child from work which would not usually produce such risk. An initial risk assessment has been carried out concerning the risks to new and expectant mothers in the yard. A number of factors have been considered (see examples below) and will be regularly reviewed:

Rest facilities – the dining room may be used for rest purposes.

Manual handling – pregnant and post-natal mothers are at much greater risk than usual from manual handling. They should not lift heavy loads and should not normally be involved in such tasks.

Chemical agents – where possible, exposure to hazardous substances will be prevented. If this is not possible, Personal Protective Equipment will be provided.

Riding – this will depend on risk assessments and in some cases, medical advice may be needed.

Female employees should inform their line manager in writing if they are pregnant, have given birth in the previous six months, or are breastfeeding as early as possible.