Lecale Riding Club

Health and Safety Policy Statement

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Lecale Riding Club

Management Statement

Lecale Riding Club recognises and accepts its obligation to provide a safe and healthy environment for all its members.

Lecale Riding Club further recognises that health and safety is an integral and essential part of any management function and there is a key role to be played by all members in achieving, maintaining and improving health and safety standards.

The general policy statement is an acknowledgement of the importance which Lecale Riding Club places on safety issues. It extends beyond the legal compliance of the Health and Safety at Work (Northern Ireland) Order 1978 and is intended to be a foundation for the pursuit of effective management of health and safety in all activities.

The cornerstone of Lecale Riding Club’s policies will be development of positive health and safety culture through the club members. This can only be achieved through a spirit of participation and co-operation between all members.

Lecale Riding Club calls for the acceptance and support in the future development of health and safety management and commend the General Policy Statement to all members.

Chair person

Secretary

September 2016

Lecale Riding Club

Statement of Intent

Lecale Riding Club, as a caring body, considers the safeguarding of the health and safety of its club members and members of the public who may be affected by its operations to be a management priority.

Lecale Riding Club will adopt a positive attitude to the management of health and safety and, in particular, so far as is reasonably practical:

* Provide information, instruction, training and supervision as necessary to ensure the health and safety of all its members.
* Maintain any place under Lecale Riding Club’s control in condition that is safe and without risks to health and provide and maintain a means of access to, and egress from it, that are safe and without risk.
* Provide and maintain an environment for Lecale Riding Club’s members and visitors that is safe, without risk to health and with facilities and arrangements that are adequate for their welfare.
* Ensure the provision and maintenance of plant and systems work that are safe and without risks to health.
* Ensure safety in the absence of risks to health with regard to the use, handling and storage of articles and substances.

Lecale Riding Club further undertakes to:

* Comply with all relevant health and safety legislation, approved codes of practice and other recognised codes of good practice.
* Review this policy annually and bring any consequent revisions to the attention of the club’s members.
* Keep under continuous review the detailed arrangements of the policy and make appropriate changes to ensure that, where possible, the information is current.
* Co-operate with, and take advice from, the appropriate enforcement authorities.
* Conduct activities in such a way that any member of the public is not exposed to risks to their health and safety.
* Ensure, where necessary, that particular measures are taken to protect the health, safety and welfare of individuals with disabilities;
* Make available adequate resources to implement the policy and the framework of health and safety policies contained in the Health and Safety Management Guidance.
* Have in place a competent person / persons to support the implementation of the policy.

**Accountability**

Accountability for the discharging of all statutory duties under current Health and Safety legislation lies with the club Chair Person. Day to day compliance with health and safety and welfare issues is the responsibility of the club Chair Person.

**Committee Members**

Individuals who carry out a Committee Member role in Lecale Riding Club are responsible for:

* Implementation and monitoring of Lecale Riding Club’s policies on health and safety.
* Ensuring that members under their supervision are familiar with the health and safety responsibilities appropriate to their activities.
* Ensuring that safe practices are implemented and supervised in line with the associated risk assessments, to reduce the risk of injury.
* Ensuring that all necessary information, instruction, training and supervision is provided and maintained with the intent of equipping all members with the necessary knowledge and skills for the tasks they are required to perform.
* Ensuring that all accidents, injuries and dangerous occurrences are reported, recorded and investigated.
* Ensuring that all measures introduced by the club Chair Person / Health and Safety Officer in the interests of health and safety and promoting a positive health and safety culture.

**All Club Members**

All members of Lecale Riding Club are responsible for:

* Taking reasonable care for their own health and safety and that of the other persons who may be affected by their acts, or omissions, at the club.
* Co-operating with the club Chair Person / Health and Safety Officer in order that Lecale Riding Club may discharge its legal duties in respect of health and safety.
* Not intentionally or recklessly interfering with or misusing anything provided in the interests of health and safety.
* Drawing to the attention of the club Chair Person / Health and Safety Officer without delay, any situation which might present a serious and imminent danger to themselves and / or others.
* Drawing to the attention of their committee members any shortcomings in health and safety arrangements
* It is recommended that all club members will have adequate personal insurance cover.

All members will be accountable to the club Chair Person.

**Circulation**

A copy of this Health and Safety Policy Statement Booklet, which is a declaration of Lecale Riding Club’s vision and intent, will be available to all members of Lecale Riding Club.

**Review**

The Health and Safety Policy Statement Booklet will be maintained and kept under periodical review by the club Chair Person / Health and Safety Officer.

**Issue**

The current Health and Safety Policy Statement Booklet was produced and issued on 1st November 2015.

Lecale Riding Club

Health and Safety Guide

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**Health and Safety Guide**

**Introduction**

The aim of this guide is to provide information on a number of general health and safety issues relevant to Lecale Riding Club. By its nature, this guide cannot be exhaustive.

It is Lecale Riding Club’s policy to prevent all foreseeable risks to club members, as far as is reasonably practicable.

**Risk Assessment**

Lecale Riding Club recognises that horse riding is a high risk sport, and competitors and members participate at their own risk. Lecale Riding Club will undertake risk assessments in order to anticipate the potential hazards to members while they are taking part in riding club activities. Reasonable measures will therefore be put in place in order to address or reduce these risks, as much as possible, given the nature of the sport.

**Slips and Falls**

Slips and falls remain one of the main causes of accidents within any environment and everyone should exercise caution especially in the vicinity of wet floors or uneven surfaces.

**In the Event of Needing Advice**

In the event of needing health and safety advice, individuals should contact the club Chair Person / Safety Officer, who may, as necessary, contact the Health and Safety Executive.

**Legislation**

Lecale Rising Club is subject to the requirements of the Health and Safety at Work (Northern Ireland) Order 1978 and associated regulations.

Those laws are enforced by the Health and Safety Executive of Northern Ireland who have the right of entry in to any premises.

A breach of the legislation is a criminal offence and prosecution may result in fines or imprisonment for individuals.

**Health and Safety Policy Statement**

The Health and Safety at Work Order requires that Lecale Riding Club prepares a written statement of its general policy with respect to health and safety at work and brings the statement to the notice of all staff. This policy statement is available for inspection for all club members.

**Fire / Emergency Procedures**

On discovering a fire, no matter how small:

* Raise the alarm by calling out to all persons in the immediate vicinity.
* Immediately telephone the Fire and Rescue Service (Dial 999). Inform the Fire and Rescue Service if loose horses are involved in the incident.
* Warn other people who are not in the immediate vicinity of the fire.
* Where possible, keep horses in loose boxes, trailers etc. Loose horses present a significant hazard to those in the vicinity and responding emergency crews.
* If trained to do so, try to extinguish the fire by using the nearest hose reel or appropriate extinguisher.
* Do not take personal risk, leave the building / area.
* Leave the building / area at a rapid walking pace by the nearest exit available.
* Do not stop to collect personal belongings.
* Assemble in the designated area as indicated by the club Chair Person / Safety Officer.
* Do not re-enter the premises until you are told to do so by the Fire and Rescue Service that it is safe to do so.

**Fire Precaution and Fire Prevention**

Fire Extinguishers

Lecale Riding Club operates in premises that are fully equipped with appropriate fire extinguishers. The responsibility to ensure that these extinguishers are checked annually remains with the owner of such premises.

Fires

In the case of fire, the emergency procedure outlined must be followed. All fires must be reported immediately to the Fire and Rescue Service, followed by the club Chair Person / Safety Officer.

Fire Prevention

Fire is always a significant risk and care must be taken both to prevent the outbreaks of fire and to minimise damage should a fire occur. The following points are important:

* Emergency escape routes must be kept clear at all times.
* Fire doors must be kept closed, they should on no account be left wedged open.
* All members should be familiar with the location of fire extinguishers, emergency procedures and escape routes.
* Care must be taken with waste disposal and flammable waste must not be allowed to accumulate on or close to the premises.
* Equipment should be turned off when not in use.
* Care should be taken in the use of portable heaters.

**Emergency Drills**

Fire drills should be held at regular intervals and without notice. On hearing the alarm, all occupants must comply immediately with the posted procedures ensuring visitors and others not familiar with the premises are guided to safety. Club members must be able to account for all persons in their charge.

**Reporting of Accidents and Dangerous Occurrences**

Any person, whether club member or visitor, involved in an accident on premises controlled / hired by Lecale Riding Club must report the incident and complete an Accident Report Form.

There is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 for Lecale Rising Club to report all serious injuries and specified dangerous occurrences to the Health and Safety Executive for Northern Ireland. In the case of serious injury or absence from work for more than three days as a result of the accident, the injured person must inform the club Chair Person / Safety Officer.

**First Aid**

The provision of First Aid within Lecale Riding Club is governed by the Health and Safety (First Aid) (Northern Ireland) Regulations 1982.

First Aid boxes should be located on the properties used by Lecale Riding Club and treatment should be carried out by trained persons.

Members are advised to provide the club Chair Person / Safety Officer with an up to date emergency contact.

Access to First Aid facilities, a first aider, telephone and emergency services, including contact details for a farrier / vet etc. should be available at Lecale Riding Club events. Vehicular access should be maintained at all times.

The provision of onsite First Aid equipment, first aiders and qualified medical personnel will be appropriate to the site, type of event and foreseeable risk.

**General Working Environment**

The indoor working environment should generally provide:

* A reasonable working temperature, usually at least 16oC.
* Good ventilation but avoiding draughts.
* Suitable and sufficient lighting.
* Sufficient space.

**Lifting and Carrying**

Manual Handling

Training is compulsory for those who are routinely required to lift and move heavy objects. People who have to lift only occasionally should remember the following points:

* When lifting, your back should be straight and your legs bent.
* A heavy load should be shared, so ask for help.
* Use a trolley when possible.
* Do not carry too much at one time. It is always safer to split the load and make two journeys.
* Do not carry a load in such a way that it obstructs your visibility.
* Ask for help to open doors, or use wedges temporarily while a door needs to remain open.

**Safe Use of Electrical Equipment**

When used in the correct manner and properly maintained, electrical equipment is quite safe. However, misuse or lack of maintenance can lead to risk of fatal electric shock or fires and explosions.

When using electrical equipment ensure that:

* It is in good working order.
* Cables are not damaged.
* Appliances are not worn or damaged.
* Circuits are not overloaded.
* Leads are not trailing or left in a position where horses may be travelling.
* There is no risk of spilt liquid in the vicinity.

**Hat Standards / Dress Rules**

Hat standards and dress rules, as laid out on the British Riding Club’s rule book, must be adhered to by all participants. Hats of the correct standard must be worn and secured correctly at all times when mounted.

Body protectors are recommended when riding and are compulsory when participating in cross country events.

Hooded tops are not permitted to be worn at Lecale Riding Club events.

**Tack and Equipment**

Members will ensure that tack / equipment comply with rules specified in the British Riding Club rule book. They will also ensure that tack and equipment are well maintained and safe.

**Horse Welfare**

Members should ensure that their horses are in appropriate condition and are physically capable of carrying out the tasks required of them. The club Chair Person / Safety Officer reserve the right to advise members if it is felt that a horse’s condition or well-being are considered to pose a health and safety risk.

**General Safety Considerations**

* Vehicles should be driven at a suitable pace at riding club venues.
* Horses must not be left unattended when tied to a fence / gate / wall or horse box.
* Horses cannot be lunged in parking areas.
* Horses should be ridden or led at walk outside of designated exercise areas / arenas.
* Children under 18 should be supervised at all times.
* Dogs should be kept on a lead.
* Riders will ensure that they pass left hand to left hand and will give each other sufficient space.
* Gates / doors etc. will be kept closed where possible.