



Health and Safety Policy

Applies from: July 2022 – July 2025

Signed of by Directors: 28th August 2022

Principle: Spirit Project and Horse Spirit Project CIC is committed to an approach that offers its staff a sound framework for the management of health and safety within which they undertake their daily work. We will consult with our staff in all matters relating to their health and safety.

Purpose: Spirit Project and Horse Spirit Project (HSP) aims to ensure that all activities carried out on its premises or undertaken by its staff and volunteers (or their agents) are managed in such a manner so as to avoid, reduce, or control, all foreseeable risks to the health and safety of any person who may be affected by such activities to a tolerable level. This Health and Safety policy applies also to all staff and volunteers when using external venues or working outside office hours.

Applies to: Staff, Directors and volunteers

Note: By “**Field**” we refer to the place where the Equine Facilitated Psychotherapy (EFP) activity takes place. The activity can be either a one-to-one or a group session.
By “**Facilitato(s)**” we refer to the Psychotherapist(s) involved in facilitating the session.
By “**Staff**” we refer to any paid person, volunteer or director

Policy:

Horse Spirit Project endeavours to ensure that all staff is free to work in a safe and healthy environment. Where possible, HSP will undertake reasonable measures to protect staff from any foreseeable harm.

Procedures:

1. Emergency procedures

What to do if an accident or incident occurs

If an accident or incident occurs in the field you should call for assistance and:

- Make sure the area is safe and no one else is likely to have a similar accident
- Get any injured person treated by staff first aiders or ambulance staff as quickly as possible
- There will be always one facilitator that is trained in First Aid with horses present during the session.
- Take as many details as possible and record the accident/incident in the relevant book.

Accident book/Incident book

The field has an accident book/incident book; you should make sure you have been shown where your book is kept. All accidents however minor must be recorded in the accident book as soon as possible.

First Aid in the field

The field has a first aid box located in the Tack Room. All staff has been shown where it is kept as part of the induction. The directors are appointed first aiders and it is their responsibility to check the box is fully stocked.

Fire Evacuation and Emergency procedures

Fire Extinguishers must be stored in their correct location and kept accessible.

Escape routes should not be blocked. Exits and walkways should be kept clear of obstructions.

2. Risk Assessments

Assessments will be reviewed annually or when work activity changes or new methods or processes are introduced.

Regular Agenda point

In order to encourage and facilitate consultation about health and safety, it will be on the agenda prior any activity is taking place. At this time, any incidents that have occurred since the last meeting will be presented and addressed.

3. Working with clients

It is important to HSP that all staff feel safe and secure when working within the field.

Working Alone in the field

HSP will try to ensure that the times when people work alone are kept to a minimum, particularly outside usual office hours (i.e. 9.00am – 5.30pm).

Initial assessments to see clients in the field should be arranged with director's knowledge.

Abusive and threatening behaviour is not acceptable, both from staff and from clients. Clients can be asked to leave the field at any time if the facilitator(s) feel uncomfortable to continue in their work. If clients are unwilling to follow your instruction, leave the field and make sure that another member of the staff is alerted to the incident. If all this is not successful and you are still concerned about the client's behaviour, call the police.

There are various precautions, which can be taken to reduce the risk to someone working alone, especially staff working outside office hours (e.g. in the evenings). These precautions will include any or all of the following, depending on the individual situation. Staff should use their own judgement about which of the following applies:

- If you are intending to work outside office hours, another member of staff (preferably one of the directors) should be informed.

- Be aware of your personal safety if you are working alone, particularly in the evening. Consider the time which you will be leaving the field (if it is dark or you need to take an alternative route), and take appropriate action to ensure you are safe at all times. If you become concerned for your safety and need help, contact another member of staff and in emergencies call the police. Staff contact numbers are in the contact handbook.

4. Safe Equipment/Housekeeping

All electrical equipment and wiring in the field are inspected on a weekly basis. Problems found with any equipment should be reported. No worker should attempt to rectify any electrical defect. Staff should make sure that they have been shown how to use electrical equipment.

Maintaining good housekeeping standards is vital for a safe working environment. To avoid tripping hazards, the field, including the Tack Room, must be maintained in a neat and tidy condition and access and egress to all areas must remain unimpeded by any files, equipment or other items.

Safe Horse handling

Clients will need to sign a Health and Safety form prior entering the field. The form will ensure that the client is fluent in the risks involved around working with horses. An induction review will be carried out with the client at the beginning of each session.

Safe Lifting and handling

There is some lifting and handling involved in most workers' tasks [e.g. exercises boxes and poles]. In order to reduce the risk of injury all workers should follow the following guidelines:

- Workers are not required to lift or handle any object which they perceive would put themselves at risk of injury.
- Where possible use mechanical aids, e.g. wheelbarrow
- Use common sense to minimise risk, e.g. carry the minimum weight possible, minimise the amount of time you spend walking with the load by involving other people in a "human chain".
- Follow the good handling techniques as advised.
- If in doubt, don't lift the object and speak to your line manager for guidance.

Information, Instruction and Supervision

Health and Safety Law posters are displayed in the office. Their line manager will arrange induction training for all staff members.

If in doubt of any health and safety issue please consult one of the directors.

Associated Procedures

Health and Safety Contract

Associated Forms

Accident Book