

HEALTH & SAFETY POLICY



Updated 01 December 2025

Purpose of the Policy

It is the policy of STOKE LANE STABLES (We, Our, Us), including all and any trading names connected with them, to pursue and promote at all levels of employment within our workforce measures which shall aim to ensure and protect the health and safety of all associates¹ and any other persons connected with our operations including:

Clients², Riders, Instructors

This policy applies to all our associates and all:

Volunteers³, Invited Professionals

1. Status of this Policy

This policy does not form part of any contract of employment, or any other contract for work or services. We have consulted with associates in respect of the creation and implementation of this policy.

2. Our Health and Safety Standards

The implementation of this policy will fulfil all and any legislative requirements which we are subject to through ensuring:

- That all reasonable and practical steps and measures are taken to safeguard the health, safety and welfare of all associates while at work.
- That the safety and health of any members of the public, or any other persons who may visit sites and locations where we carry out its business operations, is protected so far as is reasonably practicable.
- That sufficient measures are implemented by us to prevent accidents and cases of work related ill health by managing the health and safety risks in the workplace.
- Provision of clear and adequate information, instructions and training to all associates to ensure that they are competent to carry out their work in a responsible and safe manner.
- Our engagement with and consultation of associates on a regular and appropriate basis in relation to the health and safety conditions of their work for us.
- Implementation of emergency procedures in case of significant events, such as

fires etc., which threaten the health and safety of associates and others.

- That we maintain safe and healthy working conditions, provides and maintains all necessary equipment and any other goods or tools which are necessary for associates to carry out the duties of their role with us.
- We shall ensure safe storage and handling of any and all substances and products which may cause harm to associates who are required to use them during the course of their work.

3. Health and Safety Information

Health and Safety Officer

The person who has the overall responsibility for overseeing our health and safety duties is and implementing all of the safety actions set out below is: **MRS KATE CHARLOTTE KIRKPATRICK (PROPRIETOR).**

Risk Assessments

Relevant risk assessments shall be completed and actions arising out of those assessments shall be implemented where necessary. Where working habits or conditions change risk assessments shall be reviewed.

Training

Associates shall be given necessary health and safety inductions and provided with appropriate training and personal protective equipment where necessary. Training provided to associates includes but is not limited to:

Manual Handling Training, Working at Height Training

Fire Safety

All associates and any other persons to whom this policy applies should ensure that they familiarise themselves with our fire safety procedures (including the location of all fire exits and fire equipment). Our fire safety procedures are displayed at: OFFICE, OUTSIDE FEED ROOM AND BARN NOTICEBOARD. We shall ensure that all associates receive adequate training to ensure that they are aware of all procedures which must be followed in the event of a fire. Fire drills will take place every: 3 MONTHS. All relevant and necessary signage and fire equipment for the protection and safety of associates and any other persons entering and present on our premises will be displayed clearly and updated/maintained as necessary. Escape routes shall be well signed and kept clear at all times. Evacuation plans and procedures will be tested from time to time and updated as necessary. We shall ensure that

our fire safety risk assessment is kept up to date regularly.

4. First-Aid and Accidents

We shall ensure that any work-related injuries or accidents are dealt with properly and investigated as appropriate. We shall ensure that full records are kept of any accidents and that these are reported to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) database as appropriate.

Our accident book is located at: ONLINE (EC PRO) and in the OFFICE (next to the printer).

First-aid boxes can be located at:

Office, Barn (first aid cupboard), Livery Yard Feed Room (numbered)

Our first-aid notice contains relevant information in relation to first-aid. The first-aid notice is located: MAIN BARN NOTICE BOARD.

All accidents or workplace injuries should be reported to the above-named person as soon as is reasonably practicable.

5. Public Health Emergencies and Infectious Diseases

We shall always ensure that our working environment and spaces which are accessible to the public are kept clean and properly ventilated. Associates are reminded to regularly wash hands and maintain good standards of hygiene in order to minimise the spread of infectious diseases.

In the event of any public health emergency, we shall adjust working conditions accordingly and shall consult all applicable government advice.

Our Covid-19 policy can be located at: OFFICE.

6. Signage at our Premises

All relevant and necessary signage for the protection and safety of associates and any other persons entering and present on our premises will be displayed clearly and updated as necessary. Escape routes shall be well signed and kept clear at all times. Evacuation plans and procedures will be tested from time to time and updated as necessary.

7. Facilities

All relevant facilities such as *Toilet, Taps with drinking water, Hoses, Hand Sanitisers* shall be

provided and maintained by us. We shall ensure that these facilities are always safe to use through a system of routine inspection and cleaning and will take appropriate action where any defects are found.

8. Equipment and Machinery

Implementation of systematic inspections and testing of our equipment and machinery and ensuring that any necessary action is carried out promptly and efficiently where problems or defects are uncovered. All faults should be reported to the Health and Safety Officer as soon as they are discovered.

9. Duties of Associates

All associates have a duty to cooperate in the implementation of this policy and to assist in ensuring that we maintain a safe working environment. All associates have a duty to:

- Work and conduct themselves in a manner that promotes and ensures their own safety and the safety of others.
- Follow and obey procedures and practices that have been designed and implemented by us to ensure safe and healthy working conditions.
- Use any machinery, equipment goods, tools and safety devices in accordance with the relevant product instructions and in accordance with any specific training which has been issued.
- Handle or use any substance in accordance with the relevant product instructions and in accordance with any specific training which has been issued in relation to that substance.
- Report any accident, injury or any other working condition which they believe to be unsafe or of immediate danger to the appropriate person (as described above).
- Assist with any necessary investigations of accidents with the aim of introducing new measures to prevent reoccurrence.
- Use any personal protective equipment that has been provided by us for the personal safety reasons under the requirements of the law. All associates should ensure that they follow the relevant training, signage or wearing of personal protective equipment.

We pledge that we are committed to ensuring that all associates are able to raise any health and concerns with the relevant person and that all concerns raised shall be treated seriously.

10. General Health and Safety Information

The approved health and safety poster is displayed at:

11. Updates to this Policy

This policy shall be reviewed annually and shall be updated where appropriate.

¹ **Associate** - A self-employed individual engaged by Stoke Lane Stables to provide professional services, including instructors. Associates are not employees, and this term does not create an employment relationship.

² **Client** - Any person who engages the services of Stoke Lane Stables, including riders, parents, or guardians who book lessons, sessions, or other services.

³ **Volunteer** - Any individual who freely offers their time and services to Stoke Lane Stables without receiving payment or remuneration. Volunteers carry out activities in support of the operations or events of Stoke Lane Stables and are not employees or associates.