



# All8 Sensory Support Health and Safety Policy

## Introduction

All8 Sensory Support has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities.

All8 Sensory Support will work in a way that tries, to ensure that risks to employees, volunteers, service users and visitors are adequately managed at all times.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and associated regulations and will observe all relevant regulations and codes of practice made under it.

The commitment to health and safety is a management responsibility and it is the duty of our trustees and senior managers to uphold this policy and to provide the necessary funds and resources to implement it.

All8 Sensory Support will provide and maintain safe and healthy working conditions and environment for all employees, volunteers, and service users, plus any other people who are directly affected by our activities such as members of the public at the site.

General maintenance of the premises is the responsibility of The Managing Director and the site owner Hannah Lindsay (Managing director of Wiltshire Equine Assisted Learning). The responsibility for overall maintenance of the premises lies with the Landlord and any hazards will be reported to immediately and The Managing Director who will ensure action is taken to ensure safety of staff and learners.

This will be the responsibility of the manager, Alison Alderton, for all activities, who will ensure the policy is upheld. All volunteers involved will be made aware of who is responsible for health and safety.

## Responsibilities

1. The Proprietor is responsible for the implementation and monitoring of health and safety policies and making changes where necessary.
2. All accidents or unsafe incidents will be investigated by the owner as soon as possible.
3. All8 Sensory Support is responsible for:
  - Assessing the risk to the health and safety of employees and visitors and identifying what measures are needed to comply with its health and safety obligations.

- Providing and maintaining equipment, and systems of work that are safe and without risk to health.
- Ensuring that equipment is safe and well maintained.
- Providing information, instruction, training and supervision in safe working methods and procedures.
- Providing and maintaining a healthy and safe place of work, including safe ways of entering and leaving.
- Encouraging employees to co-operate to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- Establishing emergency procedures as required.

## Staff and Volunteer Responsibilities

All8 Sensory Support employees and volunteers will ensure that:

1. They are aware of the contents of this health and safety policy
2. They comply with the policy.
3. They take care of themselves and others who may be affected by their actions or omissions
4. They report all accidents, or unsafe situations, and anything which could have led to an accident or felt unsafe to the owner of the organisation or their manager at once.
5. They record accidents at work in an accident book located in *a place where it can be readily accessed by employees and be available for inspection.*
6. If the owner is not present, they should report the incident to the most senior member of staff present, who will report it to the owner as soon as possible.
7. They are aware of all fire procedures for the environment in which they are working
8. If they identify anything which they think could be in any way unsafe, they will report it to the owner of the organisation or their manager.

## Risk Assessments

The owner will ensure that *all potential hazards present* in the environments in which the operations take place and *any potential hazards associated with delivering the defined scoped of operations* are assessed in line with the current relevant legislation.

Risk Assessments will consider:

1. The nature of the hazard
2. Identify who might be harmed if exposed to the hazard and how they might be harmed (employees, volunteers, learners)
3. The likelihood of harm and how significant that harm will be to specific individuals and other generally.
4. What suitable and sufficient controls are needed to prevent exposure to the hazard or mitigate the risk of harm to a reasonable and acceptable level in line with any legislation or regulations.

Assessments will be reviewed when there is:

- A change in legislation
- A change of premises or change to the environment in which the operations take place
- A significant change in the scope of operations and associated tasks are carried out
- The introduction of new equipment or any other reason which makes original assessment not valid.

## **Accidents and First Aid**

All8 Sensory Support complies with the Health and Safety (First Aid) Regulations 1981 ensuring adequate and appropriate equipment, facilities and staff are in place to enable first aid to be given.

There must be a member of staff on site who has undertaken a First Aid course including paediatric first aid within the last 3 years. All8 Sensory Support must show evidence of Continuing Professional Development (CPD) and update training as and when required.

A first aid kit can be found in the Sensory Studio and a basic first aid kit will be carried if using outdoor areas. The Proprietor is responsible for the maintenance of these kits. These will be checked weekly to be replenished and ensure everything remains in date. A log of these checks will be kept.

The Accident Book is kept in the locked unit in the Sensory Studio and all staff must report accidents or near misses to the Proprietor and complete the accident book.

In the event that an accident occurs, and first aid is needed the first aider will attend. The first aider will assess the injury and treat accordingly. If an injury includes broken skin the first aider must wear surgical gloves to treat the wound. Foreign objects will not be removed by the first aider. Should the injury be considered more than what is treatable onsite, arrangements will be made to transport the casualty to a medical team. Depending on the injury this could be calling the parent or carer of a learner, or relative of a member of staff or in the event of more serious injury an ambulance will be called.

All injuries, however minor, are to be recorded in the accident book. Parents or carers will be required to sign the accident book on collection of their child. In the event that a parent or carer is unable to sign then they will be informed of the accident at the earliest possible opportunity in the most appropriate way. Staff members involved in an accident will need to sign the accident book.

The Proprietor is responsible for the notification of accidents and dangerous occurrences according to The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, updated 2013, and holds a copy of F2508 forms.

All accidents and incidents will be reviewed annually or as necessary by the Proprietor. Accidents and incidents are also reviewed in an annual audit and patterns analysed and risk assessments updated.

## **Dangerous Substances:**

All8 Sensory Support uses cleaning products, which are secured in locked units in a locked room.

MSDS data sheets and COSHH sheets available on staff laptops for access at any time for all substances in use on the premises.

Learners may not have unsupervised access to these products at any time. No other substances may be used without permission from the Board of Directors.

## **Fire**

All activities for staff and learners take place on a farm in an outdoor environment or in the art studio. Staff have access to a mobile phone at all times in case of fire in the immediate vicinity.

In the event of a fire staff will dial 999 and evacuate learners from the area to the fire assembly point at the back of the paddock. (This labelled and shown on induction) according to the fire policy. Animals will be evacuated if it is safe to do so.

## **Training**

To comply with legislation and to promote the health, safety and welfare of staff and volunteers, health and safety training will be provided as follows:

1. At induction.
2. On transfer or promotion to new duties.
3. On the introduction of new equipment.
4. When changes are made to systems of work.
5. When training needs are identified during risk assessments.

## **Resolving Health & Safety Issues**

1. Any employee, service user or volunteer with a health and safety concern must first raise it with their manager or the owner of All 8 Sensory Support.
2. If, after investigation, the issue is not corrected in a reasonable time, or the manager decides that no action is required but the employee or volunteer is not satisfied with this, the employee or volunteer may then refer the matter to the Council and/or the Health and Safety Executive.

## **Monitoring and Evaluation**

This policy will be monitored and reviewed annually by the proprietor of All8 Sensory Support to ensure that that risks to employees, volunteers, service users and visitors are minimised at all times.

Last reviewed: 01.09.2024

Next review: 01.09.2025