



THE SEEDS OF CHANGE

Health and Safety Policy

Statement of Intent

The Seeds of Change KMD Ltd are committed to providing a physically and emotionally safe environment for our staff, learners and members of the public during our training programmes.

The Directors of The Seeds of Change ultimately have responsibility for the over all health and safety within the business.

It is, however, the responsibility of each employee to uphold good health and safety processes for themselves, their work colleagues, the learners and members of the public who attend our programmes.

It is the responsibility of every employee to notify either of the Directors immediately should there be any concerns about matters of health and safety.

The Seeds of Change will do everything possible to ensure safe working procedures and a safe working environment and equipment within the centres where programmes are carried out.

Responsibilities within the organisation

Annual Risk assessments for each training centre and horse will be carried out by the centre co-ordinator. Copies of these will be held on One Drive for all staff to access. Copies of relevant risk assessments will be forwarded to any individual or organisation working with The Seeds of Change.

During the courses all of The Seeds of Change employees shall be responsible for health and safety. All staff are responsible for taking up ongoing concerns at debrief (operational). It is the responsibility of this person to:

- ⦿ Manage and minimise any health and safety issues that may arise at the time.
- ⦿ Notify The Seeds of Change management of any material changes to the risk assessment that needs to be identified or amended on the policy.

Arrangements during the programmes that demonstrate our commitment to learner safety include:

- ⦿ Risk assessments will have been completed for each venue and staff should hold a copy of these. At the beginning of each session any risks that are found should be added to the Risk Assessment.
- ⦿ Each member of staff should familiarise themselves with the layout of the site in line with the risk assessment.
- ⦿ At the start of each programme each new student should complete the Health and Safety Induction.



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- ⦿ Health and Safety recaps are held at the start of each session and a copy of the Health and Safety rules are kept at the front of each learner's folder and on the wall in the learning areas.
- ⦿ A tour of the site should be completed that includes no go areas and hazards that have been identified on the Risk Assessment.
- ⦿ Each student should sign to confirm that they have been briefed on matters of Health and Safety.
- ⦿ Absent students should be briefed the following week and each week reminders on matters of H & S should be given to re-inforce the importance.
- ⦿ All students must wear protective headwear during any activities with the horses – if riding the correct fit of the hat should be checked by TSOC staff.
- ⦿ All students must have fully enclosed footwear, preferably wellington boots.
- ⦿ PPE in the form of riding hats is all BS approved and visually checked for damage at the start of each session.
- ⦿ If riding, all students must have a fully enclosed boot with a small heel.
- ⦿ The Seeds of Change staff have access to accident books and details of any accidents must be recorded here. Staff are aware of RIDDOR reporting requirements and further information about this is stored with the accident book at each site.
- ⦿ Fire Evacuation plans are tested regularly, escape routes are well signed and kept clear at all times.
- ⦿ First aid boxes are located around site there is a list on the wall in the learning areas.
- ⦿ The Accident book is located in the Garden Room.

Ongoing management of Health and Safety

Annual site H & S inspections will be completed.

Risk Assessments contain information on managing the risk of Covid-19 and continue to be updated regularly in line with Government guidance.

The Internal Quality Audit schedule demonstrates our commitment to quality and driving improvement. The following areas will be audited a minimum of 2 times per year to ensure that areas of improvement and training needs are identified and addressed.

- ⦿ Risk Assessment
- ⦿ Fire Evacuation
- ⦿ Dangerous Occurrences and Incidents, near misses and events recorded
- ⦿ Learner Health & Safety
- ⦿ PPE