



THE SEEDS OF CHANGE KMD LTD

Health and Safety Policy

H&S Policy 2025–2026

Statement of Intent

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

The Directors of The Seeds of Change retain overall responsibility for health and safety within the organisation and are committed to meeting all relevant obligations under the **Health and Safety at Work etc. Act 1974** and associated regulations. We aim to prevent accidents and ill health and ensure a safe, supportive learning environment.

Health and safety is, however, a shared responsibility. Every employee must maintain high standards of health and safety for themselves, colleagues, learners, and members of the public. All staff are required to report any health and safety concerns immediately to one of the Directors or a designated senior staff member.

The Seeds of Change will take all reasonably practicable steps to ensure:

- Safe working conditions,
- Safe systems of work,
- Safe equipment and environments at all training centres.

Responsibilities Within the Organisation

- **Directors:** Overall responsibility for health and safety management and compliance.
- **Centre Coordinators:** Responsible for carrying out **annual risk assessments** for each training centre and each horse. These documents will be stored securely on OneDrive for access by all relevant staff.
- **All Staff:** Responsible for:
 - Ensuring their own safety and that of learners and others.
 - Following safe practices at all times.
 - Raising concerns at operational debriefs.

- Reporting any incidents, near misses, or required amendments to risk assessments.
 - Maintaining up-to-date knowledge of health and safety protocols.
 - Risk assessments will be shared with all individuals or partner organisations working with The Seeds of Change.
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Health and Safety Procedures During Programmes

To demonstrate our ongoing commitment to learner safety and legal compliance, we will ensure the following procedures are followed:

1. Site Familiarisation and Induction

- Staff must familiarise themselves with the site layout and relevant risk assessments.
- Each new learner must complete a **Health and Safety Induction** at the beginning of their programme.
- Health and Safety recaps will take place at the start of each session.
- A visual **site tour** will be conducted highlighting:
 - Identified hazards,
 - "No-go" areas,
 - Emergency exits and first aid locations.

2. Risk Assessments

- Risk assessments will be updated dynamically during sessions if new risks are identified.
- Copies of current risk assessments will be available at each centre and via OneDrive.

3. Personal Protective Equipment (PPE)

- All students must wear **BS-approved riding hats** during horse-related activities.
- PPE is visually inspected for damage before each session.
- Students must wear **fully enclosed footwear**, preferably wellington boots; if riding, footwear must have a **small heel**.
- Staff are responsible for checking the fit of riding helmets.

4. Record-Keeping and Reporting

- **Accident books** are located at each site, including in the Garden Room.
- All incidents, accidents, and near misses must be recorded.

- Staff are trained in **RIDDOR** reporting requirements, and supporting information is kept alongside accident books.

5. **First Aid and Emergency Procedures**

- **First aid boxes** are distributed throughout the site, with locations listed in learning areas.
- Fire evacuation plans are tested regularly.
- Fire escape routes are clearly signed and kept unobstructed at all times.
- A register of trained first aiders is maintained and displayed.

6. **Student Engagement**

- Learners must sign to confirm they have been briefed on health and safety.
- Absent learners must be briefed on their return.
- Weekly reminders are given to reinforce key health and safety expectations.

Ongoing Management and Monitoring

- **Annual Site Inspections:** Full Health and Safety inspections of all sites will be completed annually.
- **Internal Quality Audits:** To ensure continual improvement and compliance, the following will be audited at least **twice per year**:
 - Risk Assessments
 - Fire Evacuation Procedures
 - Dangerous Occurrences, Near Misses, and Incident Reports
 - Learner Health and Safety
 - PPE Provision and Use
- **Infection Prevention:** While COVID-19-specific measures are no longer in place, all staff and learners are encouraged to maintain good hygiene practices, and risk assessments include general infection control measures in line with current public health guidance.

This policy is reviewed annually and revised where necessary to ensure it remains compliant with current legislation and continues to reflect the operational needs of The Seeds of Change KMD Ltd.

Signed:

Katherine Dillon

Director, The Seeds of Change KMD Ltd

Date: 01/09/2025

