



Health & Safety Policy

Name of Organisation: Amy's Trust CIO

Venue/address for which policy applies: Duffield Acres, Redmile.

Date of last review: 22nd September 2025

Date of next review: 22nd September 2026

Name of author: Ruby Cox

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Introduction

Learning how to work safely is an important foundation at Amy's Trust. If you don't understand any training please always ask, a member of staff will be more than willing to support you in your understanding of safe operating procedures. Be sure to report anything that seems damaged, unsafe, dangerous, or faulty.

Overview of legislation

In the UK, health and safety law is primarily based on the Health and Safety at Work etc Act 1974, which places general duties on employers to ensure the health and safety of their employees and others, so far as is reasonably practicable. Employers must conduct risk assessments, implement preventative measures, provide safe working environments and equipment, and develop a health and safety policy.

Employers in the UK are legally required under the Health and Safety Information for Employees Regulations 1989 to display the HSE-approved health and safety law poster or provide each worker with an equivalent leaflet. The poster or leaflet must be in a prominent position or given to each worker, so they understand their and their employers' health and safety responsibilities. Amy's Trust provide each member of the team with a HSE leaflet upon induction which is theirs to keep and refer to understand their and their employer's responsibilities in relation to health and safety at work.

Policy links

- Risk assessment
- Lone working policy

Directors are asked to note the direct link between Health & Safety and Amy's Trust Insurance arrangements.

Responsibilities

Trustees

- hold ultimate responsibility for the health and safety of Amy's Trust CIO.

Director

- to undertake health and safety training to be confident that Amy's Trust adheres to health and safety law in the UK. The health and safety certificate will be displayed on site.
- responsible for health and safety on Amy's Trust site, role delegated by trustees.
- responsible for recruiting staff volunteers, and helpers in collaboration with safer recruitment trustee. They are responsible for keeping available and/or distributing all relevant Amy's Trust policies and documents as outlined in staff induction pathways (see staff supervision/training policy).
- responsible for ensuring up to date information.

All staff/ volunteers

- responsible for safe working practices.

Venue

All aspects of the venue used by Amy's Trust should have been approved by the directors. A risk assessment should be completed initially, updated as necessary and checked with copies kept. (See risk assessment).

Animals

Each horse is to be fully assessed by the director and passed as of good temperament, sound, in good condition and suitable for Amy's Trust purposes (see horse risk assessment proforma). Only those trained in accordance with 'Amy's Trust Working Safely with Horses 101' should be allowed to enter the horse areas, interact with and handle them.

Equipment

All equipment should be inspected on a regular basis to ensure that it has been maintained and is in good condition.

Staff/volunteers

All staff and volunteers should be advised on the contents and use of Amy's Trust's Health & Safety Guidelines at induction.

A programme of training should be discussed and planned appropriate to level of experience and qualification as outlined in the staff training policy.

All staff must fill in an application form before joining. They must provide references which should be checked and complete an enhanced disclosure application in accordance with the safer recruitment policy.

All volunteers are to be given induction training when they first join which must be recorded. Further training and support needs will be assessed in line with the staff training and supervision policy (see staff training policy).

They should be capable and trained for all duties they are asked to perform and should be briefed at the beginning of each session.

All people accessing Amy's Trust should wear comfortable and suitable clothing. Jackets and anoraks, if worn, are recommended to be fastened. It is recommended that jewellery is removed (especially loose jewellery and jewellery with loops/hoops that could get caught), and that long hair is tied back. Gloves are recommended. Sturdy shoes or boots should be worn.

First aid

Amy's Trust activities may only take place with the presence of a person holding an up to date First Aid Certificate.

Appointed First Aiders will be sign posted at induction and identified at the start of each session. A list of those holding First Aid qualifications will be on display in the cabin.

A First Aid emergency action plan sheet is available in the horse barn and cabin.

Certified Amy's Trust First Aiders:

- Ruby Cox (Director)

First Aid Boxes are readily available and located:

- Horse barn
- Cabin
- Bumbag first aid kit in cabin

First Aid boxes are checked after every use and every 3 months. Records are kept in the Health and Safety log-book which can be found in the cabinet in the cabin.

Accident & incident book

All accidents and incidents must be recorded immediately in the Accident and Incident Book and signed as required. This is an important document and must be retained in files even if it has been replaced by a new book. This book is kept in the lockable cabinet in the cabin.

Serious accidents must be reported in accordance with RIDDOR.

Fire Safety

Overview

Amy's Trust complies with its legal obligations under The Regulatory Reform (Fire Safety) Order 2005 FSO, The Fire Safety Act 2021 and the Fire Safety (England) Regulations 2022 through implementation of the following procedures.

Objectives

- To provide a safe and healthy working environment for all staff and visitors.
- To minimise the risks to the Organisation's premises and any others that may be affected by fire.
- To manage fire risks in accordance with the requirements of the Fire Safety Order.
- To comply with the requirements of the Health and Safety at Work Act etc. 1974, the Management of Health and Safety at Work Regulations 1999 and the Fire Safety Order.
- To address obligations under the Fire Safety Order that require the Organisation to:
 - a) Develop a policy to minimise the risks associated with fire.
 - b) Reduce the risk of an outbreak and subsequent spread of fire.
 - c) Provide means of escape.
 - d) Demonstrate preventative action.
 - e) Maintain documentation and records in respect of fire safety management.

Responsible persons

Responsible person: Holly Watts (Trustee) & Ruby Cox (Director)

The responsible person's duties are to ensure the safety of staff and visitors by:

- Carrying out (or ensuring that a competent person carries out) a Fire Safety Risk Assessment. And ensure it is renewed every 2 years as recommended by Amy's Trust's initial Fire Risk Assessment.
- Making sure, as far as is reasonably practical, that everyone on the premises, or nearby, can escape safely if there is a fire.
- Preparing a written Emergency Action/Evacuation Plan for the building to be displayed at various locations about the premises.
- Preparing Personal Evacuation Plans for disabled persons (if relevant).

Fire marshals

Fire marshal: Ruby Cox (Director)

The trained fire marshal shall be responsible for:

- a) Carrying out regular checks on all fire safety equipment.
- b) Ensuring that emergency escape routes are kept clear at all times and that doors designated as Fire Escapes are operable.
- c) Assisting in evacuations/fire drills.
- d) Making contact with the emergency services.
- e) Ensuring that the names and duties of all competent persons are displayed.

Communication

Amy's Trust will ensure that all persons employed either as direct employees or contractors are provided with all relevant information related to fire safety. The director will consult with all staff on all relevant matters of fire safety policy and arrangements and will ensure staff are kept informed of any changes that are made to fire safety procedures.

Training

- Everyone working or attending Amy's Trust on a regular basis must be instructed on procedures in case of fire. All staff/volunteers will receive basic fire safety training relevant to Amy's Trust's site and policies on induction. This is to include familiarisation with the Fire Evacuation Plan.
- All staff will receive refresher training as appropriate.
- All staff will be instructed to report any defective or missing equipment to the director.
- All staff will receive instruction on their role in the case of an emergency.
- The fire marshal will receive fire marshal training including training on the operation of fire extinguishers and receive training updates as necessary.
- Further training may be required if there are any changes that may affect fire safety. All training will be provided during normal working hours.

Equipment testing

- The fire evacuation procedures will be practised annually (unless assessed as being required more frequently on ongoing risk assessment as the provision develops).
- Firefighting equipment will be provided in the form of fire extinguishers and fire blankets, as per the Amy's Trust fire risk assessment recommendations.
- All fire safety equipment will be visually checked monthly and professionally checked annually, with all records kept in the health and safety folder in the cabinet in the cabin.
- An appropriate fire detection and alarm system is installed at Amy's Trust in the form of a rotary hand bell in the horse barn and 2x smoke detectors in the cabin as recommended by the Amy's Trust fire risk assessment.

- The alarm system will be tested weekly and records kept in the health and safety folder in the cabinet in the cabin.
- Operation of fire exit doors will be tested and recorded in the health and safety folder in the cabinet in the cabin.

Procedures

Amy's Trust uses the following procedures in order to maintain high standards of fire safety:

- Emergency escape routes will be established and kept free from obstruction at all times;
- Fire exit doors will be kept in good working order and unlocked at all times the premises are occupied;
- Fire Action notices will be displayed in prominent locations (cabin and barn), giving appropriate instructions to staff and others of what to do in the event of a fire;
- Signs will be provided to indicate the position of fire extinguishers and to indicate the emergency exit routes.

Records

Amy's Trust will record its staff training on the staff training cycle. I will record fire safety checks including fire drills, and the findings of its periodic tests and checks. Such records will include all attendees, fire drill evacuation times and any comments.

A summary of the fire safety records kept by Amy's are below:

- Records of weekly tests of smoke alarms, fire exits and fire extinguishers.
- Record of annual inspection and test of all firefighting equipment.
- Records of all scheduled and unscheduled maintenance of fire detection and
- Records of the inspection, risk assessment and maintenance of workplace and electrical equipment (see PAT testing below), of storage of hazardous substances (see COSHH below) and of any other hazards identified with fire safety.
- Records of fire evacuation drills.

Portable Appliance Testing

Overview

- Portable electrical appliances must be regularly inspected and tested by competent persons to ensure that they can continue to be used safely.
- The planned inspection and testing will include: Visual Inspection for signs of damage or deterioration; and Electrical tests, i.e. PAT Testing.
- The test results will be recorded to allow for future comparison, for written identification of defects to be remedied and to provide information for an assessment of risk.
- Where Amy's Trust allows staff to use their own appliances, e.g., coffee percolators, electric fans, they must be included in the inspection and testing arrangements. If they are found to fail in any way, they must be removed from the premises and repaired at the owner's expense.

Definitions

A Portable Electrical Appliance is any electrical equipment capable of being carried and, in general, connected to the mains supply by a flexible lead and a plug. The definition includes appliances with their own power sources, e.g., "intrinsically safe" equipment used in potentially explosive environments and equipment designed to operate at 110 volts. The definition does not include equipment that is "hard" wired, e.g., heavy equipment supplied by a fixed, armoured, power cables, which is tested using other regimes.

- Class I appliances rely on earthing of the conductive case and one layer of insulation covering its live internal parts for protection against electric shock.

- Class II appliances are “double insulated”, i.e. they rely on two layers of insulation between live internal parts and the user for protection against electric shock.

The Competent Person is a person who is contracted by Amy’s Trust who has received suitable and sufficient training in Portable Electrical Appliance Inspection and Testing. The Competent Person carrying out annual PAT testing at Amy’s Trust is a qualified member of Terra Energy Solutions.

Schedule of Inspection and Testing

Visual Inspection: Since over 80% of electrical faults are discovered by visual inspection, this is the most important element of inspection and testing. The following areas are assessed by visual inspection:

- Plug Common Faults: Cracked casing, bent pins, incorrectly rated fuse.
- Component Common Fault: Incorrectly connected wires, loose connections, loose cable clamp.
- Mains Lead: Cuts, fraying, brittle, kinked, coiled, taped joints, overloaded (overheated).
- Male connector (if fitted): non- standard (IEC 320, BS4491, CEE22), not secured by grommet/clamp on appliance.
- Appliance: Damage/faulty operation of off/on switch, damage to casing, loose parts, missing screws, evidence of overheating, evidence of moisture.

Electrical Testing: A commercially available Portable Appliance Tester (PAT) is required for electrical testing of robust appliances. Amy’s Trust will contract a suitable qualified person to carry out testing. This is the competent person described above in ‘definitions’ section of this PAT policy.

Frequency of Inspection and Testing

There is no statutory frequency of inspection and testing. The frequency should reflect the risk of the appliance causing damage or injury. This increases with amount of appliance use and the harshness of its working environment. The following is implemented as a minimum standard:

- Visual Inspection: On initial use and after moving the appliance and regularly during its lifetime.
- Portable Appliance Testing: Annually

Recording of Inspection and Testing Results

- When new electrical appliances are purchased, it is a good idea to label them with a date of purchase. No PAT test is required initially but the date of the first PAT test, can be easily determined from reading the label.
- A dated test label indicating PASS or FAIL, and its identification (e.g. inventory number) must be affixed to the appliance (and to the plug, if the lead is detachable).
- The inspection and test results must be kept, and the PAT testing certificate displayed.
- Visual and PAT testing records are recorded centrally in the health and safety folder in the lockable cabinet in the cabin. The records include number of appliances tested; and test result (pass or fail) to provide important information on the number and condition of appliances held.

Remedial Action

- If inspection and testing show the appliance is faulty, it is unsafe and it must be taken out of service until remedial action is taken.
- Unless remedial action is immediate a “DO NOT USE” label must be attached to the appliance and plug.
- Remedial action will involve contracting a suitably qualified person to fix the appliance, if possible, and passing a further PAT test before being reintroduced to use on site. If it cannot be fixed the item will be disposed of at the local recycling centre.
- Records of any remedial action will be recorded centrally as described above.

COSHH

Overview

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) applies to any substance or material that may cause harm to the user or anyone else exposed to it. All businesses that use potentially hazardous materials or substances are required to have a set of procedures setting out the precautions to be in place for the safe storage, use and handling before and after using it.

Amy's Trust will ensure that it meets its statutory obligations with regards to COSHH Regulations 2002 and the Management of Health and Safety at Work Regulations 1999.

Objectives

This policy is intended to set out the values, principles and policies underpinning the approach of Amy's Trust to COSHH management. By implementing COSHH guidelines thoroughly and fully Amy's Trust aims to protect staff who come into contact with hazardous substances as part of their work.

Such 'hazardous substances' include:

- Substances or mixtures of substances classified as dangerous to health under the current CHIP Regulations, including chemicals classified as very toxic, toxic, harmful, irritant or corrosive etc.
- Substantial concentrations of airborne dust.
- Harmful micro-organisms.

Policy

To comply with the regulations Amy's Trust will:

- Ensure that the exposure to hazardous substances is minimised and adequately controlled in all cases.
- Follow the hierarchy of controls:
 - a) Avoid exposure.
 - b) Substitute the substance or change the process.
 - c) Total enclosure of the process.
 - d) The use of LEV (Local Exhaust Ventilation) where necessary.
 - e) Limiting the number of personnel exposed.
 - f) Reducing the period of exposure.
 - g) Providing suitable PPE.
- Ensure that a COSHH risk assessment is carried out for all work carried out by Amy's Trust that involves exposure to hazardous substances.
- A copy of the Material Safety Data Sheet (MSDS) will be held for every product on site which is identified as harmful. These will be obtained from the supplier or manufacturer.
- The individual responsible for COSHH safety at Amy's Trust is Ruby Cox (Director). She will carry out the following in order protect staff who come into contact with hazardous substances as part of their work:
 - a) Review the MSDS log during COSHH reviews to ensure they remain current.
 - b) Ensure that all personnel who are exposed to hazardous substances in their work receives adequate training and information and are issued with appropriate protective clothing or equipment.
 - c) Ensure that COSHH assessments are reviewed regularly (every time there is a modification/ a new COSHH product enters the site and annually as a minimum).
 - d) All COSHH assessments will use information from the MSDS and will be relevant to the task to be carried out.
 - e) Completed COSHH assessments will be kept on file in the health and safety folder in the lockable cabinet in the cabin.

Health Surveillance

In accordance with Regulation 6 of the Management of Health and Safety at Work Regulations 1999, Amy's Trust will ensure that all employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety which are identified by the COSHH assessment.

- The need for health surveillance will be assessed on a case-by-case basis.
- All personal details will be kept securely.
- All staff required to work with hazardous substances will be introduced to the COSHH policy as part of their induction process.
- All staff will be encouraged to approach the director if they feel their health is being adversely affected.

Training

- Amy's Trust will ensure that staff expected to perform COSHH assessments as part of their job will undergo suitable training. This training need will apply to Ruby Cox (director).
- Amy's Trust will ensure that all employees are given suitable training in the storage and use of all substances they will use in the course of their work. This training will be given by Ruby Cox (director).
- COSHH training will include demonstrations on safe use and handling to ensure that hazardous substances are used according to the manufacturer's instructions and that all employees fully understand these instructions.
- The training will be done during normal working hours.
- No substance will be introduced into the work process without employees being given adequate training.
- Ruby Cox (director) is responsible for keeping a record of any COSHH training which will be logged in the staff training records.

Personal Protective Equipment (PPE)

Amy's Trust will ensure that PPE suitable for exposure to/contact with the substance and task is available for use at all workstations, and that all employees have been properly trained in its use.

Ruby Cox (director) is responsible for ensuring that an adequate supply of PPE is always available.

Incidents and emergencies

- Amy's Trust will ensure that employees receive training on emergency procedures relating to spillages or accidental exposure to hazardous substances.
- A fully stocked first aid kit and trained first aider will always be available wherever hazardous materials are used. It is noted that in lone working situations (see lone worker policy) there may not be a first aider always available. A risk assessment will take place to assess whether it is safe enough for the hazardous substance to be used in the absence of a first aider during lone working situations. In this event the staff member working with hazardous materials will be made aware of the risks of lone working and be familiarised with the procedures in place to minimise risk.
- Ruby Cox (director) is responsible for dealing with accidents and emergencies. This will be displayed in the barn and cabin and each employee will be introduced to this information upon induction (see staff training policy).
- The director will be informed immediately of any hazardous substance incident or emergency.

Storage

- Amy's Trust will ensure that safe storage (lockable where appropriate) is provided for materials/chemicals used in the running of the organisation.
- All materials/substances will be stored as per the manufacturer's recommendations.

- Ruby Cox (director) will be responsible for carrying out regular reviews of storage arrangements.

Disposal

Amy's Trust will ensure that all chemicals or hazardous substances are disposed of in accordance with local environmental requirements and MSDS information. Clean-up equipment and PPE shall be made available when necessary.

Employee duties

- All employees will be made familiar with the COSHH policy at induction and given access to the full policy. They will be required to comply with requirements herein at all times.
- All employees are obliged to report any accident, misuse or risk from use, handling, contact or storage of hazardous materials to Ruby Cox (director).
- Any employee who feels unwell or ill after having been exposed to any hazardous substance is required to report this to Ruby Cox (director).

Monitoring and Review

It will be the responsibility of Ruby Cox (director) to monitor the implementation of and compliance with this policy and to carry out regular assessments of:

- use of chemicals/substances.
- maintenance of control systems.
- observance of safe working practices by all employees.
- distribution of COSHH related information and updates to all relevant employees.
- storage of hazardous substances.
- safe working procedures of contractors (if appropriate).

CCTV

CCTV is in operation at the Amy's Trust entrance gate for site security purposes. Signage is in place to alert people to its use. During induction all staff, clients and visitors are briefed on privacy information relating to the use of CCTV.

Records

Amy's Trust keeps up to date staff records including training logs available for reference. These are recorded, managed and stored securely in accordance with the Data Protection Act 2018 and the UK GDPR. A staff member may request a copy of any information held on their record at any time.