



1. GENERAL

Health & Safety should be viewed as everyone's responsibility. Haddon Training as an employer will take every reasonable steps to ensure it's employees safety whilst carrying out their work duties. Our policy is intended to inform you as well as make you aware of potentially dangerous areas and situations.

Many Health & Safety guidelines are contained in all of our policies so it is important for all new employees to familiarise themselves with the Staff Handbook and for all employees to regularly re-acquaint themselves with our Health & Safety guidelines.

We will take all reasonable steps to ensure the health, safety and welfare of all our staff and learners.

At Haddon Training we follow guidelines laid out by the Health & Safety Executive to regularly check and monitor our Health & Safety Policy.

There is an additional policy for all of those who are working at the Dane Brook yard with the horses. The horse policy will be kept in the tack room and all those involved in the yard should sign the rear page confirming that they have read and understood it.

Haddon Training has undergone a full Health & Safety risk assessment, which is regularly monitored by a trained member of staff. This ensures that Haddon Training is up to date with any requirements/changes in the Health & Safety Law.

2. HADDON TRAINING HEALTH & SAFETY MONITORING

- 2.1 We will ensure that any machinery, tools and premises are in a safe condition and maintained in good working order.
- 2.2 We will continuously check that we comply with all current Health and Safety legislation.
- 2.3 We will review our Health & Safety Policy on an annual basis. If any interim changes are needed we will review within a reasonable period of time.
- 2.4 We reserve the right to dismiss any person(s) who do not follow our Health & Safety procedures or behave in a safe and thoughtful manner.
- 2.5 We will carry out Risk Assessments for Haddon Training at regular intervals throughout the year.

3. INDIVIDUAL RESPONSIBILITY

3.1 Safety is not just our responsibility but yours as well. We expect you to:

- ***Carry out all aspects of this Health & Safety policy in a safe manner.***
- Carry out all tasks in a safe and thoughtful manner.
- Follow policies and procedures.
- Try to minimize risk to yourself, work colleagues and any animal.
- Report any unsafe activity/problem.

3.2 It is important to apply common sense to ensure a safe working environment. If any member of staff sees something they feel could cause injury (e.g. slippery steps, blocked doorways, loose wires, worn stitching on tack) they must report it immediately to the Lil Roper / Chris Hewlett or if at a location to the Employer or Yard Manager

3.3 Haddon Training has the right to dismiss sub-contractors/ work placements/ learners/ staff for any breach of these guidelines.

3.4 Any neglect of Health and Safety requirements will be regarded as serious misconduct and capable of disciplinary action whether this applies to buildings and equipment, other employees or animals.

INDUCTION & TRAINING

4.1 Haddon Training is committed to providing all employees with adequate Health and Safety training to ensure they can carry out their job safely.

4.1 On arrival everyone receives a full Health & Safety induction within four weeks of arriving and asked to sign a letter stating this they have read and fully understand the Health and Safety section and agree to abide by it. This induction will cover all Health & Safety aspects including COSHH, Prohibited Plant and Equipment List

4.3 Any employee who is involved in assessing or training learners will be required to attend specific Health & Safety monitoring training.

4.4 Health & Safety issues will be reported on at each team meeting and in any department meetings as deemed necessary.

5 COSHH (Control of Substances Hazardous to Health)

5.1 COSHH regulations are designed to protect employees from risk associated with hazardous substances at work.

5.2 Please read the COSHH Booklet. It requires you to: -

- Co-operate in meeting COSHH regulations
- Make full, proper use of control measures such as ventilation and storage facilities.

- Select and wear protective equipment properly.
- Practice good hygiene and follow the rules.
- Learn and follow proper means of using, handling, storing and disposing of hazardous substances.
- Know what to do in case of an emergency.
- Report promptly any inadequacies or defects in control measures and protective equipment..
- Follow warnings and instructions

5.3 COSHH requires us to:

- Identify and control the substances that could be a risk to employees health
- Minimise workers risks from exposure to those substances
- Provide information and training you need to do your job safely

6. HAZARDOUS SUBSTANCES

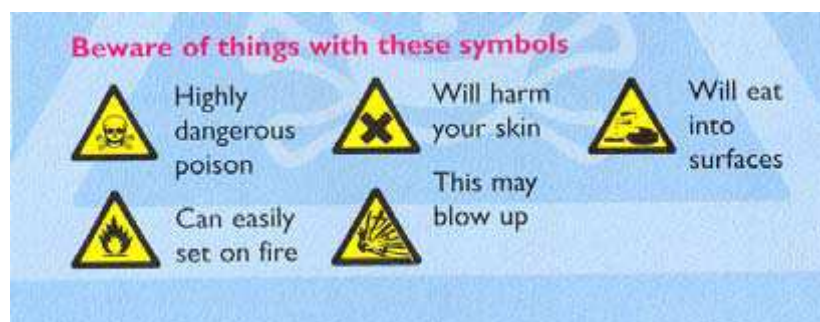
6.1 A hazardous substance is any solid, liquid, dust, fume, vapour or gas or micro-organism that may be harmful to your health. Common substances like chemicals, cleaning solvents and pesticides can be hazardous. These types of health hazards could include:

- Poisoning;
- Skin burns and irritations;
- Asphyxiation;

6.2 COSHH covers all hazardous substances used, handled, processed, stored, transported or disposed of at work. The only exceptions are asbestos, lead, materials that are harmful due solely to any radiation hazard, and substances in mines. These are all covered by their own regulations.

7. IDENTIFYING HAZARDOUS SUBSTANCES

7.1 Labels



7.2 The COSHH risk assessment is situated in the office pinned on the kitchen notice board. The Emergency Services may need to see this file if hazardous substances are involved. If more information is required then consult the Health & Safety Manager for more details on labels and data sheets, health hazards, protective equipment, and emergency procedures in case of spillage as well as first aid information.

7.3 Labelling Substances : The manufacturer must label every container that holds a hazardous substance. These labels are designed to inform you at a glance about the substances possible hazards and the basic steps you can take to protect yourself.

Labels contain :

- Name of substance;
- Nature of the risks in words, e.g. "TOXIC BY INHALATION AND IF SWALLOWED";
- Safety basics, e.g. "KEEP AWAY FROM SOURCES OF IGNITION - NO SMOKING".
- The name and address of the manufacturer, importer, wholesaler or supplier of the substance.
- Emergency procedures to follow in case of exposure or fire (however, this is usually detailed in the hazard data sheet for the product)

7.4 Moving Hazardous Substances : Read the label & follow any instructions before you move, handle or open a chemical container. If additional information is required please consult the hazard data sheet.

8. PROHIBITED PLANT LIST

8.1 The following may not be used unless a person has received specific training:

- **Vehicles:** All company cars must be driven by authorised drivers who are fully insured and who hold a UK Driving Licence
- **Machinery:** Shredder must only be used according to operational guidelines. Long hair must be tied back during shredding.
- **Fire Extinguishers:** Fire Extinguisher training will be given to all named Fire Extinguisher users.

9. WORKING WITH PCs/LAPTOPS

9.1 This is taken with reference to the HSE Working with VDU's (Visual Display Units) Leaflet. The Regulations apply where staff habitually uses VDUs as a significant part of their normal work. Other people, who use VDUs only occasionally, are not covered by these Regulations, but their employers still have general duties to protect them under other Health and Safety at work legislation.

9.2 Haddon Training's responsibility is as follows :-

1. Analyse workstations and assess and reduce risks:
2. Equipment, furniture and work environment.

3. The effect these things may have on the job in hand.
4. Special needs of individual staff.
5. Ensure workstations meet the minimum requirements:
 - 5.1 Adjustable Chairs
 - 5.2 Suitable Lighting.
 - 5.3 Adjustable monitors.
 - 5.4 Cabling stored tidily
 - 5.5 Plan work so there are breaks or change of activity.
6. Arrange eye tests and provide spectacles if special ones are needed.

9.3 What you can do to help yourself

9.3.1 Getting Comfortable

- Make full use of the equipment provided and adjust it to get the best from it and avoid potential health problems.
- Adjust your chair and VDU to find the most comfortable position for your work.
- Your forearms should be approx horizontal to your eyes the same height as the VDU.
- Make sure you have enough workspace to take whatever documents/other equipment you need.
- Try different arrangements of keyboard, screen, mouse, and documents for you.
- A Document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen.
- Make sure there is space under your desk so you can move you legs freely.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be of help.

9.3.2 Keying In

- Adjust keyboard to get a comfortable position with a space in front of the keyboard is helpful so you can rest the hands and wrist.
- Keep a soft touch and don't over stretch your fingers.

9.3.3 Using a mouse

- Position the mouse within easy reach so it can be used with the wrist straight. Sit upright and close to the desk.
- Support your forearm on the desk and don't grip the mouse too tightly.

9.3.4 Reading the Screen

- Adjust the screen brightness/contrast controls to suit the room lighting conditions.
- Make sure the screen is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal and comfortable position. Select colours that are easy on the eye.
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjusting.

9.3.5 Posture and breaks

- Don't sit in the same position for long periods. Avoid having to do repeated stretching to reach things you need.
- Make use of natural breaks (e.g. filing and photocopying). Frequent short breaks are better than few long ones.

10 HEALTH & SAFETY AT LOCATIONS

10.1 Any employee who works at any of our training locations must make sure they are familiar with each individual locations Health & Safety policy.

10.2 If any employee is concerned about Health & Safety at a training location must report this immediately to the Health & Safety Manager to ensure the situation is corrected as soon as possible.

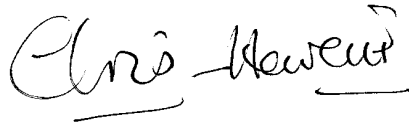
Any location that does not take every step to ensure their workplace is safe for both their employees and learners jeopardise their contract with Haddon Training to have learners placed with them.

Approved:

Managing Director
CJH Hewlett

QI Manager
NJ McNally

Sign



date

20 Aug 08

13 May 09