

HEALTH AND SAFETY

IN THE

RACING AND BREEDING INDUSTRY

Guidelines on Good Practice

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Produced and endorsed by:

The British Horseracing Authority (BHA)
The National Trainers Federation (NTF)
The Thoroughbred Breeders Association (TBA)
The National Stud (NS)
The National Association of Stable Staff (NASS)
The British Racing School (BRS)
The Northern Racing College (NRC)
Racing Welfare

with

The Health and Safety Executive (HSE)

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INTRODUCTION

These guidelines have been produced to help the Racing and Breeding Industries fulfil the requirements of the Health and Safety at Work Act (HSWA) 1974, the Management of Health and Safety at Work Regulations (MHSWR) 1999 and other associated legislation.

The Act and the Regulations set out an employer's general duties of care towards employees, learners and others, such as contractors and members of the public. It is also expected that both employers and employees should have care for their own health and safety, and for the health and safety of colleagues and visitors.

The legislation is written to apply to all work situations and, at first sight, may seem difficult to reconcile with the particular hazards commonly encountered in the Racing and Breeding Industries. The key point is that employers have to be able to demonstrate that they have taken all **reasonable and practical steps** to minimise the risks and hazards existing in all working and training situations.

These guidelines, drawn up with advice from the HSE, are intended to help you interpret certain legal requirements in the context of the Racing and Breeding Industries using simple explanations and practical examples. They are intended to help you comply with the law but this does not mean that you cannot comply in other ways. This is practical guidance only and not specific legal advice, which you may wish to seek independently. The parties responsible for producing these guidelines shall not be liable for any failure by you to comply with the relevant legislation.

Further help and advice is available from the HSE and from the NTF, TBA, NASS, the British Racing School and the Northern Racing College. Contact details are included in **Section 8**.

HEALTH AND SAFETY: GOOD WORKING PRACTICE

For any workplace the cornerstone of a practical safety management system is a clear **Health and Safety Policy** that includes:

- a) A statement of commitment to ensuring a safe and healthy workplace
- b) Definitions of the workplace responsibilities, and
- c) An explanation of what to do in case of accidents or fire and reference to the particular hazards applicable to the individual workplace.

Further explanation is provided in **Section 1**.

Employers' Responsibilities cover:

- Employees, including casual and part-time staff, learners, people on work experience and contractors
- Visitors, including members of the public
- People who may be affected by the activities of the business such as neighbours or passers-by

In simple terms, the employer **MUST**:

- ↳ Provide a safe place of work and
- ↳ Ensure that work is done safely, as far as possible

Failure to fulfil the legal requirements may lead to criminal prosecution and, where someone suffers personal injury, to a civil claim for damages. The employer's liability for damages can, however, be mitigated if it can be proved that correct health and safety procedures were in place. Deficient health and safety practice might also lead to a greater number of absences through injury or poor attendance, lower staff morale generally and consequent effects on the business. Although employees have to take some responsibility for themselves and others, the main burden of health and safety planning and implementation of measures must fall on the employer.

Employees' Responsibilities

Employees too have certain responsibilities under the legislation. They are required to:

- Take reasonable care for the health and safety of themselves and of anyone else who might be affected by their acts or omissions at work
- Co-operate with employers in fulfilling the employer's statutory duties and responsibilities ie they must carry out their jobs in accordance with the training and instructions provided by the employer
- Inform the employer or delegated competent person of any deficiencies in the workplace health and safety practice and of any new and/or imminent dangers.

In simple terms, the employee **MUST**:

- ↳ Work safely, as far as reasonably practical

Good Health and Safety Management requires:

1. Practical and Effective Systems

Starting with a clear Health and Safety Policy (see **Section 1**), employers should be able to demonstrate that well thought-out procedures have been developed to apply in any likely situation. It is important to remember that certain additional conditions apply to young employees. This is explored further in **Section 3**.

2. Risk Assessments

All significant health and safety risks need to be identified and assessed. Documentary evidence (a "Risk Assessment") supported by clear written instructions should be completed in order, first, to minimise the likelihood of injury, and, secondly, to prove that this requirement has been fulfilled. It is important to approach this exercise from the point of view of a person completely unused to the routine of working in a stable or stud or to handling thoroughbred horses. This is because the health and safety precautions have to apply to visitors, contractors, neighbours and passers-by, and to learners new to the Industry as well as experienced staff. Risk Assessments should be updated to take account of new practices and equipment. Further explanation is given in **Section 4**.

3. Staff Training

All staff should be fully aware of the general workplace health and safety systems and any specific risk assessments associated with particular responsibilities. Each yard or stud should have a named competent person, who may be the employer or a member of staff, responsible for ensuring that the systems in place are managed properly, for instructing staff and for the correct reporting of accidents. The competent person should be familiar with the contents of this Health and Safety Manual. All new employees, whether they are experienced in the Industry or learners, need instruction in the systems applicable to each individual workplace. It is also advisable for a record to be kept of the experience of each new employee. Refresher training should also be carried out from time to time. Staff training is covered in **Section 3**.

4. Safe Working Environment

All employers are required to provide safe working conditions, methods, equipment and buildings. Notes on correct practice should be attached to the Risk Assessments. All machinery should be properly maintained and hazardous substances stored and used in accordance with instructions, with adequate written records kept. Special conditions apply to young persons. This is explained further in **Section 4**.

5. Accident and Disease Investigation and Reporting

Strict rules apply to the recording and reporting of accidents at work, or disease occurring as a consequence of unsafe practices. All such instances should be investigated thoroughly by the designated competent person and employers are expected to act on the results. For learners on a Government scheme, additional reporting is required. Further information is given in **Section 6**.

6. Emergencies

All workplaces are required to have written procedures for dealing with emergencies, eg fire or situations requiring first aid. Full records should be kept of relevant staff instruction and equipment maintenance. **Sections 4 and 5** include more detail.

7. Insurance

All workplaces are required by law to have adequate insurance cover - **see Section 2**.

8. The Role of the Health and Safety Executive (HSE)

HSE is the Government agency responsible for giving advice, promoting good practice and enforcing health and safety law. Its work includes:

- Research
- Provision and publication of information
- Submission of proposals for making Regulations
- Enforcement

HSE's Health and Safety Inspectors are empowered to:

- Enter, examine and search premises
- Make enquiries
- Require assistance
- Collect and remove evidence
- Require witnesses to make written statements
- Deal with imminent causes of danger
- Issue legal notices - see below
- Prosecute in the event of a serious breach of health and safety legislation

Legal Notices

An **Improvement Notice** requires any contravention of legislation to be remedied within an agreed period of 21 days or longer. There is provision for appeal.

If an Inspector believes that the contravention in question carries a risk of serious personal injury, a **Prohibition Notice** may be served which requires the relevant activity to be stopped immediately. Again, there is provision for appeal, but the Notice remains in force until the appeal is heard.

Offences and Penalties

As noted previously, HSE inspectors have the right to prosecute a person or company in the event of a breach of health and safety legislation.

Depending on the nature of the breach, cases are heard in either the Magistrates' or the Crown Court. Currently, cases heard in the Magistrates' Court may attract a fine of up to £5,000 for a breach of any of the Regulations or £20,000 and/or 6 months imprisonment for a breach of the Health and Safety at Work Act 1974.

Cases heard in the Crown Court may attract unlimited fines and/or two years' imprisonment.

SECTION ONE - HEALTH AND SAFETY POLICY

1. Documentation

All businesses, of five or more employees (including yourself and part-time employees) are required to prepare a written Health and Safety Policy. This has to be:

- i) brought to the attention of all employees, and
- ii) displayed on the staff notice board or some other appropriate place.

Where fewer than five staff are employed, it is not strictly necessary to have a written Policy, although it is considered good practice.

If employing young people under the age of 18, it is strongly recommended that you have a written policy in line with safeguarding recommendations and government agency funding requirements.

Health and Safety Policy documents usually consist of three parts:

- ⇨ A statement of intent, which is a declaration of the employer's commitment to providing a safe and healthy workplace and environment
- ⇨ Details of responsibilities for health and safety within the individual workplace
- ⇨ Details of safe working practices (arising out of your risk assessments) for all activities, including particular hazards of the individual workplace and procedures to be followed in case of emergency

The Policy can be compiled as one document, or separated into

- A** A concise statement of the general policy, organisation and arrangements in a single document to be distributed to all employees, making reference to
- B** A more detailed document or collection of documents (e.g. including manuals of rules and procedures) which can be held in a central position in each location for all to see on request, or posted where it can be seen by all employees.

An example of a Health and Safety Policy Document is included in this section at Appendix 1 and an example Policy Statement for employers with fewer than five staff is included at Appendix 2. These have been written for both trainers' yards and studs and may at times, therefore, appear somewhat general.

The Policy Document is available on the BHA, NTF and TBA websites, to download and amend as appropriate.

Please note that these examples can be used as a template but you will need to make the content relevant to your own situation. Bear in mind that:

i) You must be confident that your Health and Safety Policy Document covers all the circumstances applicable to your yard or stud, and

ii) Your Health and Safety Policy Document will need to be updated to reflect any changes in staff arrangements, working practices, legislation and to take account of experience. As a industry minimum this should take place annually.

2. Responsibility for Health and Safety

Ultimate responsibility for ensuring that the Health and Safety Policy is put into practice rests with the employer. The employer should appoint a 'competent person' to assist in carrying out these duties. This should be within the capabilities of the majority of more senior employees in the Industry. Alternatively, an external consultant may be appointed to assist, but it is important that the 'competent person' should have practical knowledge and experience of the Industry and of working with horses. The competent person should:

- Understand relevant and current best health and safety practice
- Be aware of the limitations of his/her own experience and knowledge
- Be willing and able to learn and add to existing experience and knowledge
- Be familiar with the contents of this Manual.

Practical implementation of the Policy on a day-to-day basis is the responsibility of the employer and the management. The employer should sign and date the Policy document. Employees have the responsibility to co-operate with designated responsible members of staff regarding health and safety and to take reasonable care for their own health and safety and that of others who may be affected by their acts at work, by what they do or fail to do at work.

3. Display of Information

As well as the Health and Safety Policy Document, a number of formal notices have to be displayed either on the staff notice board or somewhere else that is always accessible to employees and brought to their attention.

These are:

- Health & Safety Law: What you need to know" (available from HSE Books, contact details can be found in **Section 8.**) Employers have a legal duty to display this poster in a prominent position in each workplace or provide each worker with a copy of the equivalent pocket card outlining British health and safety laws.

NB The new poster updates the previous poster, which was published in April 1999. The old poster can still be displayed until April 2014 though entries in the boxes must be kept up to date.

- A certificate of insurance as required by the Employers' Liability (Compulsory Insurance) Act 1969 unless available to all employees in electronic format - see **Section 2**

It is also recommended good practice to display:

- Details of your First Aid arrangements - see **Section 5**
- Any information necessary to comply with your Fire Risk Assessment - this is usually a 'Fire Action Notice' - see **Section 4**

4. Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations 1996, employers are required to consult with their employees in good time in respect of:

- New practices or equipment that may affect the health and safety of employees
- Arrangements for appointing or nominating persons to assist the employer in complying with relevant legislation and assisting in emergency procedures
- New information as required under health and safety legislation
- Planning and organisation of relevant training required to be provided to employees under health and safety legislation.
- Union appointed Safety Representatives must be recognised and have the legal right to paid time off for union approved Safety Training.

HEALTH AND SAFETY POLICY

SUMMARY

1. If you employ five or more people you must have a written Health and Safety Policy. (see Appendix 1)
2. If you employ fewer than five people, you are recommended to have a written Health and Safety Policy Statement. (see Appendix 2)
3. The Policy document should include:
 - A statement of commitment to health and safety in the workplace
 - Details of responsibilities
 - Details of safe working practices and procedures.
4. The employer is ultimately responsible for health and safety, but a 'competent person' may be appointed to assist.
5. The employer should sign and date the Policy document.
6. The Health and Safety Policy document should be kept on file in the yard or stud office and be available to all employees.
7. A copy of the Policy Statement has to be brought to the attention of staff and displayed on the staff notice board.
8. Certain other notices need to be displayed.
9. Employers are required to consult their staff on new practices, the appointment of a 'competent person' to assist, new health and safety legislation and relevant training.
10. An Accident Procedure Sheet on display maybe considered useful (see Appendix 3 for an example).

**HEALTH AND SAFETY POLICY DOCUMENT
(EXAMPLE FOR ESTABLISHMENTS EMPLOYING
FIVE OR MORE STAFF)**

CONTENTS

1. General Policy
2. Responsibilities
3. Accidents
4. Emergencies
5. General Fire Safety
6. Electrical Safety
7. Tack and Saddlery
8. Veterinary Medicines and Material
9. Chemicals and Fluids Under Pressure
10. Environment and Premises
11. Personal Protective Equipment
12. Welfare
13. Office
14. Livestock
15. Machinery and Equipment
16. Safe Use of All-Terrain Vehicles (ATVs)
17. Tractors

HEALTH AND SAFETY POLICY

Employer	
Address	

1. GENERAL POLICY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to endeavour to provide such information, training and supervision as is considered necessary for this purpose.

2. RESPONSIBILITIES

- 2.1** The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it is operated will be reviewed every year by
- 2.2** The allocation of duties for health and safety matters and particular arrangements for implementing this policy are set out below.

Management Responsibilities

- 2.3** Overall and final responsibility for health and safety is that of (name of trainer/owner/manager), who will take all reasonable steps to ensure correct health and safety practice at this workplace.
- 2.4** will be the person responsible for this policy being carried out at the premises at The deputy will be
- is responsible for carrying out risk assessment and other assessments (eg the COSHH assessment).

2.5 The following are responsible for safety in particular areas, ensuring that general safety standards are complied with:

Employer	Supervisor
Yard 1	
Yard 2	
Office	
Hostel	
Kitchen	
Feedstore	
Tackroom	
Covering Barn	
Foaling Unit	
Other	

Responsibilities of Employees

2.6 All employees are responsible for co-operating with designated responsible members of staff to achieve a healthy and safe workplace and to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work, in particular those who are less able to care for themselves.

2.7 All employees should use correctly all machinery and equipment provided, in accordance with the instruction and training they receive to enable them to use the equipment safely. They should not carry out unauthorised alterations to any part of the machinery provided and should report any defects in the equipment. Requests for appropriate additional training should also be made where necessary.

2.8 All employees are required to co-operate with the senior staff in order that statutory duties for health and safety are complied with and they should inform the person responsible for health and safety of any situation which might present a serious and/or imminent danger.

Health and Safety Representatives

2.9 Whenever anyone notices a health and safety risk which they are not able to remedy (without risk to themselves), they should immediately inform the person responsible for health and safety.

2.10 We will endeavour to consult with the health and safety representative on any measure which substantially affects health and safety.

Contractors, Visitors and Family Workers

2.11 This section covers anyone working on or visiting the premises who is not an employee. All employees should endeavour to advise such individuals (including Vets and Farriers) of the yard/stud's health and safety arrangements and that they are required to act in accordance with our Health and Safety Policy whilst on the premises. Special care should be taken with the elderly, infirm, disabled, children under the age of 18, and people inexperienced with horses. In the event of difficulty, contact any of the people named as having specific responsibility for health and safety in section 2.3, 2.4 and 2.5.

For further information on this subject, refer to the HSE booklet "Use of Contractors" available from the HSE Website. Contact information is available on pages 103-107.

3. ACCIDENTS

3.1 If an accident occurs at work or while an employee is on business elsewhere, a full report should be made as soon as possible to..... The Accident Book for the yard/stud is kept at The completed accident report should be brought to the attention of

3.2 Any physical injury should be assessed. Minor injuries may be dealt with by the trained/qualified first aiders using equipment from the First Aid Box. If more serious injury is suspected, then the local doctor's surgery should be consulted and/or an ambulance called.

3.3 Employees should be aware of the risks of moving or attempting to move any person with suspected neck, back or head injuries. **IF IN DOUBT, DO NOT ATTEMPT TO MOVE A PERSON WITH SUSPECTED NECK, BACK OR HEAD INJURIES.**

3.4 In the case of an accident at work which involves or may involve physical injury, one of the trained/qualified first aiders must be contacted immediately:

Yard Person

Yard Person

3.5 First Aid boxes are to be found in the following locations under the responsibility of:

Yard Location Person

Yard Location Person

4. EMERGENCIES

4.1 In an emergency, the priorities are:

- 1) To ensure the safety of yourself and others
- 2) To ensure the safety of the horses
- 3) To minimise damage to buildings and machinery

If safe to do so, horses should be led to a secure place away from the source of the emergency. The designated place is or will be responsible for giving instructions for the safety of the horses in an emergency.

4.2 In case of accidents on the gallops the following procedure should be followed:

1. Take in what has happened quickly and calmly. Look out for any dangers to yourself and the person injured.
2. Assess possible injuries to the casualty.
3. Get help by using your mobile phone or if appropriate send another member of staff for help. Report the accident to the trainer or senior member of staff, giving a brief account and the location of the injured person.

E.G. If you are situated in a remote area find out your grid reference for use by the air ambulance, for example, SU 569 636.

Yard Gallops.....

4. If a loose horse is involved, send a person to catch it, in order to make the area safe for the injured person yourself and bystanders.
5. Keep the injured person warm and stay with them until help arrives.

4.3 Whenever anyone notices or suspects a health and safety risk which they are not able to remedy without risk to themselves, they should take whatever steps are necessary in the circumstances to secure the safety of other employees and visitors to the premises. If the danger is imminent and potentially serious, the area should be evacuated promptly.

4.4 Special care should be taken to ensure the health and safety of children under the age of 18, the elderly, infirm, disabled, inexperienced persons, trainees, work experience students and livestock.

4.5 The area should be secured in a manner appropriate to the circumstances of the risk, and should remain secure until the risk has been dealt with and the normal, safe environment of the area restored.

4.6 A list of telephone numbers eg 999 for Police, Fire and Ambulance; the local doctor's surgery (daytime and out of hours emergency numbers); the local hospital accident and emergency department; and the vet (daytime and out of hours emergency numbers), are displayed next to the telephones.

Telephones are located

5. GENERAL FIRE SAFETY

- 5.1** General fire safety is checked regularly at by
This person is responsible for notifying all staff of the location of fire fighting equipment (alarms, extinguishers, hoses, sand buckets and water sources), for ensuring that it is checked regularly, for labelling all flammable material clearly, for ensuring that all fire hoses are long enough and have sufficient power to reach every part of the yard and that sand buckets, containing dry sand, are kept filled and adequately distributed.

Fire extinguishers are located at the following points:

.....

Water sources are located at the following points:

.....

Water hoses are located at the following points:

.....

- 5.2** Horses are normally terrified of fire and smoke and tend to panic.
This is an added reason to be aware of the risks and know the drill.
- 5.3** is responsible for checking fire escape routes (both in the yard/stud and in staff accommodation).
- 5.4** All employees are responsible for ensuring that fire escape routes, and access for emergency vehicles to the premises are kept clear of obstruction at all times.
- 5.5** Regular fire practices will take place and all employees are obliged to co-operate in these.
- 5.6** Each fire extinguisher is clearly marked with the type of substance it contains and the fire type it is designed to deal with. It is important to check the labelling before use.

DO NOT USE WATER ON ELECTRICAL FIRES.

- 5.7** There should be no smoking on the premises, near the muck heap, hay or straw barns, where vehicles are parked or near flammable material. Smoking is only permitted in the designated area of
- 5.8** Bonfires should be supervised at all times.

6. ELECTRICAL SAFETY

6.1 Electrical plant used in the workplace can be broadly broken down into two types:

- Fixed electrical installations (the fixed wiring in buildings, lights, sockets, switches etc).
- Portable/Transportable electrical appliances (clippers, portable lamps etc).

All electrical faults should be reported to

Employees will be trained in basic electrical safety awareness so that defective equipment can be identified.

Fixed Electrical Installations

6.2 It is important to ensure that the fixed electrical installation is constructed and maintained to prevent danger, in particular:

6.3 Socket outlets which can be used for powering portable tools should always be protected by a 30 milliamp Residual Current Device (RCD). All RCD's should be regularly tested by pressing the 'test' button on the device and any defects remedied by a competent electrician.

6.4 Parts of the fixed electrical installation which are outside or may be exposed to a damp environment (e.g. near to a pressure washer) should be of a type suitable for use in this environment. Electrical systems frequently carry an 'IP' rating which is a guide to the environment the system is designed for.

6.5 The fixed electrical installation should be maintained to prevent danger. This involves having a 'periodic inspect and test' carried out by a competent electrician. The duration between tests will be selected in accordance with advice from the electrician; results from previous tests (i.e. if deterioration is noted between tests, then the frequency may need to be increased) and guidance published by the Institution of Electrical Engineers, which states that for most industries the initial duration should be between 3 and 5 years. The result of any inspection will be recorded and kept at least until the next inspection .

Portable Appliances

6.6 Portable appliances should be suitable for the environment in which they are to be used. For example, toughened cable (e.g. armoured or special hardwearing polyurethane flexes) should be used in areas where damage to cables may occur. In damp environments suitable weatherproofed equipment will need to be used. Means should be provided to protect against impact (e.g. hand-held lamps). In some instances the risks will be so high that you will need to consider alternative power sources (e.g. battery powered or pneumatic tools).

- 6.7** No extension leads or portable electrical equipment may be used except with the permission of and only after it has been checked. Extension leads which are stored on a reel should always be fully extended whilst in use.
- 6.8** Using electrical equipment near water can be very dangerous. All electrical equipment, plugs, cables, leads and extension leads should be kept away from water at all times whilst in use. The operator of any electrical equipment must instruct other employees not to spill or throw water near to electrical equipment.
- 6.9** It is dangerous to allow a horse to walk across an electrical cable. Piercing of a live cable by the horse's hooves could result in an electrical shock, which may be fatal. Even if the cable is unplugged, damage to the protective covering is likely to occur, which could later result in an electrical accident.

**DO NOT ALLOW A HORSE TO WALK OVER AN ELECTRICAL CABLE
EVEN IF IT IS SWITCHED OFF OR NOT PLUGGED IN.**

- 6.10** If electrical equipment (eg clippers) is being used directly on a horse, it should be securely tied up and not be able to damage any part of the equipment, cable, plug or switch (eg by biting or treading on it). The horse should not be left unsupervised at any time whilst electrical equipment is being used, and all electrical equipment must be removed from the vicinity of the horse if the horse has to be left unsupervised, no matter for how short a time.
- 6.11** Means of isolating the power supply should be provided where necessary (e.g. at socket outlets).
- 6.12** Portable appliances should be maintained to prevent danger. A formal inspection and Portable Appliance Test (PAT) will normally need to be carried out at suitable intervals, unless the risks are low enough not to justify this (e.g. fixed computer systems). In any case a simple visual examination of equipment and its power cables should be made periodically on all equipment. A competent electrician will carry out the PAT test and inspection.

The inspection will be recorded and an asset register of electrical appliances is maintained. Appliances are marked by the inspector with a unique number to record that all have been inspected/tested when necessary.

Repairs to portable appliances should be carried out properly and by a competent person. For example, never make repairs to flexible cables using 'chocolate blocks' or similar connectors.

Further specific information is available from:

<http://www.hse.gov.uk/pubns/elecindx.htm>
HSE Infoline on 0845 3450055

7. TACK AND SADDLERY

- 7.1** It is the responsibility of each employee to check their tack daily before use. Any items that look to be in need of repair should not be used but should instead be taken to Tack to be repaired should be labelled "NOT FOR USE". The items will then be repaired or replaced.
- 7.2** If an item breaks whilst in use, it should be taken to to be dealt with in accordance with 7.1 above.
- 7.3** It is the responsibility of each employee to ensure that they ride with appropriately sized stirrup irons.

8. VETERINARY MEDICINES AND MATERIAL

- 8.1** All veterinary medicines and material are kept labelled in a locked cabinet under the supervision of A record of all medicine stocks is kept. Removal and use of medicines and medical equipment should be logged and signed for.
- 8.2** The following information should be used to assess the risks with medicines:
- a) hazard data sheets supplied with substances bought or prescribed
 - b) manufacturer's guidance
 - c) use-by dates
 - d) veterinary instructions regarding use
- These should be consulted for advice on handling, storage and disposal of medicines (and equipment). Employees should follow the precautions identified in the COSHH risk assessments.
- 8.3** Before any medication is used the use-by date should be checked, veterinary instructions followed and records of use kept. Only authorised staff can administer medicines and treatment.
- 8.4** It is extremely important that a high standard of cleanliness is maintained when handling veterinary medicines and equipment and when dealing with sick or injured animals. Care must be taken to avoid cross-infection and contamination. Employees must wash their hands before and after touching any open wound or source of infection or skin eruption. Any clothing which becomes contaminated with veterinary preparations or with discharge from the mouth, nose, anus, genital or urinary tract, hooves or any wound or skin eruption, should be immediately isolated from contact with humans and animals and washed or discarded as soon as possible. Special instructions should be issued if a horse has to be isolated to prevent the spread of infection.
- 8.5** Once veterinary equipment has been used, it should be either safely discarded or sterilised before being placed back in the cabinet.
- 8.6** If veterinary preparations are inadvertently spilled, the spillage should be thoroughly cleared up and the area cleaned in accordance with the manufacturer's instructions. If the spillage cannot be cleared up straight away, steps should be taken to stop the spread of the spillage to prevent any other person, horse or equipment being contaminated by the spillage.

- 8.7** All people who come into contact with veterinary medicines or equipment should wash their hands thoroughly afterwards.
- 8.8** If any person inadvertently comes into direct skin contact with any veterinary preparation, or if any medication gets into the eyes or mouth, this should immediately be reported to the health and safety representative. Appropriate treatment should be administered, in accordance with the manufacturer's instructions. If the contact is extensive or prolonged in nature, or if the medication is believed to be particularly harmful, then medical and veterinary advice should be sought immediately.

9. CHEMICALS AND FLUIDS UNDER PRESSURE

- 9.1** All chemicals are kept properly labelled in the locked and none may be removed without the permission of A record of all chemical stocks is kept and all use logged and signed for.
- 9.2** The following information should be made available and observed:
- a) hazard data sheets supplied with substances bought
 - b) manufacturer's guidance
 - c) use-by dates
- These should be consulted for advice on handling, storage and disposal of chemicals and fluids under pressure. Protective clothing should be used when handling weedkillers, poisons and other such chemicals.
- 9.3** Supervisors and employees should ensure that all other employees are made aware of the locations in which toxic substances (such as vermin poison and weedkillers) are being used. Any employee who believes they have come into direct skin contact with such substances should report this to their supervisor immediately.
- 9.4** Compressed air equipment and compressed gas equipment will be checked regularly by in accordance with the written timetable.
- 9.5** Care should be taken when using pressure cleaners.

10. ENVIRONMENT AND PREMISES

- 10.1** All employees are to ensure that their work areas are kept clean and tidy and they should maintain a good standard of personal hygiene.
- 10.2** The kitchen and canteen are to be kept clean and tidy at all times. This is the responsibility of

Surfaces and equipment which are used for the preparation of food should be cleaned immediately after use.

Towels must be washed regularly.

Surplus food is to be disposed of in the waste bins provided. Rubbish is put out for disposal regularly. Dustbin collection day is

Ovens, gas and electric rings and microwave ovens should not be left unsupervised whilst in use. Any heaters that are used should be sensibly positioned away from tables and chairs and kept clear of food, drink and clothing. Heaters are to be switched off when not in use.

10.3 All employees should have access to adequate toilet and washroom facilities and ensure that they are kept clean. Washbasins should be kept clean and unblocked. Bins with lids are provided in the washroom area, and should be regularly emptied. Toilet paper should be available at all times. Hand towels should be regularly washed. Shower and bathing facilities should be kept clean and regularly disinfected. Employees should provide their own personal washing, hygiene and sanitary equipment. Lockers and locker areas should also be kept clean and tidy. Food, perishable items and wet towels, clothing, etc should not be stored in lockers.

10.4 Drains should be kept clean at all times. will be responsible for ensuring that they are disinfected regularly.

10.5 Employees responsible for stores should ensure safe stacking and storage of all stored goods. Any equipment, ladders, tools, barrows, buckets, hosepipes etc, is to be correctly stored and not left at any time in such a way as to be an obstruction.

Particular care should be taken with bales to ensure they are un-stacked safely. Stacks of small bales should not be undermined and large bales should be mechanically moved to a safe position before opening.

10.6 Bonfires should not be lit without permission and should be supervised at all times.

10.7 All traffic routes on the premises should be suitable for people, vehicles and horses as appropriate. Clear signs indicate the correct route to ensure safety to all people and horses. All debris and rubbish should be removed from the traffic routes and fire escapes and exits kept free of obstacles at all times. All traffic routes are to be maintained in a good state of repair.

11. PERSONAL PROTECTIVE EQUIPMENT

11.1 Under BHA Rule (C)25 trainers should ensure that all persons wear a skull cap complying with Schedule (D)2 when mounted on horses. Trainers are also expected to wear skull caps when mounted on horseback. Schedule (D)2 states:

A Criteria

- 1 All skull caps shall:- meet (BS) EN 1384:1997 or EN 1384:1996 or PAS 015: 1994 standard; - have a CE marking (if manufactured after 30 June 1995); - be in a serviceable condition.
- 2 Skull caps shall NOT have a chin cup, cradle or draw lace.
- 3 The chin strap must pass under the jaw and be attached to the harness by a quick release buckle. **Metal hooks are expressly forbidden.**

B The skull cap must be of the correct size for the individual rider, the face harness must be correctly adjusted and the **chin strap fastened at all times when mounted on a horse**, following the manufacturer's instructions.

C As skull caps are designed for "single impact only", any skull cap which has been subjected to a severe impact or has been worn by a rider suffering concussion should not be regarded as serviceable and should be replaced. If you have any concerns with the condition of your own skull cap you should speak to

11.2 Under Rule (C)25, the BHA requires every Trainer to ensure that whenever a person is mounted on a horse in his care in his capacity as a trainer, that person is wearing a body protector/safety vest which meets the standard laid down in Schedule (D)2, headed "body protectors/safety vests". Disciplinary action may be taken against any trainer whose employees are not seen to be complying with this instruction.

As a minimum requirement no stable employee shall be mounted on a horse unless he is wearing a body protector/safety vest which conforms to EN 13158:2000, BS EN 13158:2000 or BETA 2000 Standard Level 1. Trainers are advised to carry out a risk assessment concerning the riding of horses and if it is decided that additional protection is required, a Level 3 should be used.

Body protectors/safety vest must not be modified in any way and fitted in accordance with manufacturer's instructions. They must also be in a serviceable condition. It is recommended that body protectors are replaced at least every 3 years, however they should be replaced sooner in the event of an accident.

NOTE

Drawing on the Risk Assessments (**see Section 4**), the employer may decide that some or all of the following should be worn in certain circumstances. For example:

Skull cap - when clipping, leading, long reining, stalls practice, lungeing, loading, teasing or working in the covering barn.

Reflective Clothing - fluorescent tabards for riding out in the dark and light-coloured or fluorescent clothing in the daylight.

Body Protector/Safety Vest - must be worn at all times whilst mounted and strongly advised when dismounted and engaged in other potentially hazardous stable tasks ie. lungeing, long reining, clipping etc.

Gloves - it is advisable to wear suitable gloves when lungeing or leading. Protective gloves should also be worn when handling chemicals etc.

Goggles - shatter proof goggles to protect eyes on the gallops. These may be considered essential when riding behind on most surfaces in order to prevent kick back.

Riding boots - suitable boots with smooth sole and a small heel should be worn when mounted at all times.

Protective Footwear - when handling horses from the ground.

Ear plugs - to protect from noise (eg on a tractor or a fork lift).

Overalls or suits - to protect from dust or splashing, contamination by rodents etc.

Visors - to protect eyes when strimming/hedgecutting

Dust masks - may be required for working with hay and straw.

Clothing should be appropriate to the job.

Any equipment deemed to be necessary for the safe undertaking of a task is interpreted as Personal Protective Equipment, and must be provided to employees **free of charge**.

- 11.3** Wellington boots or any footwear with ribbed soles are not considered as suitable footwear when mounted.
- 11.4** Jewellery (earrings, rings, bracelets, brooches, cosmetic studs inserted through the skin, etc) should not be worn when employees are in contact with horses. Wristwatches are permissible, but should have a leather or synthetic strap, rather than a metal bracelet, in order to minimise risk.
- 11.5** Long hair should be tied back or secured so as not to impair vision or to risk entanglement with equipment, tack or horses.

12. WELFARE

Occupational diseases

12.1 Employees should be aware of the following occupational diseases and notify immediately of any symptoms. It is the employees' responsibility to make themselves aware of the symptoms of any of the following occupational diseases:

- | | |
|--------------------------------|------------------|
| Farmer's lung | Asthma |
| Hay Fever | Ringworm |
| Weil's Disease (Leptospirosis) | Tetanus |
| Salmonella | Animal Allergies |
| Campylobacter | Corynebacterium |

Substance misuse

12.2 Under Health and Safety legislation the yard/stud has a duty to ensure the health, safety and welfare of employees, and must assess the likely risks to the health and safety of employees. Employees also have responsibilities for themselves and others who their actions might affect.

These responsibilities extend to the misuse of substances which affect the performance of employees while at work. It is the policy of the yard/stud not to allow employees to work under the influence of substances i.e. alcohol or drugs. To do so places employees and third parties at risk, and renders the yard/stud liable to legal proceedings and financial penalties.

For example, under the Road Traffic Act, the yard/stud has a duty to ensure that employees are not under the influence of alcohol and/or drugs while driving, attempting to drive or being in charge of a vehicle/operating machinery on a road or other public place. This includes the riding of horses. Under the Misuse of Drugs Act, it is an offence for the yard/stud to knowingly permit the production, supply or use of controlled substances on the premises.

Where an employee appears to have a problem of substance misuse, he/she is encouraged to seek help from the yard/stud who, if appropriate and at the employers discretion, will provide support in line with the racing and breeding industry's drug and alcohol policy and in conjunction with appropriate organisations.

A copy of the Substance Misuse policy is available to all employees and can be obtained from the NTF, TBA, NASS and Racing Welfare (see **Section 8** for contact details) who can also offer employee guidance, assessment, counselling and referral to appropriate agencies.

Lifting and Manual Handling

12.3 Avoid hazardous manual handling where possible. An assessment of the risk associated with any hazardous manual handling that cannot be avoided will be undertaken by.....

Mechanical handling aids eg. wheel barrows, sack barrows and trolleys etc should be used to help reduce the risk of injury. Training in safe lifting techniques may be required and will be provided where necessary.

Work-related Stress

12.4 Pressure at work can affect people in different ways, and while being under pressure can often improve performance, excessive pressure can lead to stress, which can be a cause of ill health. It is our duty to ensure that employees are not made ill by their work, and where stress caused or made worse by work could lead to ill health, a risk assessment will be carried out.

Examples of problems that can lead to stress include:

- Lack of communication within the organisation
- Excessively long working hours
- Too much to do and too little time, too little training for the job, boring or repetitive work or too little to do
- Bullying, sexual or racial harassment
- Fears about job security

NB: For further information, a short guide to Work-related Stress is available from the HSE.

If you consider that you have a stress problem, please talk to.....
If you do not wish to do this, you are encouraged to contact Racing Welfare for confidential help and advice on 0800 6300443. Alternatively, you can contact The Rural Stress Information Network on 0247 6412916 (9am to 5pm, Monday to Friday). The RSIN is not a telephone helpline but staff will refer callers to suitable local agencies.

New and expectant mothers

12.5 Pregnancy is not equated with ill-health and the intention is to prevent risks to the expectant or new mother and to the child from work which would not usually produce such risk. An initial risk assessment has been carried out concerning the risks to new and expectant mothers in the yard/stud. A number of factors have been considered (see examples below) and will be regularly reviewed:

Rest facilities - the canteen may be used for rest purposes.

Manual handling - pregnant and post-natal mothers are at much greater risk than usual from manual handling. They should not lift heavy loads and should not normally be involved in such tasks.

Chemical agents - where possible, exposure to hazardous substances will be prevented. If this is not possible, Personal Protective Equipment will be provided.

Riding - this will depend on our risk assessment and in some cases, medical advice may be needed.

Livestock - expectant mothers should avoid all contact with pregnant ewes as they carry the organism "Ovine Chlamydiosis".

Female employees should inform in writing if they are pregnant, have given birth in the previous six months, or are breastfeeding as early as possible.

NB. A guide "New and expectant mothers at work" explains the actions needed to comply with Health and Safety Regulations and provides information on known risks to new and expectant mothers and is available from HSE Books.

Asbestos (if applicable)

12.6 The use of asbestos has been banned in the United Kingdom since 1999. Due to the extensive use of asbestos products in the construction industry in the past they now pose a significant risk to workers who may disturb it - construction and maintenance workers. Owners and/or occupiers who have responsibilities for the maintenance of commercial premises now have a legal duty to identify all asbestos in their building and to manage the risks associated with asbestos products in the building.

12.7 The purpose of managing asbestos in buildings is to prevent or, where this is not reasonably practicable, minimise exposure. There are three essential steps to take

- Establish whether the buildings contain asbestos, and, if so, where it is and what condition it is in. If in doubt, materials must be presumed to contain asbestos;
- Assess the risk; and
- Make a plan to manage that risk and act on it.

Where asbestos materials are in good condition and unlikely to be disturbed they do not present a risk. Where the materials are in poor condition or are liable to be disturbed or damaged, asbestos fibres may be released into the air, which, if breathed in, can cause serious lung diseases, including cancers. This information must also be made available to contractors and maintenance staff before any work is undertaken.

Further guidance can be found by visiting www.hse.gov.uk/asbestos/index.htm and www.hse.gov.uk/asbestos/campaign/duty.htm

13. OFFICE

13.1 Under the Health and Safety (Display Screen Equipment) Regulations 1992, employees who habitually use a Visual Display Unit (VDU) as a significant part of their normal work can ask us to provide and pay for an eye and eyesight test at a designated optician. If this shows that further examinations or spectacles are required specifically for VDU use, and normal ones cannot be used, we will bear the costs of tests and/or spectacles up to a value of £..... for the first pair or as otherwise agreed in writing by..... and changes in lenses if required thereafter. Employees must provide the optician with written consent to provide us with a copy of the report on the results of the tests.

13.2 VDU users should take a five minute break after every 50 minutes of uninterrupted use of the equipment. Such breaks should be taken away from the screen but do not need to be formal rest breaks and can be spent doing other office tasks.

- 13.3** A foot rest and/or wrist rest will be made available to any user who wishes to have one and if it is advisable.
- 13.4** A VDU user who suspects that they are suffering from any physical problems, visual fatigue or mental stress should notify without delay.
- 13.5** A VDU user who suffers from photosensitive epilepsy should notify..... before commencing use of a display screen.
- 13.6** Radiation emission from VDUs does not apparently put unborn children at risk but any women users who are pregnant or planning children and are worried about VDUs should talk to their doctor and report back to

14. LIVESTOCK

- 14.1** All employees must be trained in the correct handling of livestock and should not attempt to handle any livestock without such training. Regular day to day tasks involving the normal care and welfare of horses, plus their training and exercise routines shall be carried out in accordance with instructions and normal policy. Employees should be aware that some tasks require assistance or special expertise or training. Horses should be restrained in the standard, accepted manner (ie: headcollar and rope tied to a restraint designed for this purpose or held by an additional person) when necessary or desirable or when instructed to do so. Employees should make sure that the area in which each task is to be carried out is suitable for the task and free from obstructions. Some tasks which may be thought likely to cause the horse to resist procedures, or to act in an excitable manner, may require permission from the trainer/supervisor, and additional assistance, restraints and precautions may be necessary. The trainer or supervisor should be consulted if in doubt.
- 14.2** Soaps and perfumes which might sexually arouse colts should not be worn.
- 14.3** All movement of horses (eg leading by hand) should be carried out in a safe and controlled manner. Horses should be led with a bridle and employees should wear a skull cap and gloves when leading.
- 14.4** No one may ride out unsupervised, except with the consent of
When riding out, all riders are to remain in the string until instructed otherwise and always obey instructions given by the leader of the string. The trainer/supervisor will authorise which riders may ride a horse which is known to be excitable or temperamental.
- 14.5** Lungeing of horses should only be carried out in a defined fenced area by an authorised and trained employee. If considered appropriate, employees should wear a properly fitted skull cap, gloves and a body protector while lungeing.

Other areas to consider include:

- Any horse that has a vice or temperament problem should have this indicated by a prominent warning sign, and access limited to experienced personnel only.
- Stallions should only be handled by designated personnel and there should be at least two members of staff in attendance when stallions are being dealt with.

- Teasing should only be carried out by trained and experienced staff in the designated areas and over a teasing board. Skull caps and protective footwear should be worn.
- Covering should only be carried out by suitably trained and experienced staff wearing skull caps and protective footwear.
- Two members of staff should be present for each foaling at any time during the day or night. Persons monitoring foaling mares should obtain assistance according to stud practice.

15. MACHINERY AND EQUIPMENT

- 15.1** All machinery is to be used in accordance with instructions and training and only after it has been vetted for health and safety. Safety guards as appropriate must be used. Any malfunctioning machinery must be reported immediately to Up to date maintenance logs will be kept by Instructions on how to use equipment will be kept by in
- 15.2** No employee shall operate any machinery or equipment or ride, lunge, lead or otherwise work or handle a horse if affected by medicines, alcohol or drugs, or if they are suffering from any medical condition which impairs their ability to function safely eg dizziness, faintness, nausea, impaired vision, impaired use of limbs, etc. These may be temporary conditions (eg influenza, migraine, etc) or may be conditions indicative of more serious, long-term problems.
- 15.3** No employee will be permitted to operate any machinery or equipment, or ride, lunge, lead or otherwise work or handle a horse if, in the opinion of the supervisor, it is unsafe for them to do so. Any employee who believes themselves or another employee to be affected by medicines, drugs, alcohol or any medical condition which makes it inadvisable for them to operate equipment or machinery or handle horses, should draw this to the attention of their supervisor.
- 15.4** Only staff authorised and trained in the use of specific equipment may use that equipment without supervision.
- 15.5** It is illegal to use a hand-held mobile phone whilst driving. It is also an offence to "cause or permit" a driver to use a hand-held mobile phone whilst driving. It can be illegal to use a hands-free phone whilst driving. Depending upon the individual circumstances, drivers could be charged with failing to have proper control of their vehicle. Further guidance on the use of mobile phones can be found in the Car and Driving Policy available on the NTF and TBA websites (addresses can be found in **Section 8**).
- 15.6** All staff should give consideration to the safe use of mobile phones when riding out. Mobiles should only be used in the case of an accident to make or receive emergency calls.

16. SAFE USE OF ALL-TERRAIN VEHICLES (ATVs)

- 16.1** This advice applies to sit-astride ATVs sometimes known as quadbikes. These machines are designed for off-road use. Although they appear very stable, most ATV accidents involve overturning and this can have serious consequences.

The most important safety issues with respect to sit-astride ATVs are training, personal protective equipment - particularly the wearing of appropriate head protection - maintenance and driving to suit the terrain. Detailed advice on the safe use of ATVs can be found in the free HSE Information Sheet AIS 33 available from HSE offices and downloadable from the HSE Website.

16.2 Professional training is vital and is accepted by HSE as meeting the legal requirements of both The Health and Safety at Work Act 1974 and the Provision and Use of Work Equipment Regulations 1998. Riders should have formal theory and hands-on training provided by a competent instructor. (Details of training courses are available from Lantra, The Forestry Commission, Agricultural Trainers and Colleges accredited by these two bodies or from dealers.)

16.3 Head protection is essential. This should be a BSI approved helmet, either a riding hat; a motorcycle helmet; or a custom made ATV helmet.

ATV riders should wear clothing that is strong and covers their arms and legs. Gloves are useful for protection and to keep hands warm in cold weather for good control. Wear strong boots or wellingtons with a good grip. Protect eyes from insects and branches with either a visor or goggles.

16.4 Never carry a passenger on a sit-astride ATV. The long seat is for operators to shift their weight backwards and forwards for different slopes and conditions, NOT for carrying passengers.

16.5 It is important that users follow manufacturer's advice on the weight of loads or trailed equipment for their particular machine. As general guidance the HSE leaflet, AIS 33, advises a trailer nose load onto the ATV hitch point of approximately 10% of the total weight of the trailed item and its load. Un-braked trailed loads should not exceed twice the weight of the ATV, and braked trailed loads should not exceed four times the weight of the ATV. Loads carried on racks should, where possible, be evenly divided in weight between the rear and front racks for driving on fairly level ground. For steep up hill travel loads are best placed on the front rack and for steep down hill travel on the rear rack. Never exceed the manufacturer's weight limits for loading the rear and front carriers. Do not fit any accessories for carrying loads without consulting the manufacturer or dealer.

16.6 Off road riding is hard on an ATV so it is essential to carry out maintenance to the manufacturer's recommendations. Check in particular:

Tyre pressures - check these daily as only one psi difference in pressure can cause vehicle control problems. Use a gauge that is designed for measuring and displaying low pressure - usually supplied with the ATV.

Brakes and throttles - check that the brakes give a safe straight stop and that the throttle operates smoothly in all steering positions. Brakes other than disc brakes can have a relatively short life unless they are regularly and effectively maintained in accordance with the manufacturer's recommendations.

16.7 Roll bars are not recommended for sit-astride ATVs.

Lap straps should not be fitted.

Weather cabs restrict a rider's ability to jump clear in an overturn. Carefully assess the risk for the particular conditions of use before fitting any such structure and consult the manufacturer for information.

Sit-In ATVs including the Mule, Argo Cat - Scott Track; Gaitor; Ranger; Hiller; Goblin and other similar machines

- 16.8** The legal requirement for training is the same as for sit-astride ATVs.
- 16.9** Where there is a risk of the machine rolling over, some device to protect riders and passengers should be provided. This would normally be a cab, roll-over frame or roll bar.
- 16.10** Restraining devices such as seat belts should be fitted and worn by the driver and passengers where a roll bar or cab is fitted.
- 16.11** If there is a risk of overturning, employees who are carried in the rear of sit-in ATVs should be protected by roll over protection and seat restraints.

17. TRACTORS

- 17.1** The tractor is only to be used by trained and authorised employees. Safety critical components, eg brakes, steering, roll over protection, tyres, visibility aids should be checked by the local dealer. The driver is responsible for daily checks of items such as mirrors, lap belt etc. Any defects should be reported to.....
- 17.2** Passengers should only ride on a tractor if there is a second seat provided for this purpose. Passengers should not ride in an unsafe position eg draw bars, rear linkage etc.
- 17.3** If a tractor weighs more than 560kg it should be fitted with a safety cab or roll over protection.
- 17.4** Whilst driving a tractor follow the SAFE STOP - it makes sure that nothing will move. 'SAFE STOP' is
 - making sure the hand brake is on;
 - making sure all controls and equipment are left safe;
 - stopping the engine and removing the key.

ALWAYS DO IT: -

before leaving the seat; or
when anyone approaches; or
when anyone is working on the machine.

- 17.5** Unguarded power take off (PTO) shafts, machine blockages and maintenance cause many serious injuries. Correct guarding is essential and you must remember SAFE STOP. This is the most important step to make sure of safety.

Do not allow anyone to operate a machine without a PTO guard on the shaft or with a damaged PTO guard.

9.6 Whilst a tractor can overturn anywhere, on slopes, near field drains and even on the flat, most incidents happen on the slope. All tractor drivers must know and recognise the dangers of slopes and be adequately trained if driving on slopes.

Accidents happen because drivers misjudge slopes, ignore changing ground conditions and forget the effect of loads on stability.

- overturning can happen on flat ground as well as slopes
- match the equipment to the tractor
- always couple and use the implement brake
- keep all tractors and machinery well maintained
- use the seat belt
- make sure a safety cab is fitted.

Signed	
Dated	

**HEALTH AND SAFETY POLICY STATEMENT
(EXAMPLE FOR ESTABLISHMENTS EMPLOYING FEWER THAN
FIVE PAID STAFF, INCLUDING PART-TIMERS)**

HEALTH AND SAFETY POLICY

Employer	
Address	

1. GENERAL POLICY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to endeavour to provide such information, training and supervision as is considered necessary for this purpose.

2. RESPONSIBILITIES

Everyone who works here, employed or not, has a duty to take reasonable care of their own health and safety and that of others who may be affected by their actions.

Overall responsibility for health and safety is that of (name of trainer/owner/manager).

3. ACCIDENTS

(NAME) is in charge of the first aid box. and should be called in case of minor injury. In case of serious injury, call an ambulance immediately. Any accidents should be reported to

A list of telephone numbers eg 999 for Police, Fire and Ambulance; the local doctor's surgery (daytime and out of hours emergency numbers); the local hospital accident and emergency department; and the vet (daytime and out of hours emergency numbers), are displayed next to the telephones.

Telephones are located

Example of procedure for accidents on the gallops

In case of accidents on the gallops the following procedure should be followed:

1. Take in what has happened quickly and calmly. Look out for any dangers to yourself and the person injured.
2. Assess possible injuries to the casualty.
3. Get help by using your mobile phone or if appropriate send another member of staff for help. Report the accident to the trainer or senior member of staff, giving a brief account and the location of the injured person.

NB. If you are situated in a remote area find out your grid reference for use by air ambulance eg. SU 569 636.

Yard Gallops.....

4. If a loose horse is involved send a person to catch it, in order to make the area safe for the injured person, yourself and bystanders.
5. Keep the injured person warm and stay with them until help arrives.

4. FIRE

Fire extinguishers are located at Smoking is NOT allowed anywhere in the yard/stud.

Everyone should familiarise themselves with the fire plan which is displayed

5. EQUIPMENT (INCLUDING TACK)

If you find any faulty or broken equipment, report it to (NAME) immediately.

6. VETERINARY MEDICINES AND CHEMICALS

These are kept labelled in a locked cabinet under the supervision of

7. PERSONAL PROTECTIVE EQUIPMENT

In accordance with BHA Rule (C)25 all employees must wear a skull cap complying with Schedule (D)2 when mounted on horses.

Under Rule (C)25, the BHA requires every Trainer to ensure that whenever a person is mounted on a horse in his care in his capacity as a trainer, that person is wearing a body protector/safety vest which meets the standard laid down in Schedule (D)2, headed "Body Protectors/Safety Vests". Disciplinary action may be taken against any trainer whose employees are not seen to be complying with this instruction.

Suitable boots with a smooth sole and a small heel should be worn when mounted at all times. Wellington boots or any footwear with ribbed soles are not considered as suitable footwear when mounted. In all cases clothing should be appropriate to the job being undertaken.

If you have any queries regarding Health and Safety, please speak to.....

Signed	
Dated	

Example of procedure for accidents on the gallops

1. Look at the situation, check for any dangers to yourself, others and the person injured.
2. Assess possible injuries to the casualty, get help by using your mobile phone or send a member of staff for help. Give brief account of accident to the Trainer or Senior Staff member back at the yard.
3. Grid reference for Air Ambulance if required is :
Yard Gallops
4. If a loose horse is involved, send a person to catch it, in order to make the area safe.
5. Keep injured person warm and stay with them until help arrives.
6. For further information, refer to the yard's Health and Safety Policy document.

SECTION TWO - INSURANCE

1. Legal Requirements

All employers are legally required to have Employers' Liability insurance, that is insurance against liability for bodily injury or disease sustained by their employees, learners and any work experience students in the course of their employment.

Under the Employers' Liability (Compulsory Insurance) Act 1969, such policies must be taken out with authorised insurers, i.e. persons lawfully carrying on a class of insurance business in Great Britain under the Companies Act 1985. A list of authorised insurance companies is given in the "Insurance Annual Report", published by the Department of Trade and Industry and available from The Stationery Office.

An employer must be insured for a minimum £5 million in respect of claims arising out of any one incident, although the indemnity under such policies is usually up to £10 million.

2. Documentation

Your insurance company will issue you with a Policy Document and a Certificate of Insurance. The Certificate should be kept on file. A copy should be displayed on the staff notice board or other place which is accessible at all times by employees unless it is available to all employees in electronic format.

Both documents need to include:

- Name of the Insurance Company
- Name of the Policy Holder
- Policy Number
- Dates of commencement and expiry

An example of a Certificate of Insurance is shown overleaf.

3. Public Liability

Public Liability insurance protects the trainer/stud owner if a horse causes an injury or damage to a third party i.e. someone unconnected with the yard. Public liability insurance is strongly recommended for all trainers/stud owners especially in the light of a recent court case which means that employers can be liable, **even though there is no evidence of negligence**. It is a BHA licensing requirement for trainers and permit holders to have provision of Public Liability Insurance to a minimum of £2 million, including cover of racehorses on a racecourse at a recognised race meeting.

Yards or studs with public footpaths on their land should not put horses known to be dangerous in fields with footpaths running through them.

4. Self-Employed

Any self-employed work riders should be encouraged to take out their own insurance cover. Self employed workers should be advised that they are not covered by the RIABS Scheme.



Certificate of Employers' Liability Insurance^(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)

Policy No:

774 SBS

P2Q4 081

1. Name of policy holder:

2. Date of commencement of insurance policy:

1st February

3. Date of expiry of insurance policy:

31st January 2011

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Channel Islands, the Island of Guernsey and the Island of Alderney, or to offshore installations in any waters outside the United Kingdom to which the Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies^(b); and

2. (a) the minimum amount of cover provided by this policy is no less than £5,000,000^(c); or

(b) the cover provided under this policy extends to claims in excess of £
but not exceeding £

Signed on behalf of those Lloyd's Underwriters subscribing to the above policy (Authorised Insurers)

.....Signature

(a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.

(b) Specify applicable law as provided for in regulation 4(6) of the Regulations.

(c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Note: The information below this line does not form part of the statutory certificate. Those Underwriters at Lloyd's on whose behalf this certificate is issued require the following information to be entered by the issuing intermediary:

Name and address of issuing intermediary:

Castlemead
Lower Castle Street
Bristol
BS1 3AG

Bluefin

Issuing intermediary's reference:
(if different from the Policy Number stated above)

T. 0117 908 4001
F. 0117 908 4040

NMA2838 (28.1.99)

SECTION THREE - HEALTH AND SAFETY

INDUCTION AND TRAINING

It is a legal requirement that all employees be given the training necessary to ensure that they can carry out their jobs in a reasonably safe manner and environment.

All new employees or learners, whether experienced in the racing and breeding industries or not, should receive basic health and safety training at the new place of employment or learning. This process is termed "induction training".

1. Induction for new employees

Clearly, the amount of instruction required will depend on an individual's experience and competence. However, employers are advised not to make assumptions about the extent of an employee's knowledge and to ensure the following:

- (i) formal appraisal of the various competencies and special skills required of all new employees, and
- (ii) that induction training has been carried out.

Safety training should be given:

- ⇨ To all new employees
- ⇨ When an employee changes his/her job or responsibilities within the workplace
- ⇨ When new equipment or new technology is introduced, or when existing equipment is significantly modified
- ⇨ When a new system of work is introduced

Induction training should include:

- ⇨ Explanation of the yard's or stud's Health and Safety Policy
- ⇨ Safe working procedures, taking in risk assessments and instruction on equipment to be used
- ⇨ Manual handling
- ⇨ Issue and use of protective clothing
- ⇨ Fire procedure, location and use of fire fighting equipment
- ⇨ Location of first aid boxes and explanation of the first aid arrangements
- ⇨ Accident and incident reporting
- ⇨ Any other job specific issues

Training should be carried out during normal working hours, but, if this is not possible, any additional hours used for training should be considered as time at work. It is unlikely that all the necessary induction training will be completed in one session. Once completed, a record of each individual's induction training should be filed.

It is important to monitor the effectiveness of the health and safety regime and refresher training should be given where appropriate. Also, some tasks require additional training and certification, for example, using tractors, chainsaws and applying pesticides. The local HSE office should be contacted for advice.

2. Non English-Speaking Employees

Non English-speaking employees, or those with a limited understanding of English should be provided with information in a language they can understand and may require increased levels of instruction, training and supervision.

3. Induction for Young Persons

A young person is defined as any individual who has not yet reached their 18th birthday.

Additional regulations apply to the employment of young people. Employers should take the following into account:

- ↳ Inexperience and immaturity
- ↳ Possible lack of awareness of risks and hazards
- ↳ The extent of training already received
- ↳ The supervision available (some jobs require very close supervision)
- ↳ Physical strength
- ↳ Existing risk assessments (some jobs may be considered beyond the capacity of a young person)
- ↳ Exposure to biological, chemical or physical agents

In general, compliance with current health and safety requirements will mean that risks to young persons are being properly controlled. However, certain tasks activities that are suitable for an adult to perform may put a young person at risk and in such cases, young workers should be transferred to other jobs. Further details of the type of work that might be unsuitable are contained in the HSE booklet "Young People at Work" which can be obtained from the HSE website along with the Approved Code of Practice - Preventing Accidents to Children in Agriculture. For contact information see **Section 8**.

If health and safety assessment is not carried out rigorously and written down, government funding could be withdrawn.

In addition, effective health and safety is a key part of ensuring young people are protected in the work place which supports effective safeguarding practice. Safeguarding young people is an important activity that helps protect you from allegations of poor practice and abuse.

From 1st January 2011, the industry will be introducing a safeguarding policy and good practice guidelines to support all employers and individuals who work with young people and vulnerable adults. Further information on this policy is available from the BHA, NTF, TBA and NASS. Contact details are available in **Section 8**.

4. Protection of Young Persons and Learners at Work

Government-funded education and training schemes require a contract between the employer, the learning provider, eg the British Racing School, the Northern Racing College and The National Stud, and the appropriate Government funding agency. An essential part of that contract is health and safety compliance.

The government funding agencies are responsible for ensuring that the health and safety systems of learning providers are adequate. They require learning providers to assess the suitability of individual yards and studs before placing learners.

The checks that must be carried out are illustrated in the induction checklist that follows.

If health and safety assessment is not carried out rigorously and written down, government funding could be withdrawn.

In addition, effective health and safety is a key part of ensuring young people are protected in the work place which supports effective safeguarding practice. Safeguarding young people is an important activity that helps protect you from allegations of poor practice and abuse.

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5. Learners on Government-Funded Education and Training Schemes

The checks that must be carried out are as follows:

1. Health and Safety Policy
2. Risk Assessments
3. First Aid, Accidents and Incidents
4. Supervision, Training, Information and Induction
5. Safety Equipment and Machinery
6. Personal Protective Clothing and Equipment
7. Fire and other Emergencies
8. Safe and Healthy Working Environment
9. Health and Safety Management
10. Management of Learners' Health, Safety and Welfare

EXAMPLE INDUCTION CHECKLIST

TOPIC	ACTION	COMMENTS	COMPLETED
Health & Safety			
1. The employer's legal responsibilities	The employer has to provide staff with a safe place of work		
2. The employee's responsibilities	To take care of the health and safety of themselves and other people who may be affected by their actions. To co-operate with the employer to minimise the risk of an accident.		
3. Risk assessments (i.e. potential hazards)	Explain the risk assessments (including COSHH) which have been done on the activities carried out and the equipment used on the yard/stud.		
4. Control measures and H&S policy	Explain measures that have been put in place following the risk assessments;		
4a. Safe working procedures	Explain yard/stud practices		
b. Safe use of equipment	Explain yard/stud practices		
c. Fire drill, evacuation procedures, location and use of fire fighting equipment	Explain yard/stud practices		
d. Notices	Read policy on notice board		
e. Personal behaviour	Explain yard/stud rules on smoking, drink, drugs		
f. Reporting of faulty equipment	Explain yard/stud practices		
g. Disciplinary matters	Explain yard/stud practices		

5. Accidents	Where to record an accident or injury, who to inform, what forms to fill in e.g. yard/stud accident book		
6. First Aid	Location of first aid equipment, identity of qualified First Aiders		
7. Supervisor	Identity of their supervisor while at work		
8. Manual handling	Explain the importance of and demonstrate safe lifting techniques		
9. Personal protective clothing	Skull cap & body protector provided or check, footwear etc. Where own equipment is provided, check and record in serviceable condition		
10. Restricted areas and/or operations and/or machinery	Identify any areas they are not allowed to enter, tasks they must not do or machinery they must not operate		
11. Welfare arrangements	Location of facilities, etc.		
12. Other			

EMPLOYER'S SIGNATURE:

DATE:

EMPLOYEE'S SIGNATURE:

DATE:

EXAMPLE

NEW EMPLOYEE ASSESSMENT

I, (name of employee) have discussed
with (name of employer) my experience in the
Racing/Breeding Industry as noted below:

Experience	
Assessment by Employer	
Does the employee have any health conditions which have implications for the health and safety of the employee or his/her colleagues. Any information will be treated as sensitive data.	

Signature of employee: Date:

Signature of employer: Date:

HEALTH AND SAFETY INDUCTION AND TRAINING SUMMARY

1. All new employees and learners have to be given induction training prior to commencing work or training as soon as practical after they have started their employment or work placement.
2. The Health and Safety and occupational competence of new employees/learners should be assessed when they take up their new post. A record should be kept of that assessment (see attached example).
3. As a minimum, induction training should include an explanation of:
 - The yard's or stud's individual Health and Safety Policy
 - The HSE legal notices and where to find them
 - The identity of supervisors and persons to approach for advice
 - The welfare arrangements
 - The employee's/learner's responsibilities
 - All potential health and safety hazards and the appropriate control measures ie risk assessments
 - The proper and safe use of equipment needed in the job and the reporting of faults
 - The emergency procedures eg fire evacuation
 - The reporting of accidents (RIDDOR), including completion of the workplace accident book
 - The first aid arrangements, including the identity of trained personnel and the location of first aid boxes
 - Disciplinary, grievance and complaints procedures and personal behavioural standards
4. A record should be kept of the induction training programme given to each new employee/learner.
5. Workers whose first language is not English should be given adequate instruction in a language they can understand.
6. Employers should also take into account any requirements relating to young people, consulting additional regulations (Page 38) and the industry safeguarding policy as needed.

SECTION FOUR - RISK ASSESSMENTS

Managing the hazards and risks in your workplace

As trainers and stud managers, you are already using 'management systems' to ensure that your horses stay healthy, that they attain a standard that you and their owners expect and thus enable you to stay in business. Every day you are planning, controlling and evaluating the different aspects of your yard or stud and its staff.

Managing health and safety is no different - you need to manage it to ensure that you, your staff and any visitors are kept safe when at work. Simply put, everyone has the right to go home as healthy and as safe as when they arrived for work!

One element of your management of health and safety is controlling risks in the workplace. The Management of Health and Safety at Work Regulations 1999 contain the requirement to carry out a 'suitable and sufficient' general assessment of risk. You must therefore assess the risks arising out of your work activity or workplace conditions to which employees, self-employed persons and others, such as visitors and contractors, are exposed.

Identifying hazards and assessing the risks they create is essential for good management (not to mention required by law!). Unless you know what hazards exist on your premises, and the scale of risk they present, you cannot know whether they need to be controlled or decide how they should be managed. Risk assessments should be carried out by a 'competent person', that is someone with the necessary skills, information, training, industry knowledge and experience, plus other qualities required to perform a suitable and sufficient assessment of the risks. They will also require a system, such as this one, to work to and adequate time in which to perform the task.

This assessment of risk is nothing more than a careful look at what in your business could cause harm to people. You will need to decide what measures you should take to comply with your legal duties, including the Health and Safety at Work Act 1974 and the more specific duties elsewhere (such as welfare conditions etc.). Once you have decided the level of risk, you need to put in place necessary preventative and protective measures.

Remember:

- ⇨ A 'hazard' could be unsafe activity or an unsafe condition - anything that can cause harm (eg. riding out, grooming, damaged tack, chemicals, electricity, lifting heavy bales/muck sacks etc.)
- ⇨ 'Risk' is the chance (big or small) of harm actually being done
- ⇨ Your knowledge of what goes on at the yard or stud is essential to making a useful assessment
- ⇨ Assessing risks is not an end in itself. The objective is to consider what protective measures are needed and to act to put them in place.

This process is known as 'risk assessment' and, essentially, your yard or stud's working procedures should be reflective of your risk assessments. Risk assessment is a mental process: you need to think about what you do and how to do it safely. Don't be put off by the phrase, it's just about carrying out the following steps:

1. Look for the hazards
2. Decide who might be harmed and how
3. Evaluate the risks arising from the hazards and take action to reduce or control them
4. Record your findings ie. what you are going to do to control the risks
5. Review your assessments and revise if necessary i.e. if you have reason to believe that they are no longer valid (after an accident?) or there has been a significant change in the activity, conditions or personnel.

Step 1: Look for the hazards

- Look around the workplace and watch how people work
- Use your experience of the industry - records of past incidents, accidents, health problems and near misses should help
- Ask staff what they think - they may be aware of hazards that you are not
- Read manufacturers' instructions and other information, including Industry / HSE guidance

The aim is to spot significant hazards. Every operation is different and what you consider significant at your yard or stud needs to be taken into account. There is no dividing line between what is and isn't significant - you must decide relative to your workplace.

Trivial risks, or those part of everyday life, such as tripping over the step into the yard office or using solvent-based correction fluid in the office can be ignored.

Step 2: Decide who might be harmed and how

Identify the people who could be harmed, and how many: eg employees (particularly new or untrained, casual or part-time staff), contractors, visitors, members of the public and family - especially children.

Step 3: Evaluate the risks arising from the hazards and take action to reduce or control them

- | |
|--|
| <ul style="list-style-type: none">◇ Plan what needs to be done and when◇ Make your plan realistic and achievable◇ Tackle the most important problems first |
|--|

Think

- What would be the worst possible consequences of an accident involving that hazard?

- Could the hazard be eliminated? Is the job necessary, or could it be changed to make it safer? (eg. Do staff have to negotiate steps in order to reach the muck heap? Could it be moved and barrows used instead of sacks?)
- If the job cannot be eliminated or modified, how can it be made safer? (eg ensure that staff have manual handling information and training so as to carry loads correctly)
- What training and supervision is needed?
Are any staff ignoring safety rules, thus putting themselves or others at risk?
Is there a need for additional training such as manual handling, first aid etc.?
- Do you need to provide additional personal protective equipment (PPE)? eg masks for dusty environments / fluorescent tabards for riding out on dark mornings etc.

Step 4: Record your findings

If you have five or more individual employees, full time or part time, you must record the significant findings of your risk assessment stating what you will do to control the risk eg. yard/stud rules, systems of work, procedures and what you need to do to make the workplace safe.

Risk assessments can be written in a number of different ways. Some people like to use columns for each of the five steps whilst others write a paragraph or two for each assessment and form a list of yard safety rules. What matters is that it has a clear outcome stating what you mean to do.

BUT it is important to understand that an HSE Inspector's primary concern is that you have thought about the hazards and risks and acted upon your conclusions. The documentation is there as supporting proof. It is also invaluable for instructing staff on the work systems in place at your yard or stud.

Many employers with four or fewer staff prefer to record their findings. This shows that the assessments have been carried out, and can be used to give to new staff.

You have now completed a risk assessment!
--

Step 5: Review your assessments and revise if necessary

You will need to review your assessments (and your rules and procedures) to reflect any changes to the task concerned or in respect of any equipment used. Review will also be needed if there have been any significant changes to the person doing the job - for example if the job holder becomes pregnant, or disabled in any way.

Remember: If any of your staff repeatedly ignore the laid down safety rules of the workplace, for instance, if they undo the skull cap chin strap while still on horseback, this could be regarded as a disciplinary issue and in some cases failure to comply with your health and safety rules could amount to gross misconduct. For your own protection, you should note the occasions when warnings have been given and follow appropriate disciplinary proceedings if issuing formal warnings or considering dismissal.

New or expectant mothers require a further specific assessment of risk to be performed. This must take into account the additional risks posed from work processes, conditions or physical, chemical and biological agents. If risks cannot be controlled in other ways, you would need to consider altering working conditions, hours of work or activities carried out. In extreme cases, suspension on full pay might be called for. You may also need to seek medical advice.

A further group requiring specific risk assessment is that of young persons (under the age of 18). This assessment would involve looking at the existing risk assessment and seeing if any further actions are required in order to take into account the inexperience, immaturity and lack of awareness of risk etc. If the person is under minimum school leaving age, the assessment must be communicated to their parent or guardian.

Yet another aspect of risk assessment covered within the Management Regulations is that of fire. (Following the example risk assessment forms is a special sub-section regarding fire risk assessment.)

Other Legislation

Other legislation that specifically requires risk assessment is as follows:-

The Manual Handling Operations Regulations 1992 - requires the assessment of activities that involve a risk of injury where these cannot be avoided altogether (more later);

The Personal Protective Equipment at Work Regulations 1992 - to determine whether the PPE is suitable for the risks that cannot be avoided by other means (more later);

The Health & Safety (Display Screen Equipment) Regulations 1992 - to assess work-stations for health and safety risks to which users/operators are exposed;

The Control Of Substances Hazardous to Health (COSHH) Regulations 2002 - to identify risk in order to determine the measures to be taken to prevent or control exposure (more later);

The Control of Asbestos Regulations 2006 - to identify the presence and type of asbestos and the degree of exposure and reduce said exposure to as low as is reasonably practicable;

The Control of Lead at Work Regulations 1998 - to assess whether exposure of employees is liable to be significant.

The Noise at Work Regulations 2005 - to assess noise levels where it is suspected that they may reach certain levels. Eg. the use of machinery.

More details on these regulations can be down-loaded from the HSE website or by obtaining relevant guidance from HSE Publications.

Manual Handling

This is one of the highest risk areas with more than a third of all 'over three day' injuries reported to the HSE and Local Authorities arising from this activity. Whilst most injuries affect the back, upper and lower limbs are also at risk.

Manual handling covers the lifting, carrying, pulling and pushing of items at work. All objects that are moved in these ways are included, whatever their size or weight, though there is clearly a greater risk from moving heavier or bulkier items. When conducting assessments, there are four main factors to consider, the TASK; the INDIVIDUAL; the LOAD and the ENVIRONMENT (the TILE principle). It is possible to conduct generic assessments i.e. those that are common to most employees, activities and sites, though these must of course be relevant to the people, conditions and circumstances involved. They must also identify all hazards and the control measures required to minimise risk, (see pages 58-60 for the HSE recommended Manual Handling Chart MAC).

The guidelines for manual handling suggest that in the first instance, it should be avoided altogether i.e. by mechanical means. Where this is not possible, other controls need to be applied, such as reducing the load or two-man lifting. A typical example in the horse-related industry would be by using a wheelbarrow instead of a muck-sack when moving waste to the muck pit or trailer. Don't forget to risk assess this new activity however!

Some particularly hazardous activities include twisting and stooping, carrying long distances, unpredictable loads, repetition and a fast work-rate. A free publication INDG 143 (rev 2) is available from HSE Books.

The key point is that you need to consider the possibilities, and make your decision accordingly. A manual handling risk assessment form is included in this section.

Personal Protective Equipment (PPE)

A skull cap has to be worn at all times when mounted. This is required for all staff in licensed trainers yards under BHA Rule (C)25. The criteria for skull caps for use in race riding are set out in Schedule (D)2.

As of June 2007 it is a minimum requirement that any person mounted on a horse in the trainer's care in their capacity as a trainer must be wearing a body protector/safety vest which conforms to BS EN 13158:2000 or BETA 2000 Standards. BS EN 13158:2000 advises that Level 1 protectors/vests are generally only suitable for professional jockeys and Level 3 protectors/vests provide the best general protection. The risk assessment concerning the riding of horses should take account of both the activity and the ability of the rider when choosing the appropriate body protector/safety vest.

If considered appropriate, it is also advisable that skull caps and body protectors/safety vests are worn for clipping, leading, long-reining, stalls practice, lungeing, loading, teasing or working in the covering barn. HSE considers the wearing of protective foot wear to be essential for many activities carried out on a stud.

The question of what other PPE should be provided arises directly from your Risk Assessments. For example, you might consider that goggles should be worn by riders using an all-weather gallop. Your opinion might be affected by experience - if you have witnessed a rider suffering an eye injury caused by kick back, you might decide that goggles should always be worn in these circumstances. If so, you are required to provide the relevant equipment free of charge. However, should you consider that the risk is negligible, you may decide that goggles are unnecessary for riding out. The same principle applies to any other relevant personal protective equipment or clothing, including items that may be needed for non-equine related activities e.g. the use of machinery, pesticides or ATV. A detailed list is shown on page 22.

The key point is that you have to consider the possibilities and make your decision accordingly. Example risk assessment forms are included in this section, but you can record your findings in whichever way is best for you and your staff.

Hazards From Substances

Many substances that are safe to use as instructed and/or with the appropriate PPE can cause significant damage to the human body if used incorrectly or without the correct protection, or if spilled accidentally. Exposure to certain substances can cause immediate and obvious injury eg corrosive burns to the skin, or might cause longer-term disease eg eczema. Alternatively certain conditions may result from repeated exposure eg asthma from dusty straw.

As with risks from specific activities or machinery, risks from substances need to be assessed, but they are called something different! A set of Regulations called the 'Control of Substances Hazardous to Health Regulations 2002, known as COSHH for short, sets out what is needed. These are normally referred to as COSHH assessments.

Within your COSHH assessments, you should take into account:

- ⇨ The hazards of substances or their ingredients - read the labels and any safety data sheets provided by the supplier (they are required by law to supply these when requested to do so)
- ⇨ Any possible route into the body (breathed in, swallowed or absorbed through the skin) and the worst consequences
- ⇨ The concentrations likely to cause ill health
- ⇨ The symptoms of over-exposure
- ⇨ Who could be exposed
- ⇨ How often people work with the substance and for how long
- ⇨ 'Unplanned-for' exposure such as spillages etc.
- ⇨ Storage of chemicals/medicines
- ⇨ Adequate washing facilities, especially when smoking, eating or drinking after handling harmful substances

Also remember

- Ask yourself, can you eliminate the use of a harmful substance or substitute a less harmful alternative? PPE (masks / gloves etc.) should be a last resort. Any PPE used should be suitable for the job - check with your supplier.

Included in this section, after the example risk assessments, is an example Product Safety Data Sheet and an example risk amendment form. All potentially harmful substances should include something similar in the packaging. These Product Safety Data Sheets should be retained to be referred to when conducting your risk assessments or for First Aid purposes.

The end result should be some simple rules such as:- wear gloves and goggles when handling these chemicals.

A Helpful Reminder

The following are examples of activities, conditions and substances which you should take into account when carrying out your assessments, though this list is not exhaustive. Some of these will seem obvious, but the experience, skills and competency of staff should be considered in connection with every activity.

Take a walk round your yard or stud to see what risks and hazards can be identified. Just in case you think you might be too familiar with the set up to spot every possible danger, take another person with you to act as a fresh pair of eyes!

Examples of Activities, Conditions and Substances

Activity	Things to consider
Mucking out	manual handling/dust
Grooming	safety in boxes/temperament of horse/equipment
Feeding	temperament of horse
Schooling	condition of protective equipment/tack/state and situation of ground
Jump Schooling	condition of protective equipment/tack/state and situation of ground
Lungeing	condition of protective equipment/tack /staff head protection
Starting stall practice	condition of protective equipment/tack/staff head protection
Horse-walkers	trapping points/electricity
Clipping	condition of protective equipment/electricity/staff head protection
Pools	competency of staff/number of staff etc.
Riding Out	condition of ground/traffic/high visibility clothing
Horseboxes	vehicle movements, vehicle access routes and loading/unloading.

Horses at Stud

Stallions	temperament of horse/staff PPE/competency of staff
Covering/teasing	temperament, status of horses/staff PPE/competency of staff/ correct procedures
Foals/yearlings	temperament, age, inexperience of horse/staff PPE
Restraining horses	temperament of horse/appropriate equipment/staff PPE/ competency of staff
Sales work	sales environment/ temperament/age/experience of horse

People

Assisting the vet	safety of medicines/disposal/needles
Fariery	storage of gas bottles/protective equipment
Farm equipment	guards for dangerous parts, safety devices, maintenance of machines, tractor safety/grass cutting.
Office health and safety	work stations/seating/lighting
Lone Worker	risk above average eg. riding out
Working outside	exposure to sun - skin protection, dehydration, extreme weather conditions
Young people, inexperienced and vulnerable adults	Experience, physical and emotional maturity, supervision, lone working
New and expectant mothers	Health issues, physical ability, expected confinement date, history, prohibitions i.e. chemicals; lone working.
Quad bikes	rider training, helmets, maintenance

Substances (COSHH)

Fuels and additives	diesel/antifreeze
Fertilisers	storage and use
Dusts	powdered chemicals/hay and straw
Disinfectants	storage and use/application
Veterinary items	storage/use/disposal
Horse care items	storage/use/disposal
Chemicals	weed killer and pesticides, vermin control products.

Premises

Electrical	fixed wiring in yards and boxes/portable equipment checks portable equipment such as pressure washers and clippers, overhead power lines.
Gas	serviced equipment/leaks etc
Asbestos	location/type/managing ongoing risk
Uneven surfaces	trips and slips/falls
Ramps	ice/water/damaged
Fences	damage/nails exposed etc
Muck Pits	railings/fall prevention etc
Accommodation	safe and secure/fit for purpose/serviced supplies/fire detection, gas safety checks and certificates, means of escape
Storage areas	bale and fertiliser stacks.

RISK ASSESSMENTS

SUMMARY

1. A Risk Assessment is needed for any activity involving a significant hazard.
2. Risk Assessments should be recorded if you have five or more employees.
3. If you have fewer than five employees, it is good practice to have your Risk Assessment in written form, to provide documentary evidence that you have been through the risk assessment process.
4. All yards or studs should display written fire instructions.
5. Your work systems should reflect the findings of your Risk Assessments.
6. Risk Assessments should take into account all people who might be subject to the particular hazard.
7. Skull caps and body protectors have to be supplied free of charge as Personal Protective Equipment. Skull caps should be worn, correctly fastened, at all times when riding. Body protectors should also be fitted correctly and worn at all times whilst mounted.
8. Your decision as to what other Personal Protective Equipment should be provided will arise from your Risk Assessments.
9. Special attention has to be paid to substances that could be harmful to health.
10. Manufacturers' guidelines on the use of substances should be retained.

EXAMPLE

Risk Assessment Form

<p>RISK ASSESSMENT FOR Employer's Name: _____</p> <p>Address: _____ _____</p> <p>Postcode: _____</p>	<p>ASSESSMENT UNDERTAKEN</p> <p>By: _____</p> <p>Signed: _____</p> <p>Date: _____</p>	<p>ASSESSMENT REVIEW</p> <p>Date: _____</p>
1	2	3

List significant hazards here:

List groups of people who are at risk from the significant hazards you have identified

List existing controls or note where the information may be found. List risks which are not adequately controlled and the action needed:

EXAMPLE

Risk Assessment Form

Location:	Assessment Number:
-----------	--------------------

Description of work activity or condition:
--

Assessment Frequency:	Annually:	Quarterly:	6 Monthly:	Monthly:
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Is the task repetitive:	Yes:	No:	Frequency:	Weekly:
-------------------------	------	-----	------------	---------

Persons involved in carrying out tasks:	
Under the age of 18:	Contractors:
Work Experience:	Employees:
Non-Employees:	Others (specify):
Casual:	

Potential to cause harm from the work task (give details):	Assessment Rating:
Very Severe: 5	
Severe: 4	
Moderate: 3	
Slight: 2	
Negligible: 1	

Are there any control measures already in place which will reduce the Hazard?
Personal Protective Equipment required / issued:

<u>Taking into account present control measures, what is the likelihood of an incident occurring?</u>	Assessment Rating:
---	--------------------

Very Likely: 5	
Likely: 4	
Quite Possible: 3	
Possible: 2	
Unlikely: 1	

Current Overall Assessment Rating	
-----------------------------------	--

What more needs to be done ?	<u>By whom?</u>	When?
------------------------------	-----------------	-------

Date of assessment:	Signed:	Review date:
---------------------	---------	--------------

Assessment Agreed:	Signed:	Date:
Name: Position:		

Assessment Review Date 1:	<u>Revised of Assessment Rating</u>
---------------------------	-------------------------------------

Actions taken / required:	<u>By whom:</u>	Date:
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Assessment Review Date 2:	<u>Revised of Assessment Rating</u>
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Actions taken / required:	<u>By whom:</u>	Date:
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Assessment Review Date 3:	<u>Revised of Assessment Rating</u>
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Actions taken / required:	<u>By whom:</u>	Date:
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EXAMPLE

Manual Handling of Loads: Assessment Checklist (from HSE publication L23)

Section A – Preliminary

Task name: Task description: Load weight: Frequency of lift: Carry distances (if applicable): Do these operators carry out other manual handling tasks? Assessment discussed with employees/safety representatives:	Is an assessment needed? (An assessment will be needed if there is a potential risk of injury) Yes/No* * circle as appropriate
---	---

If “Yes” continue. If “No” the assessment need go no further.

Operations covered by this assessment (detailed description): Locations: Personnel involved: Date of assessment:	Diagrams (other information including existing control measures):
---	---

Overall assessment of the risk of injury? *Circle as appropriate	Low/Medium/High*
Make your overall assessment after you have completed Section B	

Section B: Lifting and carrying – More detailed assessment, where necessary

Questions to consider:	If yes, tick appropriate level of risk			Problems occurring from the task (Make rough notes in this column in preparation for the possible remedial action to be taken)	Possible remedial action eg changes that need to be made to the task, load, working environment etc. Who needs to be involved in implementing the changes?
	Low	Med	High		
Do the tasks involve:					
• Holding loads away from trunk					
• Twisting					
• Stooping					
• Reaching upwards					
• Large vertical movement					
• Long carrying distances					
• Strenuous pushing or pulling					
• Unpredictable movement of loads					
• Repetitive handling					
• Insufficient rest or recovery					
• A work rate imposed by a process					
Are the loads:					
• Heavy					
• Bulky/unwieldy					

• Difficult to grasp					
• Unstable/unpredictable					
• Harmful (eg sharp/hot)					
Consider the working environment – are there:					
• Constraints on posture					
• Poor floors					
• Variations in levels					
• Hot/cold/humid conditions					
• Strong air movements					
• Poor lighting conditions					
Consider individual capability – does the job:					
• Require unusual capability					
• Pose a risk to those with a health problem, physical or learning difficulty					
• Pose a risk to those who are pregnant					
• Call for special information/training					

EXAMPLE COSHH Assessment Form

Principles of good practice for the control of exposure to substances hazardous to health (from HSE publication L5)

(a)	Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
(b)	Take into account all relevant routes of exposure – inhalation, skin absorption and ingestion – when developing control measures.
(c)	Control exposure by measures that are proportionate to the health risk.
(d)	Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
(e)	Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
(f)	Check and review regularly all elements of control measures for their continuing effectiveness.
(g)	Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.
(h)	Ensure that the introduction of control measures does not increase the overall risk to health and safety.

Step 1	Step 2	Step 3		Step 4		
What are the hazards?	Who might be harmed and how?	Controls – What are you already doing? List what is already in place to reduce the likelihood of harm or make harm less serious	What further action is necessary?	How will you put the assessment into action? Deal with those hazardous that are high risk and have serious consequences first		
				Action by whom	Action by when	Done
Step 5 Review date:						

Remedial Action to be taken

Remedial steps that should be taken, in order of priority:	Person responsible for implementing controls:	Targets	Implementation date	Completed Y/N
1.				
2.				
3.				
4.				
5.				
Date by which actions should be completed:				
Date of review of assessment:				
Assessor's name:		Signature:		

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This SDS adheres to the standards and regulatory requirements of Great Britain and may not meet the regulatory requirements in other countries.

1. IDENTIFICATION OF THE SUBSTANCE/MIXTURE AND OF THE COMPANY/UNDERTAKING**Product information**

Product name : Virkon® -S

Use of the Substance/Mixture : Disinfectant, Cleaning agent

Company : Antec International Limited
Windham Road
Chilton Industrial Estate
Sudbury / Suffolk - CO10 2XD
United Kingdom

Telephone : +44(0)1787 377 305

Telefax : +44(0)1787 310 846

Emergency telephone : +44-(0)8456-006.640

E-mail address : sds-support@che.dupont.com

Remarks : Antec International Limited is a wholly owned subsidiary of Dupont (UK) Ltd.

2. HAZARDS IDENTIFICATION

Irritating to skin.
Risk of serious damage to eyes.
Harmful to aquatic organisms.

3. COMPOSITION/INFORMATION ON INGREDIENTS

Chemical Name	CAS-No.	EC-No.	Registration number	Classification	Concentration [%]
Pentapotassium bis(peroxymonosulphate) bis(sulphate)	70693-62-8	274-778-7		Xn; R22 C; R34 R52	40 - 50
Sodium C10-13-alkylbenzenesulfonate	68411-30-3	270-115-0		Xn; R22 Xi; R38 -R41	10 - 12
Sulphamidic acid	5329-14-6	226-218-8		Xi; R36/38 R52 -R53	4 - 6
Malic acid	6915-15-7	230-022-8		Xn; R22 Xi; R37/38 - R41	7 - 10

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Sodium Polyphosphate	68915-31-1	272-808-3		Xi; R36/37/38	20 - 25
Sodium toluenesulfonate	12068-03-0	235-088-1		Xi; R36/38	1 - 5
Sodium chloride	7647-14-5	231-598-3		Xi; R36	1 - 5
Dipotassium peroxodisulphate	7727-21-1	231-781-8		O; R 8 Xn; R22 Xi; R36/37/38 R42/43	< 1,1

For the full text of the R-phrases mentioned in this Section, see Section 16.

4. FIRST AID MEASURES

- General advice : Never give anything by mouth to an unconscious person. When symptoms persist or in all cases of doubt seek medical advice.
- Inhalation : Remove from exposure, lie down. If victim has stopped breathing: Artificial respiration and/or oxygen may be necessary. Consult a physician.
- Skin contact : Wash off immediately with plenty of water. Consult a physician.
- Eye contact : Remove contact lenses. Rinse immediately with plenty of water and seek medical advice.
- Ingestion : Do NOT induce vomiting. If conscious, drink plenty of water. Call a physician immediately.

5. FIRE-FIGHTING MEASURES

- Suitable extinguishing media : Foam, Dry powder, Carbon dioxide (CO₂),
- Specific hazards during fire fighting : Do not allow run-off from fire fighting to enter drains or water courses.
- Special protective equipment for fire-fighters : Wear self-contained breathing apparatus and protective suit.
- Further information : Use extinguishing measures that are appropriate to local circumstances and the surrounding environment.

6. ACCIDENTAL RELEASE MEASURES

- Personal precautions : Evacuate personnel to safe areas. Use personal protective equipment.
- Environmental precautions : Try to prevent the material from entering drains or water courses.
- Methods for cleaning up : Sweep up and shovel into suitable containers for disposal. Avoid dust formation. After cleaning, flush away traces with water.

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Additional advice : Dispose of in accordance with local regulations.

7. HANDLING AND STORAGE**Handling**

Advice on safe handling : Avoid dust formation in confined areas. For personal protection see section 8. Avoid contact with skin and eyes.

Storage

Requirements for storage areas and containers : Protect from contamination. Store in original container. Keep in a dry, cool place.

Advice on common storage : Keep away from: Combustible material

Other data : Stable under recommended storage conditions.

8. EXPOSURE CONTROLS/PERSONAL PROTECTION**Components with workplace control parameters**

Components	CAS-No.	Type Form of exposure	Control parameters	Update	Basis
Dust (inhalable and respirable fraction)		TWA Inhalable dust.	10 mg/m ³	2007	EH40 WEL
		TWA Respirable dust.	4 mg/m ³	2007	EH40 WEL
Dipotassium peroxodisulphate	7727-21-1	TWA	1 mg/m ³	2002	EH40 OES

Engineering measures

Provide local exhaust ventilation when handling material in bulk.

Personal protective equipment

Respiratory protection : When workers are facing concentrations above the exposure limit they must use appropriate certified respirators.

Hand protection : Rubber gloves

Eye protection : Tightly fitting safety goggles

Skin and body protection : Wear as appropriate:

Apron Boots Remove and wash contaminated clothing before re-use.

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Hygiene measures : Wash hands before breaks and immediately after handling the product. Regular cleaning of equipment, work area and clothing.

9. PHYSICAL AND CHEMICAL PROPERTIES

Form : powder,
 Colour : pink,
 Odour : pleasant, sweet,
 pH : 2,4 - 2,7
 Flash point : does not flash
 Relative density : 1,07
 Water solubility : 65 g/l at 20 °C

10. STABILITY AND REACTIVITY

Conditions to avoid : Exposure to moisture.
 Materials to avoid : Strong bases, Combustible material
 Hazardous decomposition products : Sulphur dioxide, Chlorine
 Hazardous reactions : No dangerous reaction known under conditions of normal use. Stable under recommended storage conditions.

11. TOXICOLOGICAL INFORMATION

Acute oral toxicity : LD50/ rat : 4 123 mg/kg Method: OECD Test Guideline 401
 Acute oral toxicity
 • Pentapotassium bis(peroxymonosulphate) bis(sulphate) : LD50/ rat : 200 - 2 000 mg/kg Gastrointestinal ulceration Internal bleeding
 Acute inhalation toxicity : LC50/ 4 h / rat : 3,7 mg/l Method: aerosol
 Acute inhalation toxicity
 • Pentapotassium bis(peroxymonosulphate) bis(sulphate) : LC50/ 4 h/ rat : > 5 mg/l
 Acute dermal toxicity : LD50/ rabbit 2 200 mg/kg
 Acute dermal toxicity
 • Pentapotassium : LD50/ rat : > 2 000 mg/kg

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bis(peroxymonosulphate) bis(sulphate) Skin irritation	:	Method: OECD Test Guideline 404 Moderate skin irritation
Skin irritation • Pentapotassium bis(peroxymonosulphate) bis(sulphate) Eye irritation	:	Corrosive Risk of serious damage to eyes.
Eye irritation • Pentapotassium bis(peroxymonosulphate) bis(sulphate) Sensitisation	:	Corrosive Buehler Test guinea pig Result: Animal test did not cause sensitization by skin contact. Maximisation Test guinea pig Result: Animal test did not cause sensitization by skin contact.
Sensitisation • Pentapotassium bis(peroxymonosulphate) bis(sulphate)	:	Classification: May cause sensitization by skin contact. Patch test on human volunteers did not demonstrate sensitization properties.
Repeated dose toxicity • Sodium toluenesulfonate	:	Oral rat No toxicologically significant effects were found.

12. ECOLOGICAL INFORMATION**Elimination information (persistence and degradability)**

Biodegradability	:	Expected to be biodegradable
Toxicity to fish • Pentapotassium bis(peroxymonosulphate) bis(sulphate)	:	LC50 / 96 h/ Oncorhynchus mykiss (rainbow trout) : 53 mg/l
Toxicity to algae • Pentapotassium bis(peroxymonosulphate) bis(sulphate)	:	/ ErC50/ 72 h/ Algae: > 1 mg/l
Aquatic toxicity • Pentapotassium bis(peroxymonosulphate) bis(sulphate)	:	/ EC50/ 48 h/ Daphnia: 3,5 mg/l

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13. DISPOSAL CONSIDERATIONS

- Product : Dispose of as special waste in compliance with local and national regulations. The product should not be allowed to enter drains, water courses or the soil.
- Contaminated packaging : If recycling is not practicable, dispose of in compliance with local regulations.

14. TRANSPORT INFORMATION

- Further information : Not classified as dangerous in the meaning of transport regulations.

15. REGULATORY INFORMATION**Labelling according to EC Directives**

- Symbol(s) : Xi Irritant
- R-phrases(s) : R38 Irritating to skin.
R41 Risk of serious damage to eyes.
R52 Harmful to aquatic organisms.
- S-phrases(s) : S 2 Keep out of the reach of children.
S22 Do not breathe dust.
S24/25 Avoid contact with skin and eyes.
S26 In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.
S36/37/39 Wear suitable protective clothing, gloves and eye/face protection.
S60 This material and its container must be disposed of as hazardous waste.
- Sensitising components contains:
Dipotassium peroxodisulphate
May produce an allergic reaction.

16. OTHER INFORMATION**Text of R-phrases mentioned in Section 3**

- R 8 Contact with combustible material may cause fire.
R22 Harmful if swallowed.
R34 Causes burns.
R36 Irritating to eyes.
R36/37/38 Irritating to eyes, respiratory system and skin.
R36/38 Irritating to eyes and skin.

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R37/38	Irritating to respiratory system and skin.
R38	Irritating to skin.
R41	Risk of serious damage to eyes.
R42/43	May cause sensitization by inhalation and skin contact.
R52	Harmful to aquatic organisms.
R53	May cause long-term adverse effects in the aquatic environment.

Significant change from previous version is denoted with a double bar.

The information provided in this Safety Data Sheet is correct to the best of our knowledge, information and belief at the date of its publication. The information given is designed only as a guide for safe handling, use, processing, storage, transportation, disposal and release and is not to be considered a warranty or quality specification. The above information relates only to the specific material(s) designated herein and may not be valid for such material(s) used in combination with any other materials or in any process or if the material is altered or processed, unless specified in the text.

FIRE

A Risk Assessment covering fire hazards is now required for all workplaces. Your premises no longer requires a fire certificate from 1st October 2006.

Further information on the Regulatory Reform (Fire Safety) Order 2005 (in force from 1st October 2006) can be found at **www.communities.gov.uk** including a series of guides relevant to workplaces. Whilst this legislation applies to England and Wales, similar requirements will apply to Northern Ireland and Scotland respectively.

Your fire risk assessment should take into account:

- ⇨ The size and layout of the workplace
- ⇨ The work activity undertaken
- ⇨ Any equipment or substances being stored
- ⇨ The number of people likely to be present at any one time, including disabled persons, those with other special needs and visitors

You should make arrangements for:

- Consulting** - The workforce about the arrangements in place
- Fire fighting equipment** - **MUST** be easily accessible
- **MUST** be labelled, showing the extinguisher type and suitability / operating instructions / 'in date' annual test record
Fire smothering blankets are also recommended and are particularly useful in kitchens / rest rooms where hot food is prepared
- Trained nominated persons** - To undertake special roles such as Fire Wardens or how to operate the fire fighting equipment
- Emergency routes and exits** - **MUST** be clearly indicated
MUST be free from obstructions
Should be lit where necessary
Where possible, should lead directly to a place of safety

- Evacuation** - **You MUST** have a clear procedure for people and horses
- Fire Instruction Notices** - Instructions on what to do in the event of a fire **MUST** be displayed on the notice board and / or elsewhere, including emergency contact numbers
Any signs displayed should comply with safety sign size, shape and colour requirements - ask your supplier
- Training for staff** - All staff **MUST** be trained on all these points
All staff **MUST** know how to raise the alarm
- Fire Drills** - **MUST** be practised at least annually, preferably six monthly. It is not necessary to actually sound the alarm which might upset the horses. Try placing obstacles in the way to represent fire spots to make the drill as realistic as possible
Records of dates/time/persons present **MUST** be kept

Example fire instructions/drill sheet and yard plan follow.

Example Fire Instructions

WHAT TO DO IN CASE OF FIRE

1. If you discover a fire, **RAISE THE ALARM**, by
 - a) shouting "Fire", and
 - b) operating the nearest Fire Alarm.
 - c) go to the fire assembly point.
2. If you are in the vicinity, go to the assistance of the person who has raised the alarm.
3. **CALL THE FIRE BRIGADE IMMEDIATELY ON 999**

This must be done however small the fire may appear.
One person must be delegated to call the Fire Brigade
Do not forget to give the address and directions.

(Insert full address of premises and directions and if appropriate, grid reference - this will help in case of panic)

4. **If appropriate and a properly trained person is available**, attack the fire using the appliances available.

DO NOT JEOPARDISE YOUR OWN OR ANYONE ELSE'S SAFETY.

5. All other persons must follow the agreed procedure [insert your own plans here] for evacuation of people and horses. Remember that visitors will not know what to do. If at night, get dressed quickly first, but do not stop to retrieve belongings.
Remember to close doors behind you.
6. When the Fire Brigade arrives, the senior member of staff present should present him/herself to the officer in charge. He/she must report correctly the location of the fire and whether or not all persons are accounted for.

YOUR FIRE INSTRUCTIONS MUST BE POSTED ON THE STAFF NOTICE BOARD

YOUR EVACUATION PLANS NEED TO COVER ANY HOSTEL OR HOUSE AS WELL AS THE STABLE YARD/STUD

YOUR EVACUATION PLANS HAVE TO COVER ALL EVENTUALITIES, NIGHT AND DAY

NB. Training is available in the use of fire extinguishers from your local fire brigade or your supplier.

Example

FIRE DRILL RECORD SHEET

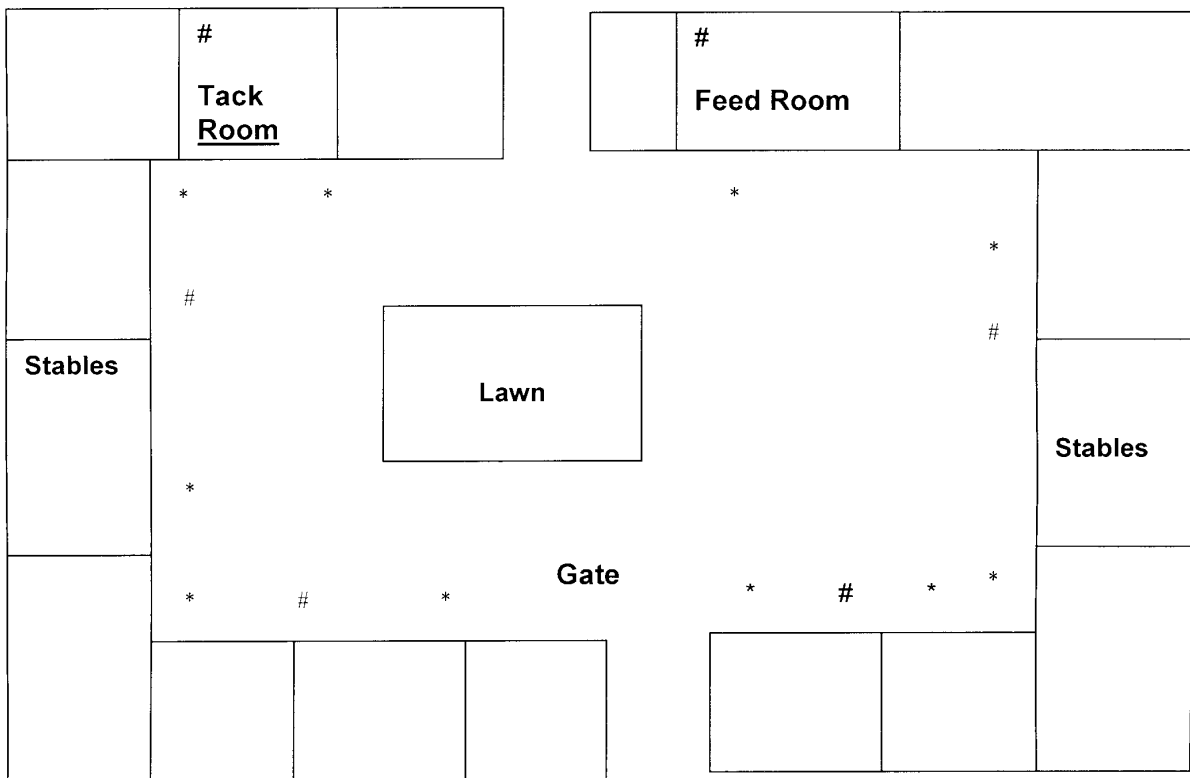
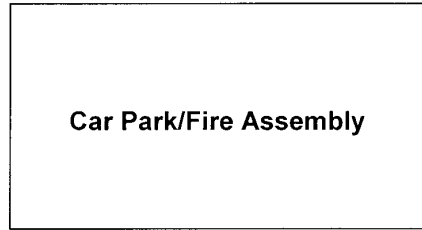
(to be carried out once/twice a year)

DATE
(names/signature)

CARRIED OUT BY
(names/signatures)

ATTENDED BY

Example of a Yard Plan



Fire Extinguishers
* Water Points

SECTION FIVE - FIRST AID

Immediately and properly examining and treating injuries may save a life or prevent minor injuries becoming major ones - especially in high risk occupations such as thoroughbred horse training and breeding.

As an employer, you have legal duties to not only provide first aid, but also to inform your employees of the first aid arrangements.

1. The employer is required to carry out an assessment of first aid needs and the number of first aiders required will depend on the outcome of the employer's assessment of these needs. Guidance on this is available in HSE leaflet 'First Aid At Work - your questions answered' INDG214 (rev1) available as a web-friendly version at ww.hse.gov.uk.
2. There are two recognised First Aid qualifications plus Appointed Persons:

- ⇨ **First Aid at Work Certificate ("FAW")**
From October 2009, this requires attendance on a three-day course that includes EFAW but also allows treatment of more specific conditions.
- ⇨ **Emergency First Aid at Work Certificate ("EFAW")**
New from October 2009, this one-day qualification allows the holder to give emergency first aid to injured or unwell persons. For both of the above, annual refresher training is recommended to keep basic skills up-to-date. This is also available from approved training organisations.
- ⇨ **Appointed Persons**
The HSE defines an Appointed Person as someone who takes charge of first aid arrangements, including looking after equipment and facilities and calling the Emergency Services when required. They are not required where first aiders are already available and would only provide emergency cover where one is not unavailable (for reasons other than annual leave). Training is not required though can be arranged to provide additional assurance.
Some Learners on Apprenticeships may have attended a First Aid Course at the BRS, NRC or National Stud. Employers could consider these employees when assessing their requirements.

3. The Health and Safety Executive produces guidance as follows on the number of first aiders required in 'Higher hazard' situations:

Less than 5 people	At least one Appointed Person
5 - 50 people	At least one FAW or EFAW depending on the type of injuries likely to be encountered
More than 50 people	At least one FAW for every 50 people employed

If there are hazards for which additional First Aid skills are necessary, then at least one person to be trained in the additional emergency skills.

4. Cover should be provided when anyone is working.
5. Training records should be kept and refresher training provided annually and to renew the qualification as per your provider.
6. Remember, when a designated first aider leaves your employment, he or she should be replaced immediately.
7. The employer should appoint someone (usually a qualified first aider) to take charge of first aid arrangements, including looking after the equipment and calling the emergency services when required. An **appointed person** can also fulfil this role.
8. The employer should provide a **suitably stocked first aid container** (green with a white cross) which is replenished as required by a first aider or **appointed person** and checked for items that may be out of date.

Such boxes should be available in all areas where they are likely to be needed such as the yard / stud office, tack room, horse box, hostel, vehicles and smaller 'kits' carried by at least one member of the string when riding out.

9. The employer should **provide information** (usually via the staff notice boards) to employees such as the name(s) of the qualified first aiders, the location of the first aid boxes and the telephone numbers and addresses of the local GPs and hospitals with accident and emergency departments. All employees should be trained as to the information that needs to be relayed by telephone and how to contact emergency services.
10. Details of first aid training providers can be found in local telephone directories or by contacting the **HSE Infoline on 0845 345 0055** for information on approved providers in a particular area. Before attending a course, you should ensure that it is HSE approved.

The St John Ambulance Service and the Red Cross provide first aid at work training and details on their courses can be obtained from:

www.sja.org.uk (tel. 08700 10 49 50)

www.redcross.org.uk (tel. 0844 871 8000)

11. Following a recent study undertaken by the BHA/Racing Welfare looking at the types of injuries sustained by employees in racing yards, a return to work guidance document has been produced and covers the most severe and common types of injuries. This guidance document can be found on page 78 and can also be accessed online at www.thepja.co.uk.

First Aid Box - Suggested Contents

The following is considered to be the minimum, but remember that you are working in a high risk establishment. Your risk assessments and experience of accidents will help you decide what items should be kept in the first aid box.

First Aid Boxes

- a general leaflet on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate for the work environment
- 2 sterile eye pads.
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized, individually wrapped sterile un-medicated wound dressings (approx. 12 cm x 12 cm)
- 2 large-sized, individually wrapped sterile un-medicated wound dressings (approx. 18 cm x 18 cm)
- 1 pair of disposable gloves

Where tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. Once opened they must not be stored and re-used.

Travelling First Aid Kits

- a general leaflet on first aid
- 6 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 individually wrapped triangular bandages (preferably sterile)
- 2 safety pins
- 1 large-sized, individually wrapped sterile un-medicated wound dressings (approx. 18 cm x 18 cm)
- 1 pair of disposable gloves
- individually wrapped moist cleaning wipes

RETURN TO WORK GUIDANCE FOR INJURED RIDERS

INTRODUCTION

This guidance is written primarily for jockeys but may also be of help to employers when they have injured work riders or stable staff. It aims to give advice on average recovery times and simple guidance for initial treatment of common racing injuries. It can be accessed online at www.thepja.co.uk

1. HEAD INJURIES

Following any head injury which results in concussion it is important that the employee is given time to rest and fully recover before returning to exercise (e.g. riding or yard work). The employee will recover quicker if they completely rest until their symptoms have fully resolved at rest. Normally this will take 48hrs. The employee may then undertake light exercise (e.g. 15min walk). If after this they have a recurrence of their symptoms they should rest for the following 24hrs and try light exercise again after complete resolution of their symptoms. If symptom free after light exercise they may progress to moderate exercise (e.g. 1hr walk, gentle 20min run). Again if symptoms return then rest and start again with light exercise, if no recurrence of symptoms they may gradually increase the amount of exercise they are able to do until able to exercise at full capacity. They may then return to riding. See figure 1 on page 80.

The majority of employees with concussion will fully recover with in 7 days of their initial injury. Those who do not, may, need a period of prolonged rest and in severe cases may be unable to ride for 6-12 months.

The following link gives further advice regarding head injuries and when you should get urgent medical attention:

<http://www.patient.co.uk/health/Head-Injury-Instructions.htm>

The following are all common symptoms of concussion:

Headache
Neck pain
Nausea/vomiting
Drowsiness
Dizziness

Important note regarding REST

REST means- no exercise, no television, no computer, no telephone i.e. rest the body and mind, this is the ideal although understandably not always achievable.

2. SOFT TISSUE INJURIES

The follow guidance can be applied to all soft tissue injuries:

- 1) Rest fully for 48hrs
- 2) Avoid alcohol, hot baths/showers and hot rubs
- 3) Apply ice, wrapped in tea towel for 15mins 2hrly for first 48hrs
- 4) Elevate the area
- 5) Use compressive bandage if comfortable and practical

i) HAEMATOMA

This is what you get when a horse kicks you on the thigh. It is due to bleeding into and around the muscle and can be very painful and take around 6 weeks to fully resolve. If a fracture is suspected then go to A&E. The following steps should be taken when dealing with this injury:

- 1) Complete rest of affected area for 48hrs
- 2) Avoid alcohol, hot baths/showers and hot rubs (this causes further bleeding and swelling and it will take longer to heal)
- 3) Apply ice, wrapped in tea towel for 15mins 2hrly (watch out for ice burns) for first 48hrs
- 4) Elevate the area
- 5) Use compressive bandage if comfortable and practical
- 6) After 48hrs start to stretch and move as pain allows-if it hurts then stop.
- 7) Only return riding when able to walk without pain
- 8) If possible see a physiotherapist

Occasionally this type of injury does not recover within 6 weeks and you will need to see a doctor and possibly have an x-ray.

ii) CUTS/LACERATIONS

- 1) Clean with antiseptic and cover
- 2) If a foreign body is present and unable to easily remove this then go to A&E.
- 3) If stitches required go to A&E
- 4) If returning to work with a laceration then ensure it is covered with a waterproof dressing

iii) LIGAMENT INJURIES

E.g. Twisted ankle

- 1) Rest fully for 48hrs
- 2) Avoid alcohol, hot baths/showers and hot rubs
- 3) Apply ice, wrapped in tea towel for 15mins 2hrly for first 48hrs
- 4) Elevate the area
- 5) Use compressive bandage if comfortable and practical
- 6) Start to move ankle and gradually put weight through leg after 24-48hrs depending on pain
- 7) Only return to riding once able to hop on affected ankle 10 times
- 8) Important to see a physio and continue to do exercises until ankle fully recovered

The following link gives advice on ankle sprains:

<http://www.patient.co.uk/health/Sprained-Ankle.htm#>

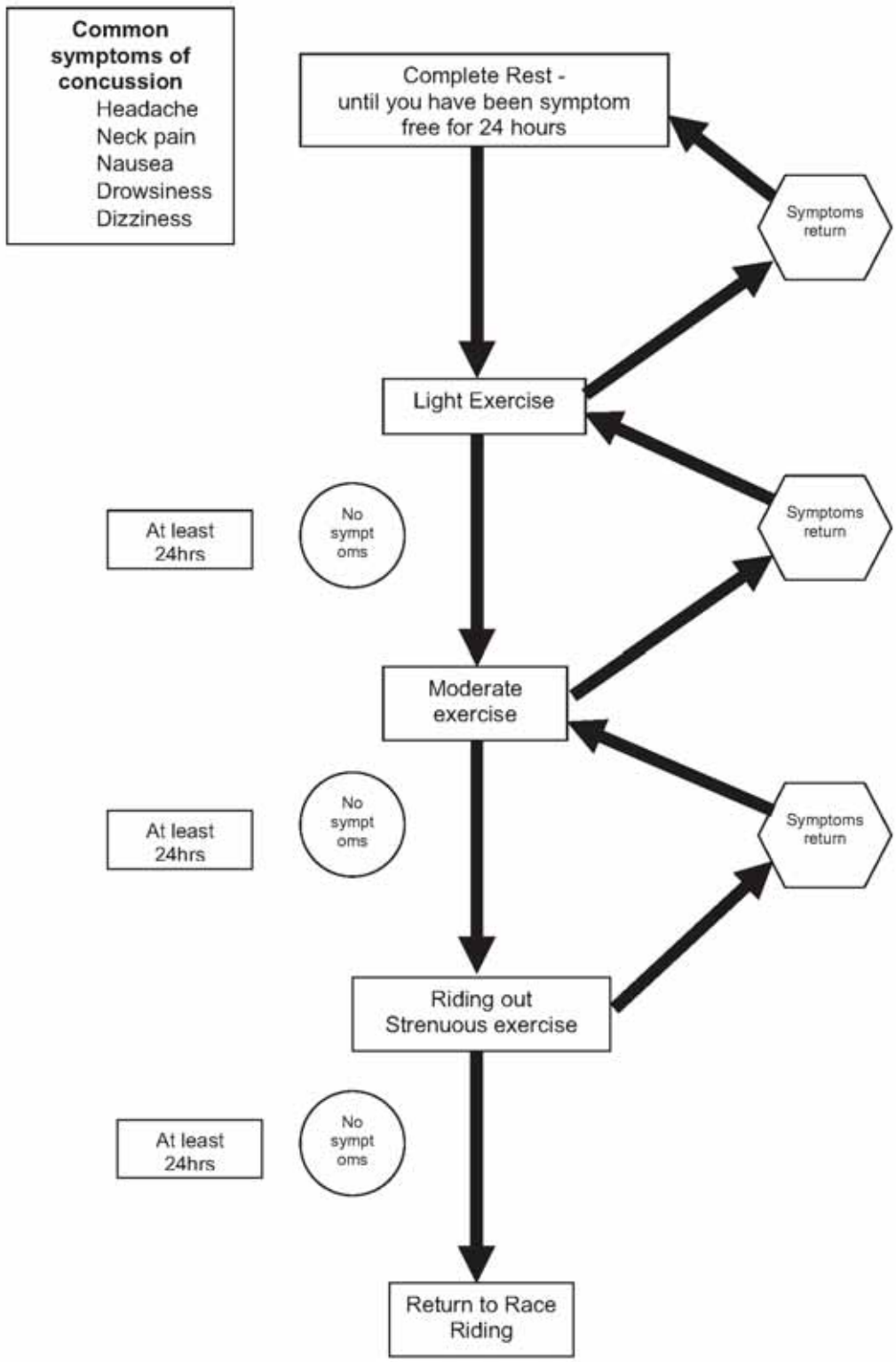
3. FRACTURES

Below gives the average return to work times for the most commonly seen fractures in racing. Ideally any employee with a fracture should see a physiotherapist regularly who will advise on rehabilitation. Full bone healing should be confirmed by the orthopaedic surgeon before returning to riding. An employee should only return to race riding once back to full strength and fitness.

Site of fracture	Average time to return to racing
Femur (thigh)	34 days
Tibia/fibula (calf)	130 days
Radius/ulnar (forearm)	62 days
Clavicle (collarbone)	34 days
Concussion	18 days

Figure 1

Return to work following concussion



SECTION SIX - REPORTING OF ACCIDENTS (INCLUDING DANGEROUS OCCURRENCES AND DISEASES)

RIDDOR

RIDDOR stands for the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995", otherwise known as RIDDOR 95. Under these Regulations, employers are legally required to report to the HSE if an employee has suffered any of the following while at work:

- Death or major injury
- Injuries resulting in more than three days off work
- Disease arising from a work activity
- Dangerous occurrence

More explanation on each of these categories is given below.

Reporting System

All accidents at work need to be **reported** to a responsible person normally the Head Lad, Assistant Trainer, Trainer, Stud Manager or the Secretary.

A written record has to be kept of all accidents causing personal injury. You are also advised to record near misses.

This record can be kept in any form, but the best option is to use a formal accident book, which can be obtained from office suppliers, or in a loose-leaf file using HSE approved pre-prepared forms. Accident books must comply with Data Protection legislation.

However you choose to keep your records, the following information is needed:

- ◇ Date and time of accident
- ◇ Full name of person(s) involved
- ◇ Occupation of person(s) involved
- ◇ Nature of injury or injuries
- ◇ Place where the incident occurred
- ◇ Brief description of circumstances of incident
- ◇ Date when incident was reported to the HSE and (if applicable) to the training provider
- ◇ Method by which incident was reported

What needs to be reported to HSE?

Deaths: MUST be reported as soon as practicable to your local HSE Office and the HSE Incident Contact Centre (ICC) on 0845 3009933 (for contact details see Section 8).

Major Injuries: MUST be reported as soon as practicable to the ICC

These include:

- Any amputation
- Dislocation of the shoulder, hip, knee or spine
- Any fracture other than to fingers, thumbs or toes
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Any injury resulting from an electric shock or electrical burn leading to unconsciousness
- Any other injury
 - leading to hypothermia, heat-induced illness or unconsciousness
 - requiring resuscitation, or
 - requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Either of the following conditions resulting from absorption of any substance by inhalation, ingestion or through the skin:
Acute illness which requires medical treatment where there is a reason to believe that this resulted from exposure to a biological agent, or its toxins or affected material, or loss of consciousness

Injuries resulting in more than three days off work: MUST be reported to the ICC within 10 days

Usually referred to as "over three day injuries", these are not major, but result in the injured person being away from work or unable to do their normal duties for more than three days. Reporting is required if an injured person continues to work, but is able only to manage alternative light duties.

Calculation of the number of days should exclude the day of the incident, but include weekends, bank holidays and rest days.

Diseases arising from a work activity MUST be reported as soon as practicable to ICC

If a doctor notifies you that your employee is suffering from a reportable work-related disease, you must report it to the HSE.

Dangerous occurrences MUST be reported to ICC as soon as practicable

If something happens which does not result in a reportable injury, but which clearly could have done, then it MAY be a dangerous occurrence. This must be reported.

How to report to HSE

HSE has a central reporting agency- the Incident Contact Centre (ICC) - to receive reports of all work accidents, diseases and dangerous occurrences in the UK. The ICC may be reached as follows:

Telephone	-	0845 300 9923
Fax	-	0845 300 9924
Address	-	HSE Incident Contact Centre
	-	Caerphilly Business Park
	-	Caerphilly CS83 3GG
Website	-	www.riddor.gov.uk
Email	-	riddor@connaught.plc.uk

Incidents that have to be reported as soon as practicable

Deaths, major injuries, disease and dangerous occurrences **MUST** be reported to the ICC by telephone or fax or by entering the details on the ICC website.

Over three day injuries

These incidents **MUST** be reported to the ICC within ten days by completing a F2508 form (example included in this section) or by entering the details on the ICC website.

NB If you choose to report the incident by telephone or through the ICC website, ICC will post you a copy of the record held on the database.

Accident Reporting for Employees on a Government-Funded Training Scheme

You **MUST ALSO REPORT** all incidents covered by the list set out below to either the British Racing School, the Northern Racing College or the National Stud, depending on which provider the learner is attached to, as soon as practicable, usually by telephone. The training provider will then deal with the process from there.

You must report:

- Deaths
- Major Injuries, including assaults
- Other injuries or conditions covered by RIDDOR
- Other injuries or conditions not specified by RIDDOR which lead to an absence from work-based training for four or more consecutive days (including weekends, bank holidays and rest days but excluding the day of the incident)
- Any loss of physical or mental faculties or any disfigurement which may give rise to a claim under the Department of Education and Skills (DfES) Analogous Industrial Injuries Scheme.

Responsibilities of the Training Providers

The training providers are expected to ensure that suitable and sufficient arrangements are in place to monitor the placement yards and studs, and to take steps to address deficiencies so that they can discharge their duty of care to the learners. In the event of an accident, they are required to ensure that measures to prevent a recurrence are in place. Explanation of such measures should be in writing.

ACCIDENT REPORTING PROCEDURE

SUMMARY

1. **All** accidents involving personal injury occurring in the yard or stud must be recorded in a formal **Accident Book**.
2. In the case of fatal or major injury, work-related disease or a dangerous occurrence, a report must be made to the ICC as soon as practicable.
3. In the case of "over three day injuries" a report must be made to the ICC within ten days.
4. All incidents should be reviewed internally to establish whether procedures need to be revised in order to avoid recurrence.
5. Additionally, incidents involving learners on a Government-funded training scheme must be reported to the British Racing School, the Northern Racing College or the National Stud. You must assist the HSE and the relevant training provider in the event of an investigation.



Report of an injury or dangerous occurrence

Filling in this form

This form must be filled in by an employer or other responsible person

Part A

About you

1 What is your full name?

2 What is your job title?

3 What is your telephone number?

About your organisation

4 What is the name of your organisation?

5 What is its address and postcode?

6 What type of work does the organisation do?

Part B

About the incident

1 On what date did the incident happen?

2 At what time did the incident happen?
(Please use the 24-hour clock e.g. 0600)

3 Did the incident happen at the above address?

Yes Go to question 4

No Where did the incident happen?

- elsewhere in your organisation - give the name, address and postcode
 at someone else's premises - give the name, address and postcode
 in a public place - give details of where it happened

If you do not know the postcode, what is the name of the local authority?

4 In which department, or where on the premises, did the incident happen?

Part C

About the injured person

If you are reporting a dangerous occurrence, go to Part F. If more than one person was injured in the same incident, please attach the details asked for in Part C and Part D for each injured person.

1 What is their full name?

2 What is their home address and postcode?

3 What is their home phone number?

4 How old are they?

5 Are they

male ?

female ?

6 What is their job title?

7 Was the injured person {Click on one box}

one of your employees?

on a training scheme? Give details:

on work experience?

employed by someone else? Give details

of the employer:

self-employed and at work?

a member of the public?

Part D

About the injury

1 What was the injury?

(e.g. fracture, laceration)

2 What part of the body was injured?

3 Was the injury (Click on one box that applies)

- a fatality
- a major injury or condition?
(see accompanying notes)
- an injury to an employee or self-employed person which prevented them doing their normal work for more than 3 days?
- an injury to a member of the public which meant they had to be taken from the scene of the accident to a hospital for treatment?

4 Did the injured person (Click on all the boxes that apply)

- become unconscious?
- need resuscitation?
- remain in hospital for more than 24 hours?
- none of the above?

Part E

About the kind of accident

Please click on one box that best describes what happened, then go to part G

- Contact with moving machinery or material being machined
- Hit by a moving, flying or falling object
- Hit by a moving vehicle
- Hit something fixed or stationary

- Injured while handling, lifting or carrying
- Slipped, tripped or fell on the same level
- Fell from a height

How high was the fall ?

- Trapped by something collapsing

- Drowned or asphyxiated
- Exposed to, or in contact with, a harmful substance
- Exposed to fire
- Exposed to an explosion

- Contact with electricity or an electrical discharge
- Injured by an animal
- Physically assaulted by a person

- Another kind of accident (describe it in Part G)

Part F

Dangerous occurrences

Enter the number of the dangerous occurrence you are reporting. (The numbers are given in the Regulations and in the notes which accompany this form)

Part G

Describing what happened

Give as much detail as you can. For instance

- the name of any substance involved
- the name and type of any machine involved
- the events that led to the incident
- the part played by any people

If it was a personal injury, give details of what the person was doing. Describe any action that has since been taken to prevent a similar incident.

Part H

Your signature

Date

Where to send the form

Please send it to the Enforcing Authority for the place where it happened. If you do not know the Enforcing Authority, send it to the nearest HSE office.

For official use

Client number Location number

Event number

____ INV REP_Y__N

F2508 (01/96)

Please continue - on this page if necessary

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to continue their response to the question on this page if necessary.

Racing Industry Accident Benefit Scheme (RIABS)

The Racing Industry Accident Benefit Scheme is funded by licensed and permitted trainers and by contributions from stable staff. The scheme provides benefits to eligible persons following accidental injury, disablement or death arising out of, whilst carrying out duties, for a licensed trainer, including bona fide journeys between normal place of residence and place of work. The scheme does not cover race riding accidents or accidents, which occur while on, or travelling to and from, a racecourse when engaged to ride.

The scheme is an entirely discretionary scheme operated and administered by the Loss Adjusters, SLS, a Crawford Company, on behalf of the National Trainers Federation.

For further information and how to make a claim, contact the National Trainers Federation (contact details can be found in **Section 8**).

SECTION SEVEN - WORKING TIME DIRECTIVE

The Working Time Regulations 1998 came into force on 1 October 1998. They implement the European Working Time Directive and the Young Workers Directive. Further regulations affecting the working time of young workers (those above the minimum school leaving age but below the age of 18) came into force on 6 April 2003.

Compliance with the Regulations is a legal requirement. They are designed to protect the health and safety of employees. The Regulations limit the amount of time that can be worked daily and weekly, and set out entitlements to minimum rest periods, minimum rest breaks and a minimum amount of paid holiday. The working time limits are mandatory but rest periods, breaks and holidays are entitlements. Employees can choose not to take their entitlements but an employer must not prevent an employee from taking them.

The term 'worker' has a broader definition than 'employee', therefore anybody who works under a contract of employment or a contract to provide any other service for a third party is included within the scope of these Regulations.

Variation of some of the provisions of the Regulations is permitted for certain kinds of activity and when a collective or workforce agreement is in place.

The NTF and NASS have concluded a collective agreement, which enables members to obtain the maximum flexibility from these Regulations. Detail on this agreement is shown in the explanation from the National Joint Council for Stable Staff included in this section.

The basic interpretation of the Working Time Regulations is as follows:

Adult Workers

Maximum Weekly Working Time

A worker's weekly working time, including overtime, shall not exceed an average of 48 hours for each seven days, applied over a 17-week reference period. However, individual employees whose working time is likely to exceed an average of 48 hours over 52 weeks, may be excluded from the regulation provided:

1. They sign an opt out agreement (see Appendix A for model opt out agreement and covering letter).
2. The employer maintains up to date records which:
 - a) Identify each employee who has signed an opt out agreement
 - b) Set out any terms on which the employee has agreed the limits should not apply.

Daily and Weekly Rest Breaks

An adult worker is entitled to a rest period of not less than 11 consecutive hours in each 24 hour period during which he/she works for the employer. An adult worker is entitled to an uninterrupted rest period of not less than 24 hours in each 7 day period in which working for the employer or one uninterrupted rest period of not less than 48 hours in each 14 day period.

Night Working

A worker is a night worker when working at least three hours of the daily working time during night time as a normal course, i.e. on a regular rather than occasional basis. Night time is the period of 11pm - 6am unless otherwise agreed and must include the period between 12 midnight and 5am.

An employer must not assign a worker to night work unless the employer has given the worker the opportunity to have a free health check. There is no need to offer an assessment if the worker had an assessment when assigned to night work on a previous occasion and the employer has no reason to believe the original assessment is no longer valid. The health assessment can usually be limited to asking the worker to complete a questionnaire that asks specific questions about health that are relevant to the type of night work. A medical examination will only be necessary where the questionnaire leaves the employer in doubt as to the worker's fitness for night working.

Young Workers

A 'young worker' is defined as an individual who has attained the age of 15 but not the age of 18 and is over the compulsory school age.

Daily and Weekly Limits

A young worker is permitted to work a maximum of 8 hours a day (a day being a period of 24 hours beginning at midnight).

A young worker is permitted to work a maximum of 40 hours per week (a week starts at midnight between Sunday and Monday).

The young worker cannot opt out of these limits nor can the period be averaged out. There are, however, two exceptions to the limits:

1. Continuity of Service

A young worker is not bound by the limits if satisfying all three of the following requirements:

- the young worker's employer requires them to undertake work that is necessary in order to maintain continuity of service or production or to respond to a surge in demand for a service or product and
- no adult worker is available to perform the work **and**
- performing the work would not adversely affect the young worker's education or training.

2. Force Majeure

A young worker is not bound by the daily or weekly limit where an employer requires the young worker to carry out work which no adult worker is available to perform and is occasioned by either:

- an occurrence due to unusual and unforeseeable circumstances, beyond the employer's control or
- by exceptional events, the consequences of which could not have been avoided despite the exercise of all due care by the employer **and**
- is of a temporary nature **and**
- must be performed immediately.

This is quite a narrow exception and will only cover unusual one off occurrences.

With regard to daily limits, if the young worker satisfies either of the exceptions, then they are governed by the regulations relating to workers generally, i.e. an average of 8 hours a day rather than a maximum of 8 hours a day.

With regard to weekly limits, if the young worker satisfies either exception, the situation is then governed by the rules applying to workers generally meaning a limit of an average of 48 hours per week including overtime for each 7 days referenced over a period of normally 17 weeks but extended by agreement between the NTF and the NASS to a reference period of 52 weeks. If the young worker satisfies the exception, they may agree in writing to exclude the 48 hour limit either in relation to a specified period or indefinitely by opting out. Unless a longer notice period has been agreed, any such opting out is terminable by the worker on giving not less than 7 days notice to the employer in writing.

Daily and Weekly Rest Breaks - Young Workers

A young worker is entitled to a rest period of not less than 12 consecutive hours in each 24 hour period during which working for the employer. Regulation 10 (3) states the rest period may be interrupted in the case of activities involving periods of work that are split up over the day. A young worker is entitled to a rest period of not less than 48 hours in each 7 day period working for the employer. Regulation 11(8)(b) states that this entitlement may be reduced to 36 consecutive hours for technical or organisational reasons which the training industry will be able to justify.

Limit on Night Time Working - Young Workers

A young worker must not work between 10pm and 6am (or if the worker's contract provides for them to work after 10pm, the period between 11pm and 7am).

The force majeure exception and a continuity of service exception applies.

The continuity of service exception applies if the young worker is employed in "connection with sporting activities" and meets all three of the following requirements:

- the work is necessary in order to maintain continuity of service or production or to respond to a surge in demand or production and
- no adult worker is available to perform the work and
- performing the work would not adversely affect the young worker's education or training

The young worker is then not bound by the prohibition on 'night working' but the employer must still not assign a young worker to work during the restricted period on any more than an exceptional basis unless he/she has ensured that the young worker will have the opportunity of a free assessment of their health and capacities before taking up the assignment or the young worker has had an assessment of their health and capacities before being assigned to work during the restricted period on an earlier occasion and the employer has no reason to believe that the assessment is no longer valid.

A young worker who is not prevented from working at night is then subject to the general regulations on night work.

All Workers -

Holidays

By law a worker is entitled to a minimum of 5.6 weeks paid holiday a year, capped at 28 days for those working more than a 5 day week. The NTF and NASS under their collective agreement have agreed a minimum holiday entitlement of 30 days per annum to include bank and public holidays, with additional holiday entitlement with length of service.

Except in some specific circumstances where holiday has not been taken due to sickness absence or maternity, paternity or adoption leave the holiday can only be taken in the leave year in which it is due and no part of the minimum 5.6 weeks holiday may be replaced by payment in lieu except when the worker's employment is terminated.

Record Keeping

There is a general obligation for employers to keep and retain records to show that they have complied with the limit on night working hours and the maximum weekly limit. An example weekly time sheet follows. All records must be kept for two years but employers may prefer to keep for at least six years as recommended by the Data Protection Act (1998).

Employers however are no longer required to keep records of the working time of those employees who have opted out of the 48 hour limit. They are required to keep a list of those workers who have opted out and a copy of the original agreement signed by the worker.

Records are not required to record rest periods, rest breaks or annual leave.

Drivers Hours - Maximum Working Time

Set out below is a summary of drivers' hours for goods vehicles in the UK and Europe:

- Limit: 9 hours per day or 10 hours twice a week.
Breaks: 45 minutes after 4½ hours driving. May only be split into two periods, first period must be at least 15 minutes and second must be at least 30 minutes.
Rest: Minimum daily rest of 11 consecutive hours during which vehicle must be stationary and driver is free to use his time as desired.

"This may be reduced to 9 hours no more than three times between any two rest periods. There is no compensation required. For a split daily rest period of 12 hours, this can be taken in two periods. The first period must be at least 3 hours and the second at least 9 hours."

OR a 12 hour rest may be broken into 2 or 3 periods, the last of which must be at least 8 hours.

Period: Daily rest periods apply to a 24 hour period **beginning when the driver first comes on duty (i.e. when he/she starts work not when he/she starts driving.)**

Weekly rest: "The weekly regular rest period is 45 hours. This is reducible to a period of less than 45 hours but at least 24 hours. In any two consecutive weeks, a driver shall take at least two regular weekly rest periods, or one regular weekly rest period and one reduced weekly rest period of at least 24 hours. If the reduced period is taken, then the reduction shall be compensated by an equivalent period of rest taken en bloc before the end of the third week following the week in question."

Transport by ferry: Daily rest may be interrupted once as long as: ● 2 hours is added to total rest time ● one part of the rest is taken on land ● driver has access to a bunk for both parts.

Unforeseen Events and Emergencies:

Provided road safety is not jeopardised and to enable reaching a suitable stopping place, a driver may depart from the rules. He/she should note all the reasons for doing so on the back of the tachograph record sheet.

In addition the Road Transport (Working Time) Regulations 2005 state that mobile workers cannot work more than an average 48 hours per week. Employees cannot opt out of these limits. The average is referenced over a period of 26 weeks by agreement between the NTF and the NASS. Mobile workers can work up to a maximum of 60 hours in any single week provided that the average 48 hour week is not exceeded in each reference period.

There is an exception from these working time limits for occasional drivers - these are drivers who do not drive on more than 15 occasions in the reference period of 26 weeks.

For the calculation of working time for drivers' hours, lunch and other breaks and periods of availability are excluded. Periods of availability are paid time when the worker is not required to remain at his workstation but must be available to answer calls to start work or resume driving on request. The period and the reasonably foreseeable duration should be known in advance either before departure or just before the start of the period in question.

NTF / NASS EMPLOYMENT GUIDELINES FOR STABLE STAFF

NATIONAL JOINT COUNCIL FOR STABLE STAFF

Rupert Arnold Esq
Chief Executive
National Trainers Federation
9 High Street
Lambourn, Hungerford
Berkshire RG17 8XN
Tel: 01488 71719

Jim Cornelius
Secretary
National Association of Stable Staff
Bretby Business Park, Ashby Road
Bretby, Burton on Trent
Staffordshire, DE11 8HS
Tel: 01283 211522

INTRODUCTION

To help the membership, the NTF executive and its employment advisors met with the NASS and reached certain collective agreements. These are for a 52-week reference period, amended holiday arrangements and a precise definition for the start of the working week. The starting time for a seven-day period for the provision of weekly rest breaks shall be 7am Monday unless a different time is defined as appropriate. We have also explained to NASS the advice we will be giving members in respect of daily and weekly rest breaks and it confirms that it is in agreement with this advice.

MAXIMUM WEEKLY WORKING TIME

Legal Provision

An Adult Worker's weekly working time, including overtime shall not exceed an average of 48 hours for each seven days, applied over a 17-week reference period. An adult worker is one aged 18 or over.

Agreement

The NTF and NASS have reached a collective agreement under clause 23 (b) of the regulations stating that due to technical and objective reasons concerning the organization of work the 17-week reference period is replaced with successive fixed reference periods of 52 weeks from 5 October 1998.

Opt Out

The regulations also allow for individual employees whose working time is likely to exceed an average of 48 hours over 52 weeks to be excluded from the regulation provided:

1. They sign an opt out agreement (model opt out agreement and covering letter provided at appendix A).

2. Up to date records are kept which:
 - a) identify each employee who has signed an opt out agreement
 - b) set out any terms on which the employee has agreed the limits should not apply

DAILY AND WEEKLY REST BREAKS - ADULT WORKERS

Legal Provision

An adult worker is entitled to a rest period of not less than 11 consecutive hours in each 24-hour period during which he works for his employer. An adult worker is entitled to an uninterrupted rest period of not less than 24 hours in each 7-day period in which he works for his employer or one uninterrupted rest period of not less than 48 hours in each 14-day period.

Advice

Regulation 22(1)(c) states that daily and weekly rest breaks do not apply to adult workers engaged in activities involving periods of work split up over the day, providing that compensatory rest is provided. This means that time off in the middle of the day or time not working at the races will count as compensatory rest periods towards meeting the 11-hour entitlements.

The weekly rest period (24 hours) must normally be taken in addition to the daily rest period (11 hours) so that an adult worker would normally be entitled to one rest period of at least 35 consecutive hours each week. However, the daily rest period can be excluded where it is justified by objective or technical reasons or reasons concerning the organization of work. The training industry can justify such exclusion. Regulation 22(1)(c) also applies so that time off in the middle of the day or time not working at the races will count as compensatory rest periods towards meeting the 24 hour entitlement.

DAILY AND WEEKLY REST BREAKS - YOUNG WORKERS

Legal Provision

A young worker is defined as an individual who has attained the age of 15 by not after the age of 18.

A young worker is entitled to a rest period of not less than 12 consecutive hours in each 24-hour period during which he works for his employer. Regulation 10 (3) states the rest period may be interrupted in the case of activities involving periods of work that are split up over the day. A young worker is entitled to a rest period of not less than 48 hours in each 7-day period, which he works for his employer. Regulation 11(8)(b) states that this entitlement may be reduced to 36 consecutive hours for technical or organizational reasons which the training industry will be able to justify.

Agreement

In order to achieve maximum flexibility the NTF and NASS have reached a collective agreement under clause 11(4)(a) that a 7-day period for the calculation of weekly rest for young workers shall commence at 7am unless defined at yard level.

Advice

The daily rest period of 12 hours may be interrupted where periods of work are split up over the day. This means that time off in the middle of the day or time not working at the races can count towards the daily rest period.

The entitlement of 36 consecutive hours in a 7 day period creates a problem with young people working weekends as they have an entitlement to cease work 36 hours before they are due to start on Monday morning. They can waive this entitlement if they choose and volunteer to work on Sundays. Young workers should not ordinarily work more than 8 hours a day nor more than 40 hours a week and young workers cannot opt out of the 40 hour limit.

HOLIDAYS

Legal Provision

By law a worker is entitled to a minimum of 5.6 weeks paid holiday a year, capped at 28 days for those working more than a 5 day week. The NTF and NASS under their collective agreement have agreed a minimum holiday entitlement of 30 days per annum to include bank and public holidays, with additional holiday entitlement with length of service.

Except in some specific circumstances where holiday has not been taken due to sickness absence or maternity, paternity or adoption leave the holiday can only be taken in the leave year in which it is due and no part of the minimum 5.6 weeks holiday may be replaced by payment in lieu except when the worker's employment is terminated.

Advice

Trainers can choose which holiday year suits their circumstances and must advise staff of the holiday year applicable to their employment.

Annual leave is an entitlement. If an employee requests that any holiday in excess of the 5.6 weeks entitlement is carried over to another year or is paid in lieu, then the employer can agree to that request.

Where a worker is expected to work on any day which is a bank or public holiday an alternative day will be taken to be mutually agreed.

Trainers and workers should refer to the NTF/NASS collective agreement from time to time in force for further detailed information on holiday entitlement.

For advice on specific holiday issues available from the NTF and NASS or from government websites such as www.businesslink.gov.uk and www.acas.org.uk.

RECORD KEEPING

Legal Provision

There is a general obligation for employers to keep and retain records to show that the hourly limits on working time are complied with.

Advice

The employer must keep and retain records adequate to show that the hourly limit on working time has not been exceeded. In circumstances where employees keep regular hours but that are less than 48 hours per week [e.g. 7am - 12.30pm excluding half hour for breakfast (Monday - Saturday) 4pm - 6pm (Monday - Friday) plus one weekend in two] an employer could require employees to notify them that they are working in excess of 48 hours per week, perhaps on a pre-printed form. An employer adopting this system should also regularly remind employees of the requirement to complete the form, perhaps on a notice board in the tack room or in a statement in the pay packet.

Having reviewed the completed forms, or taken into account the lack of them, the employer can then take a view as to whether there is any risk of the working times being infringed. Records relating to the hours of work of only those employees who completed the form would then be maintained whereas the employer could rely on the standard contractual hours as the records in other cases. If the forms show that an employee is regularly working more than 48 hours the employer will need to monitor that employee's hours much more closely and take appropriate action.

The following calculation should be used to calculate the average working time per seven days in each reference period (52 weeks from 5 October).

The formula used is $\frac{A+B}{C}$ where:

- A** is the number of hours worked during the reference period
- B** is the number of hours worked in the period equivalent to the excluded days; *
- C** is the number of weeks in the reference period (52).

* Excluded Days- statutory leave, sickness absence and maternity absence will be excluded from the hours counted in a particular reference period. The number of hours worked in the equivalent number of days when the employee is at work immediately following the reference period will be included in their place. Therefore, if a worker normally works from Monday to Saturday lunchtime and has taken a week's statutory leave during the reference period, five and a half days (not seven days) will be excluded days. The first five and a half days on which the worker works after the end of the reference period will replace these excluded days.

APPENDIX A

LETTER TO NTF MEMBERS ON THE IMPLEMENTATION OF THE EUROPEAN WORKING TIME DIRECTIVE - 1 OCTOBER 1998
--

Specimen letter to accompany individual opt out agreement
as shown overleaf)

Date:

Address:

Dear [name of employee]

I am writing to confirm what we discussed about individual opt out agreements from the limits on weekly working time in the Working Time Regulations.

The National Joint Council for Stable Staff believes that its established working hours suit both employees' and employers' needs well. Recently the Working Time Regulations 1998 have been introduced. These state that an employee cannot be required to work for more than 48 hours a week, unless he/she signs an individual opt out agreement, agreeing that this limit will not apply to him/her.

If you would like to continue to work more than 48 hours a week from time to time you will need to sign and return the enclosed agreement to me. The sole purpose of the agreement is to ensure that our current working practices comply with the law. **There will be no change to your terms and conditions as a result.**

If you have any concerns about this agreement, please discuss them with me.

Yours sincerely

[Name of employer]

enc.

INDIVIDUAL OPT OUT AGREEMENT

Agreement to Opt Out of Regulation 4(1) of the Working Time Regulations 1998 about
Maximum Weekly Working Time

1. I [name of employee] of [address of employee] agree with [name of employer] of [address of employer] that the limit in regulation 4(1) of the Working Time Regulations 1998 shall not apply to me and that my average working time may therefore exceed 48 hours for each seven-day period (as defined by and calculated in accordance with the Working Time Regulations 1998).
2. This agreement shall apply from [date] until [date].
3. I agree that I will comply with any and all policies of the employer from time to time in force, which relate to its maintenance of records of my hours of work.
4. This agreement can be terminated by me giving three months notice in writing to the employer.

Signed:
[Name of employee]

Dated:

Signed:
[Name of employer]

Dated:

EXAMPLE

WEEKLY TIME SHEET

Name of Yard or Stud:
Address:

WEEK: [number]
DATE:

NAME	Sun	Mon	Tue	Wed	Thu	Fri	Sat	TOTAL HOURS

SECTION EIGHT - CONTACTS AND FURTHER INFORMATION

Health and Safety Executive
Website: www.hse.gov.uk

HSE BOOKS Helpline: 01787 884 148	HSE INFOLINE	HSE INCIDENT CONTACT CENTRE
HSE BOOKS	HSE Infoline	HSE Incident Contact Centre
PO Box 1999	Caerphilly Business Park	Caerphilly Business Park
Sudbury	Caerphilly	Caerphilly
Suffolk CO10 2WA	CF83 3GG	CF83 3GG
Tel: 01787 881 165	Tel: 0845 345 0055	Tel: 0845 300 9923
Fax: 01787 313 995	Fax: 0845 408 9566	Fax: 0845 300 9924
Email: hsebooks@prolog.uk.com	Email: infoline@connaught.plc.uk	Email: riddor@connaught.plc.uk
Website: www.hsebooks.co.uk		

HSE Local Offices

For reference, Lambourn is covered by Basingstoke office, Newmarket by Norwich and Middleham by Newcastle-upon-Tyne.

Wales and South West Division

Government Buildings Phase1 Ty Glas Llanishen CARDIFF CF14 5SH Tel: 0845 345 0055 Fax: 029 2026 3120	4th Floor The Pithay All Saints Street BRISTOL BS1 2ND Tel: 0845 345 0055 Fax: 01179 262 998	Ballard House West Hoe Road PLYMOUTH PL1 3BL Tel: 0845 345 0055 Fax: 01752 226 024
Units 7 and 8 Edison Court Ellice Way Wrexham Technology Park WREXHAM LL13 7YT Tel: 0845 345 0055 Fax: 01978 355 669	Ty Myrddin Old Station Road Carmarthen DYFED SA31 1LP Tel: 0845 345 0055 Fax: 01267 223 267	14 New Fields Stinsford Road Nuffield Industrial Estate Poole DORSET BH17 ONF Tel: 0845 345 0055 Fax: 01202 667 224

East & South East

<p>AW House 6-8 Stuart Street LUTON LU1 2SJ</p> <p>Tel: 0845 345 0055 Fax: 01582 444 320</p>	<p>Priestley House Priestley Road BASINGSTOKE RG24 9NW</p> <p>Tel: 0845 345 0055 Fax: 01256 404 100</p>	<p>Wren House Hedgerows Business Park Colchester Road Springfield CHELMSFORD CM2 5PF</p> <p>Tel: 0845 345 0055 Fax: 01245 706 222</p>
<p>Phoenix House 23-25 Cantelupe Road East Grinstead West Sussex RH19 3BE</p> <p>Tel: 0845 345 0055 Fax: 01342 334 222</p>	<p>Lakeside 500 Old Chapel Way Broadland Business Park Norwich NORFOLK NR7 0WQ</p> <p>Tel: 0845 345 0055 Fax: 01603 828 050/828055</p>	<p>International House Dover Place Ashford KENT TN23 1HU</p> <p>Tel: 0845 345 0055 Fax: 01233 634 827</p>

London Division

Rose Court
2 Southwark Bridge
LONDON
SE1 9HS

Tel: 0845 345 0055
Fax: 020 7556 2102

Midlands Division

<p>1 Hagley Road BIRMINGHAM B16 8HS</p> <p>Tel: 0845 345 0055 Fax: 0121 607 6349</p>	<p>900 Pavillion Drive Northampton Business Park NORTHAMPTON NN4 7RG</p> <p>Tel: 0845 345 0055 Fax: 01604 738 333</p>	<p>Haswell House St Nicholas Street WORCESTER WR1 1UW</p> <p>Tel: 0845 345 0055 Fax: 01905 723 045</p>
<p>Lyme Vale Court Lyme Drive Parklands Business Park Newcastle Road STOKE-ON-TRENT ST4 6NW</p> <p>Tel: 0845 345 0055 Fax: 01782 602 400</p>	<p>City Gate West Level 6 (First floor) Toll House Hill NOTTINGHAM NG1 5AT</p> <p>Tel: 0845 345 0055 Fax: 01159 712 802</p>	

Yorkshire & North East Division

<p>Marshalls Mill Marshall Street LEEDS LS11 9YJ</p> <p>Tel: 0845 345 0055 Fax: 0113 283 4382</p>	<p>Edgar Allen House 241 Glossop Road SHEFFIELD S10 2GW</p> <p>Tel: 0845 345 0055 Fax: 0114 291 2379</p>	<p>Arden House Regent Centre Regent Farm Road Gosforth NEWCASTLE-UPON-TYNE NE3 3JN</p> <p>Tel: 0845 345 0055 Fax: 0191 202 6300</p>
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North West Division

<p>Grove House Skerton Road MANCHESTER M16 0RB</p> <p>Tel: 0845 345 0055 Fax: 0161 952 8222</p>	<p>Marshall House Ringway PRESTON PR1 2HS</p> <p>Tel: 0845 345 0055 Fax: 01772 836 222</p>	<p>2 Victoria Place CARLISLE CA1 1ER</p> <p>Tel: 0845 345 0055 Fax: 01228 548 482</p>
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Scotland

<p>Belford House 59 Bedford Road EDINBURGH EH4 3UE</p> <p>Tel: 0845 345 0055 Fax: 0131 247 2121</p>	<p>1st Floor Mercantile Chambers 52 Bothwell Street GLASGOW G2 6TS</p> <p>Tel: 0845 345 0055 Fax: 0141 275 3100</p>	<p>Lord Cullen House Fraser Place ABERDEEN AB25 3UB</p> <p>Tel: 0845 345 0055 Fax: 01224 252 525</p>
<p>Longman House 28 Longman Road Longman Industrial Estate INVERNESS IV1 1SF</p> <p>Tel: 0845 345 0055 Fax: 01463 713 459</p>		

RACING AND BREEDING INDUSTRY

British Horseracing Authority

75 High Holborn
London
WC1V 6LS
Tel: 020 7152 0000
www.britishhorseracing.com

National Trainers Federation

9 High Street
Lambourn
Hungerford
Berkshire, RG17 8XN
Tel: 01488 71719
www.racehorsetrainers.org

National Association of Stable Staff

Bretby Business Park
Ashby Road
Bretby
Burton on Trent
Staffordshire DE11 8HS
Tel: 01283 211522
www.naoss.co.uk

Thoroughbred Breeders Association

Stanstead House
The Avenue
Newmarket
Suffolk CB8 9AA
Tel: 01638 661321
www.thetba.co.uk

British Racing School

Snailwell Road
Newmarket
Suffolk
CB8 7NU
Tel: 01638 665103
www.brs.org.uk

Racing Welfare

Robin McAlpine House
20b Park Lane
Newmarket
Suffolk
CB8 8QD
Tel: 01638 560763
Helpline: 0800 6300 443
www.racingwelfare.co.uk

The National Stud

Newmarket
Suffolk
CB8 0XE
Tel: 01638 663464
www.nationalstud.co.uk

Northern Racing College

The Stables
Rossington Hall
Great North Road
Doncaster
South Yorkshire
DN11 0HN
Tel: 01302 861000
www.northernracingcollege.co.uk

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The publications used in producing these Guidelines may be of particular interest:

Priced publications:

- Health and Safety law - what you should know (poster) - ISBN 978 0 7176 6314 9
- Accident book BI 510 - ISBN 978 0 7176 2603 8
- Essentials of health and safety at work (4th edition) - ISBN 978 0 7176 6179 4
- New and expectant mothers at work - HSG 122
- Preventing accidents to children in Agriculture - ISBN 9780717616909

Free leaflets:

- Veterinary Medicines - advice for farmers and other animal handlers - AS31(rev1)
- Working with substances hazardous to health: What you need to know about COSHH - INDG136(rev4)
- Manual handling assessment charts - INDG383
- Getting to grips with manual handling - INDG143(rev2)
- A short guide to the Personal Protective Equipment at Work Regulations 1992 - INDG174(rev1)
- Workplace transport safety - an overview - INDG199(rev1)
- Working alone in safety - INDG73(rev1)
- Health and safety training: What you need to know - INDG345
- Guidance for new & expectant mothers - INDG 373

OTHER INDUSTRY PUBLICATIONS

Car and Driving Policy - available on NTF and TBA websites for members
Raceday Safety Advice Sheet - available on NTF website for members

