

Health and Safety Policy



JK & Associates Therapy Services Ltd's health and safety intention is to:

- Provide adequate control of the health and safety risks arising from our work activities.
- Maintain safe and healthy working conditions.
- Provide and maintain safe areas of work and equipment.
- Ensure safe use and handling of substances.
- Provide information, instruction, and supervision for employees regarding health and safety.
- Ensure all employees and volunteers are competent to do their tasks, and to provide them with adequate training.
- Prevent or minimise accidents and cases of work-related ill-health.
- Review and revise this policy when necessary.

Legal Obligations

The [Health and Safety at Work etc. Act 1974](#) states that JK & Associates Therapy Services Ltd has a duty of care which includes ensuring that:

- Equipment is fit, safe for use and well maintained.
- Substances can be used and transported safely.
- Appropriate instruction and training for staff are provided.
- A health and safe environment is maintained.
- An up to date health and safety policy is kept and staff are made aware of this.

Health and Safety Responsibilities

Jo-Anne Karlsson, Director of JK & Associates Therapy Services Ltd, is responsible for all Health and Safety matters on the premises including:

- Acting on Health and Safety concerns.
- Investigating breaches of Health and Safety policies and procedures.
- Monitoring compliance with H&S policies and procedures.

Staff/Volunteers

All staff members are responsible for keeping themselves safe at work and for the protection of colleagues and clients.

Horses/Ponies/Donkeys

Staff must not use any equine until they have been assessed by the Directors and passed as being of good temperament, sound, in good condition and suitable for JK & Associates Therapy Services Ltd purposes. Only suitably trained staff and volunteers should be allowed to handle them.

Accidents

Staff must report all accidents and near misses immediately in the Accident and Incident Book and signed as required. This is an important document and must be retained in the Office even if it has been replaced by a new book. Serious incidents must be reported in accordance with RIDDOR.

Fire Drill

All staff and volunteers will be instructed on procedures in cases of fire. This is to include the location of fire assembly points, use of different type fire extinguishers (where applicable), fire alarm method, evacuation plan for both humans and horses, location of master switch, water stop tap and telephone.

Training

All staff and volunteers will receive health and safety training as part of their induction. This will be completed in the first four weeks of employment.

Induction Training

Induction training regarding actions to be taken in case of an accident, first aid, incident of fire will be covered in the first day of employment.