



Health and Safety Policy

Title	Health and Safety Policy V1.3
Summary	This policy sets out NLT's commitment and approach to health and safety.
Written by	Kath Carter (Business Coordinator) Carly Steel (Director)
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Reviewed	May 2024 by Lorraine Squires Shaw (Director) Changes made are in blue text
Due to review	December 2026

1. New Leaf Triangle will meet all statutory obligations under the following relevant legislation:
 - Health and Safety at Work etc. Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
 - Workplace (Health, Safety and Welfare) Regulations 1992

2. We will manage health and safety by:
 - controlling (through assessment, monitoring and review) of health and safety risks for all staff, volunteers, students and visitors.
 - active “near miss” reporting system
 - involving staff on health and safety issues that affect them.
 - making sure that spaces where staff, volunteers and students work, and any items of equipment they use, are safe.
 - making sure that dangerous substances are stored and used safely.
 - making sure staff, and volunteers, especially new members, have relevant information and training on health and safety.
 - making sure that students and visitors have relevant information on health and safety.
 - making sure staff can do their jobs, and are properly trained.
 - trying to stop accidents and work-related health problems.
 - regularly checking that working conditions are safe and healthy.
 - regularly reviewing this policy and making changes if necessary.

3. Responsibility for health and safety

The responsibility for health and safety belongs to all staff, visitors, and students. The Directors of New Leaf Triangle are accountable for ensuring Health & Safety is effectively managed. Daily responsibility for managing this policy is the responsibility of the [Operations Managers supported by the Executive Directors](#) and the [staff Health & Safety staff representative](#) with support from student lead*. *This only applies when the student support is available; but student involvement should be encouraged.

All staff members of New Leaf Triangle are responsible for:

- not carrying out any activity that puts theirs or others health and safety at risk
- co-operating with people and who are responsible for health and safety.
- attending and adhering to relevant training on health and safety issues.
- reading and adhering to all relevant risk assessments, safety measures during their day to day working
- using safety equipment when it is necessary.
- taking care of their own health and safety.
- reporting health and safety concerns to the appropriate person as indicated in this policy.

4. Controlling the health and safety risks at work

New Leaf undertakes a wide range of risk assessments to ensure that all activities, facilities, and animal interactions are safe, and all reasonable measures are taken to mitigate any identified risks.

The results of each risk assessment are fully documented and discussed at Management Review / Directors meetings. The Directors of New Leaf Triangle will agree any actions needed to manage the risks that have been found and will implement the agreed action points. [The Executive Directors and Operations Managers \(these are the Operations Manager and Operations Support Manager\)](#) check that the actions taken have reduced the risks. A full review of each Risk Assessment is carried out at least every two years, or more often if there is a significant change to the way we work, or a change identified to a particular risk.

Further information on our Risk Assessments, including the areas of our business that have been risk assessed can be found in our Risk Assessment Schedule.

5. Involving staff members

The name of the current staff Health and Safety representative is prominently displayed in the main log cabin. All members of staff will be involved in health and safety through their representative. Any decisions made at Management Review / Directors meetings concerning health and safety will always be recorded and made available to staff. The allocated daily fire warden and first aid qualified members of staff are displayed in the log cabin.

6. Making sure that the workplace and equipment are safe

The [Operations Managers](#) will be responsible for making sure that there is regular maintenance of the working environment and any equipment being used. This will include regular checks to see if any equipment being used for work, or any areas of the working environment, need maintenance. Where maintenance is required, this will be carried out promptly. Any problems with work equipment or the working environment should be immediately reported to [the Operations Managers](#).

Before buying any new equipment or changing where or how staff work, the [Operations Managers](#) will check that appropriate health and safety standards are met.

7. Using and storing dangerous substances (COSHH)

The [Operations Managers](#) will check if any substances being used at work needs COSHH (Control of Substances Hazardous to Health) assessment and will complete documented assessments where they are required. Any action points arising from

the COSHH assessments will be fully implemented. COSHH requirements of any new substances will be assessed before they are purchased. COSHH assessments will be reviewed at least every 12 months, or when there is a significant change to the way we work. The staff Health & Safety representative will make sure that all employees are aware of the COSHH assessments and have access to them.

8. Health and Safety information and support

The Health and Safety Law poster and the current employers' liability insurance certificate are displayed in the main log cabins.

Additional health and safety advice is available from The [Operations Managers](#). People using any potentially dangerous equipment for the first time will be supervised by an [Operations Manager](#) or another experienced member of staff. Members of staff working away from the New Leaf Triangle premises will be provided with relevant health and safety information as required.

9. Training and Induction

General health and safety induction training will be provided for all members of staff and volunteers, and additional training for particular jobs will be provided as necessary. Training and induction records are kept [on the main drive](#). Any training that is needed will be arranged by [Operations Managers in conjunction with Directors](#).

All staff will complete an online Level 2 Health and Safety for Employees every 2 years and complete annual training on Fire Warden Responsibilities and Fire Procedures.

Other training will include safe use of equipment, safe lifting, zoonoses, horse and animal safety, COSHH, near misses, use of fire extinguishers and any other health and safety that the management team deem necessary.

10. Accidents and work related health problems

First aid boxes are located:

- [in all log cabins](#),
- [in the fire boxes](#),
- [in the green woodworking tipi](#)

Mobile first aid equipment **must** be carried for:

- all off-site horse activities (hacks)
- [walking between sites](#)
- during forest school activities

Notices listing current approved, trained first aiders are located in the log cabins and on the shed.

All accidents and work-related health problems will be recorded in the accident book. [There is a book for each site. The Director with responsibility for Health and Safety](#) is responsible for reporting accidents and diseases to the Health and Safety Executive, where required. Where necessary, accidents will be investigated, and the results and findings will be reviewed at Management Review / Director meetings. Any action agreed will be promptly implemented.

11. Checking that work conditions are safe and healthy

To make sure that all staff, volunteers, and students at New Leaf Triangle are working safely and that this Health and Safety policy is being followed, the [Operations Managers, liaising with the Director responsible for Health and Safety](#), will ensure that:

- required inspections are completed and documented.
- accidents and near misses are promptly investigated.
- possible occurrences of work related sickness (e.g. aches & pains / stress) are investigated.
- action points arising from inspections and investigations are promptly implemented
- good communication with the staff Health and Safety representative, and other staff as necessary, is maintained.

12. Fire and evacuation

[Directors are](#) responsible for making sure that a fully documented fire risk assessment is completed and that any action points are promptly implemented.

13.11.1. Fire Extinguishers

Fire extinguishers are positioned:

- in each log cabin and the [top cabins at site 1](#),
- on the outside of the [feed shed at site 1](#)
- inside the stable barn at site 2
- outside the hay store at site 1 [and site 2](#)

Fire extinguishers are maintained and checked by a qualified external service provider every year. Pressure gauges are checked monthly by the [Operations Managers or staff Health and Safety rep](#) and the checks recorded. [Fire extinguishers are replaced on the advice of the qualified experts.](#)

Only persons trained to use the extinguishers should attempt to put out a fire using the extinguishers.

11.2. Fire Warden

The person who discovers a fire will become the fire warden. If for some reason they are unable to take on this role, they need to allocate it to the next available person. At the weekend this is the responsibility of the person on site.

This person will collect the fire box and the diary. The fire warden will immediately put on the high vis vest from the fire box. All staff, with their students, will meet at the Fire assembly point. The fire warden will allocate a staff to call emergency services. The fire warden will hand out any personal emergency evacuation plans for students where the evacuation risk is perceived to be exceptionally high and allocate staff to evacuate and supervise these students to the fire assembly area. The fire warden will be responsible for the roll call, using the diary. The fire warden will then allocate staff to evacuate all animals if it is safe to do so. The fire warden will remain with students and visitors until the all-clear is given or they can leave the premises.

The fire box for the fire warden is stored outside the shed in a waterproof container at site 1 and just inside the main horse stable barn at site 2. This contains any individual student personal emergency evacuation plans, site address, "What Three Words" and directions card, basic first aid equipment, torch and hi visibility vest. The vest must be put on immediately the fire alarm is raised so everyone, including emergency services, knows who the fire warden is. They will be the main point of contact for the emergency services.

11.3. Emergency Evacuation

Emergency evacuation procedures will be tested at least every 6 months.

The evacuation procedures are prominently displayed at each site.