

LOGO HERE

SAFETY STATEMENT

ABC Company

Address Line 1

Address Line 2

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	1

Contents

PART 1 Safety Statement

- 1.1 Application
- 1.2 Objectives of the Safety Statement
- 1.3 Safety Statement
- 1.4 Policy
- 1.5 Revisions

PART 2 Duties and Responsibilities

- 2.1 Control System
- 2.2 Manager 2
- 2.3 Employees
- 2.4 Hunt Members and Followers
- 2.5 Contractors

PART 3 Arrangements for Safe Activities

- 3.1 Resources
- 3.2 Safety Induction
- 3.3 Training Repair and Hunt Staff
- 3.4 Safety Consultation
- 3.5 Safety Representation
- 3.6 First Aid
- 3.7 Reporting of Accidents, Diseases and Dangerous Occurrences
- 3.8 Personal Protective Equipment
- 3.9 Covid 19 Policy and Procedure

PART 4 Hazard Identification and Control Measures

- 4.1 Hazard Inspections
- 4.2 Fire
- 4.3 Access and Egress
- 4.4 Manual Handling
- 4.5 Hazardous Substances and Medicines
 - 4.9.1 Pesticides and weed killers
- 4.6 General Kennel Work
- 4.7 General farm machine hazards
- 4.8 Tractors, etc.
- 4.9 General Horse hazards
 - 4.16.1 Stallions
- 4.10 General Health Hazards
- 4.11 Ladders
- 4.12 Working at Height
- 4.13 ATV (Quads and attachments)
- 4.14 Spraying activities

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	2

4.15 General livery of horses and kennelling of dogs

- PART 5 Annual Report**
PART 6 Hunt Staff and Repair Crew Sign Off
PART 7 Appendix
- Accident Report Form

Disclaimer.

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PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	3

1.1 APPLICATION

This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that all participants are fully aware of ABC Company's commitment to high standards in H&S.

While we will at all times adhere to the legislation covering our activities we will also be bound by the Code of Conduct from the Irish Masters of Foxhounds Association (IMFHA).

Foxhunting takes place in public, it is observed by the public and it must be held publicly accountable for its actions. Familiarity with this Code of Hunting Practice will ensure that those who participate in hunting understand their obligation to maintain the highest standards of sportsmanship and good behaviour at all times.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house and at any other locations. It is also used to assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the pertinent changes to the Company Safety Statement, which become necessary due to the changing business environment.

To help identify training requirements that needs to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the document.

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	4

1.3 SAFETY STATEMENT

The general Statement on this page sets out the Safety Policy of ABC Company.

It is our intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations 2007, Working at Height Regulations, Electricity Regulations, the Construction Regulations and any other applicable regulations from those implemented under the auspices of the 2005 Act. All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

Manager 2 has appointed Manager 1 as having responsibility for managing Health, Safety & Welfare. Reference should be made to Manager 1, in the event of any difficulty arising in the implementation of this policy. Manager 2 will have ultimate responsibility for ensuring that the provisions of this Safety Statement are implemented.

The Success of the policy will depend on the co-operation of all members. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Hunt and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

Signed: _____
Manager 2

Date: _____

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	5

1.4 Policy Statement:

Manager 2 is committed to, protecting the Safety, Health and Welfare of all employees at work, avoiding product loss, preventing property damage and ensuring its processes will not damage the environment. All reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by its activities will be followed.

All reasonable and practicable steps shall be taken through risk assessment to ensure that conditions, practices and procedures are safe and in compliance with relevant safety, health and welfare legislation.

All Hunt Members will have access to the safety statement and should ensure that they are familiar with its content.

Where necessary Volunteers and others assisting the Hunt, shall be provided with suitable protective clothing, equipment and training where hazards cannot be eliminated using all reasonable practicable steps.

Accidents/incidents reported shall be investigated by Manager 1 to determine the corrective action necessary to prevent recurrence.

This statement shall be revised as often as is necessitated by changes in legislation or the addition of new processes and equipment and all resources shall be provided to ensure its full implementation.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	6

The table below is a record of all revisions made to the safety Statement

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Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 2	Manager 1	7

STRUCTURE FOR HEALTH AND SAFETY

PART 2

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 2	Manager 1	8

2.1 CONTROL SYSTEM

ABC Company operate in the general area of sports and recreation. We have minimal employees and all administrative functions are carried out by members.

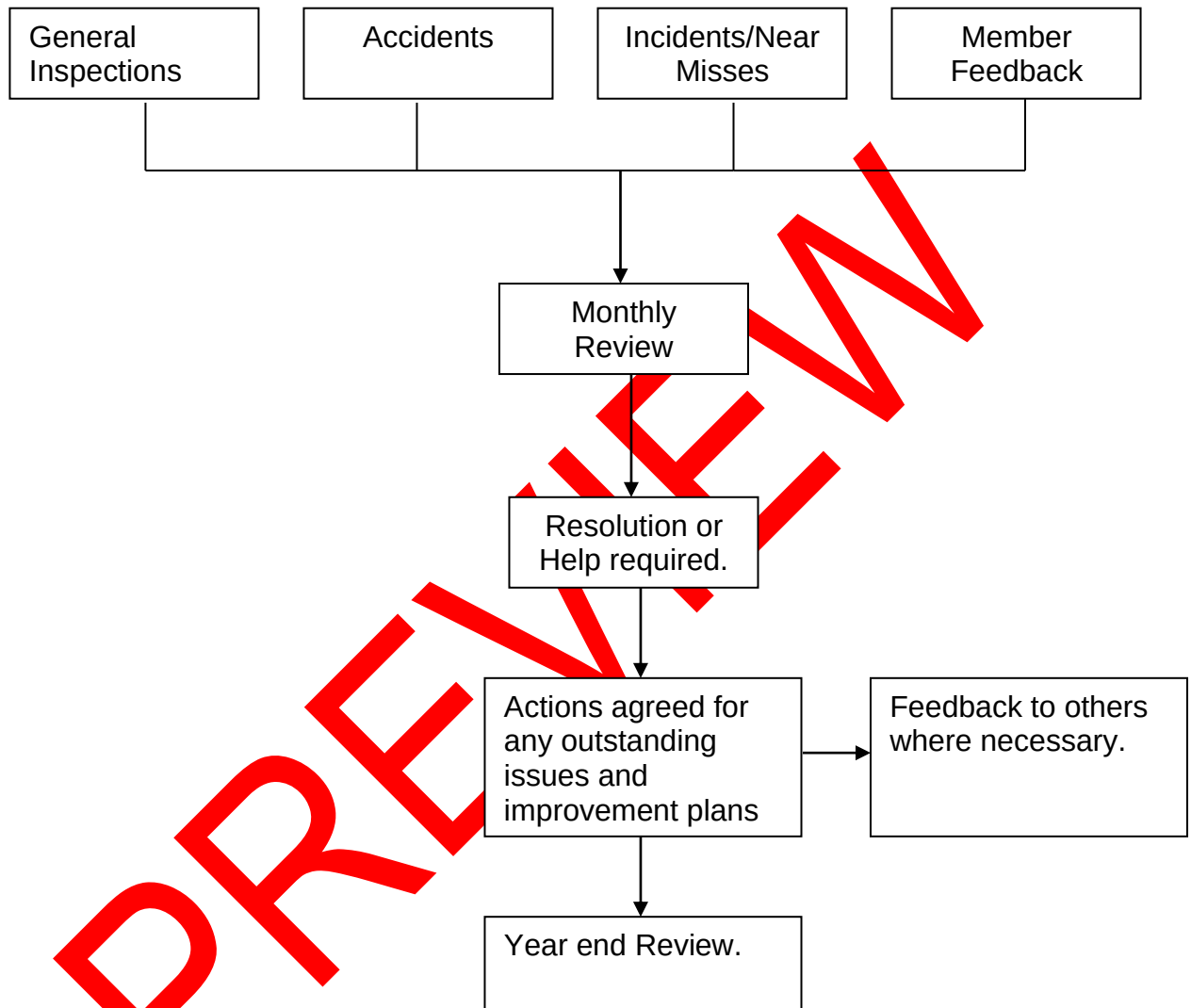
The objective of the Safety Management System is to satisfy legal and other responsibilities and to exercise greater control of health and safety within the Hunt, to protect people and control the Hunt activities.

As Hunt Master, Manager 1 will ensure that safety is always on the agenda for meetings and events. Manager 1 will also support Manager 2 at meetings where it is necessary to discuss safety improvements or capital requirements for safety equipment.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 2	Manager 1	9

Health and Safety Management process for ABC Company

Process flow below indicates how Health and Safety issues and procedures are handled.



Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 2	Manager 1	10

2.2 Manager 2 (assisted by others as needed)

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 should ensure that members are given information to allow them carry out hunt club activities safely.
- ❑ Prepare the Safety Plan and needs for upcoming events where that may be required (i.e. Hosting/Running a Hunt, Charity event, etc.)
- ❑ Carry out a review after an Event to ensure any lessons are taken on board.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to club property and recommend action.
- ❑ Investigate any accidents involving members of the public or hunt club members at events where ABC Company were the organiser.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 2	Manager 1	11

2.3 All Employees

- ❑ All Employees are to co-operate with management in the wearing of the correct safety equipment, using the appropriate safety devices and following proper safe systems of work.
- ❑ All Employees are to co-operate in the investigation of accidents and the reporting of them and also the reporting to their supervisors of any local hazards of which they become aware.
- ❑ All Employees will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- ❑ All Employees are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- ❑ All Employees are required to take care of their own health and safety and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees.
- ❑ Employees found guilty of wilful unsafe acts may be liable to summary dismissal.
- ❑ Employees are advised that strict requirements under the Health and Safety at Work Act can be used by the enforcing authorities against such persons if found guilty of reckless behaviour.
- ❑ All employees must clean up their working area or assist in tidying up thereof and also to help maintain clear passageways and maintain high standards of local housekeeping and hygiene.
- ❑ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to management.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	12

LOGO HERE	ABC Company
	Safety Statement

2.4 Hunt Members & Followers

- ❑ All Members must agree to follow the IMFHA Code of Conduct.
- ❑ All members are to co-operate in the investigation of accidents.
- ❑ All members will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- ❑ All members are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- ❑ All members are required to take care of their own health and safety and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other Members.
- ❑ Members found guilty of wilful unsafe acts may be liable to removal from the event.
- ❑ All Members must clean up their area or assist in tidying up thereof and also to help maintain high standards of local housekeeping and hygiene.
- ❑ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to hunt club management.

From the IMFHA

The Role of Masters / Joint-Masters

In the case of Masters and Joint-Masters, their responsibility extends to the conduct of Hunt Staff, the management of the Hunt Kennels and the care of hounds. It is the Masters' obligation to ensure that hounds are kenneled in safe, clean, adequate kennels and that hounds are well fed, regularly exercised and properly handled in the hunting field.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	13

Masters of Foxhounds or their appointed agents are solely responsible for conducting the day's hunting and are bound by the strict rules and instructions of the Irish Masters of Foxhounds Association.

Their authority and responsibility is absolute and their instructions must always be cheerfully obeyed. The field should remember that the hunt staff is accountable only to the Master on the day or his appointee. At no time should a member of the Field, instruct or interfere with the job of either a Professional or Honorary member of the Hunt Staff in the hunting field, in kennels or in the hunt country.

Prior to appointment, it should be made clear to a new member of the hunt staff who is employing him/her and to whom he/she reports and takes direction. Prior to each hunting day the farmers or landowners within the area to be hunted will be notified. Such canvassing ensures the minimum of disruption to farm livestock or the normal activities on a farm.

Normally one of the Masters or a member of the Hunt Staff or an Area Manager does such canvassing. It is the responsibility of the Master to ensure that appropriate procedures are in place to deal with any last minutes changes of a hunt meet that may arise due to a local funeral, severe weather or some other unforeseen circumstances.

The Master or Joint-Masters should ensure that there is adequate means of communications in place between the field and the Hunt repair crew on a hunting day. Should the Master or Joint-Masters need to leave the hunting field early, then they must ensure that there is a clear delegation of authority.

The Duties of the Field

Because the hunt meets by arrangement and is recognisable and therefore accountable, mounted followers enjoy access to large areas of countryside denied to other people. When following hounds mounted, you must:

- ✓ Conform to local standards of behaviour. Make yourself familiar with whatever local conventions or traditions need to be observed by hunt followers. For example some hunts do not allow lorries to park at the meet and horses are asked to unbox some distance away. Other hunts require that you park on one side of the road only.
- ✓ Have a brush and shovel in your horsebox to tidy up any dung or straw when unboxing.
- ✓ Ensure that your personal turnout is neat, clean and safe and that your tack and horse are clean and presentable.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	14

- ✓ Have your subscription paid before you go hunting. "Cap" must also be paid on each hunting day. Have the correct "cap" ready for the Hunt Secretary.
- ✓ Ensure that you are not causing an obstruction to roads, gateways or public amenity areas. When parking your horsebox, ensure that you have permission to park there. Be sensitive to the fact that not everyone enjoys the presence of a hunt nor the evidence it may leave behind.
- ✓ It is important to be punctual at the meet. If you are late, under no circumstances try and follow hounds across country and join the hunt on the road at the next available opportunity.
- ✓ Make a sincere attempt not to cause damage to farm boundaries or hunt fences. If you break a fence or cause or notice damage of any kind, report it immediately to the Master on the day or the Hunt repair crew.
- ✓ Leave gates the way you find them. If in doubt close any and all gates behind you. If there is any doubt contact the farmer or farm manager to find out the correct disposition.
- ✓ Go slowly through or around livestock to prevent disturbing them. Never cross a planted field. Go around the headland. Above all, obey the Master and the Field Master.
- ✓ Keep QUIET when hounds are drawing a covert or hunting. Learn to watch and listen so that you can understand what is going on.
- ✓ Exercise due care and courtesy to all road users. When on the road keep to the left and do not hold up traffic.
- ✓ Always turn your horse's head towards hounds and in this way your horse is less likely to kick one!

The Duties of Car Followers

- ✓ Car followers are welcome but they must also obey the rules.
- ✓ Do not interrupt the flow of traffic. Courtesy must be shown to every road user and pedestrian.
- ✓ Do not obstruct gateways or driveways or enter into private residences, farmland or open country unless you are sure that proper permission has been obtained.
- ✓ Be careful not to obstruct a farm gateway where the hounds or field might emerge onto a road.
- ✓ Avoid turning at the driveway into a private residence.
- ✓ Keep together as much as possible and try to avoid heading the fox or getting between hounds and their line.
- ✓ Exercise due care and courtesy to all other road users. Do not double park or hold up traffic.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	15

LOGO HERE	ABC Company
	Safety Statement

- ✓ If hounds or horses are nearby, stop in a safe, legal place and SWITCH OFF your engine, exhaust fumes mask scent and irritate hounds' noses.
- ✓ Please do all you can to help the hunt. When you leave your vehicle, follow the code for foot followers.

The Duties of Foot Followers

Foot followers can be very helpful to the hunt both during a day's hunting and at other times. Please remember:

- ✓ If you leave the road, you become a guest on the farmer's land and you should behave accordingly.
- ✓ Do not get into such a position as to head the fox as to do so is to spoil your own and everyone else's sport.
- ✓ Be as quiet as possible.
- ✓ If you see the fox, let it get well past you before signalling the huntsman with a holloa, holding up your cap or a white handkerchief.
- ✓ Leave gates the way you found them. Be ready to open or close gates for the Hunt Staff and Masters.
- ✓ Report any damage or loose stock you see to the Master or Hunt repair crew.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	16

2.5 CONTRACTORS (This includes Vets and Farriers as well as horse transporters and electricians, etc.).

The following responsibilities are allocated to contractors to whom ABC Company assigns work on their behalf:

- All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any works.
- All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the ABC Company and the Client whilst work is being carried out.
- All work must be carried out in accordance with relevant statutory provisions, the Company's Contractor's Rules and taking into account the safety of others on the farm.
- Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with Regulations and Codes of Practice.
- All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- No power tools or electrical equipment of greater voltage than 110 volts should be brought onto site. All transformers, generators, extension leads, plugs, and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating from a 240-volt supply, a residual current device with a rated tripping current of 30 mA and operating 30-m secs must be used.
- Any injury sustained by a contractor's employee must be reported immediately to management at ABC Company.
- Contractors must comply with any safety instructions given by ABC Company management.
- Contractors must take all reasonable steps to avoid interference by mobile plant.

LOGO HERE	ABC Company
	Safety Statement

ARRANGEMENTS FOR SAFE ACTIVITES

PART 3

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	18

3.1 RESOURCES

ABC Company recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement, adequate resources and funding must be made available.

ABC Company undertakes:

- To ensure that adequate numbers of suitably trained people are available to undertake all activities carried out by the hunt.
- To include health and safety considerations into all annual estimates for the running of the hunt.
- Undertake that in so far as is reasonably practicable resources shall be made available for any upgrading, maintenance, replacement and repair of facilities
- Undertake to provide resources for the ongoing monitoring of health and safety and for the provision of information and training of all members and repair crews in health and safety.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	19

3.2 SAFETY INDUCTION

This procedure will be carried out by the Hunt for all new members.

Apart from explaining to the new member what he/she will be required to do, the following points require highlighting:

1. Show new member where the Safety Statement is kept, explain its purpose and ensure that the member is aware of his/her responsibility.
2. Warn new member of any prohibited actions and the IMFHA code of conduct.
3. The training and instruction required for each person working on a repair crew must be considered. Manager 1 will arrange for specific training to be given to a repair crew member if necessary.
4. Explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
5. Instruct the member in relation to any activity specific risk assessments.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	20

3.3 TRAINING REPAIR CREW AND HUNT STAFF

HAZARDS

Inadequately trained members of a Repair Crew or Hunt Staff are a hazard to themselves and others. ABC Company shall identify their training needs and ensure they are fulfilled.

Training will include safety induction and safety awareness, manual handling training and First Aid training.

ABC Company will keep training records to include:

1. Name of the employee being trained.
2. Date of training.
3. Training details.
4. Signature of the trainer and employee to ensure that the training has been carried out, documented and understood.

Hunt Staff will be trained to spot and act on hazards and encouraged to consult with Masters on health and safety issues.

3.4 SAFETY CONSULTATION

Section 13 of the 2005 Act places a general obligation on ABC Company as employer to consult with and to take account of any representations made by the employees for the purpose of giving effect to its statutory duties.

3.5 SAFETY REPRESENTATION

In agreement with the 2005 Act the employees may select and appoint a person, to be called a Safety Representative, from their numbers at their place of work to represent them in consultations with ABC Company.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	21

3.6 FIRST AID

CONTROL MEASURES

The first aid box should be suitably marked and easily accessible.

The exact location of the First Aid box must be known by all Hunt Members and a specific notice, identifying its whereabouts, must be posted to include names of qualified First Aiders.

It is the Hunt's policy that First Aiders shall be appointed who have certificates of qualifications in Emergency First Aid to ensure adequate cover for all activities.

PROCEDURE & RECORD KEEPING

- ❑ In the event of an accident, a qualified first-aid person will be responsible for dispensing any first aid material.
- ❑ All issues of first aid consumables and the relevant treatment must be entered on the accident report form.
- ❑ The relevant trained first-aid person with the Hunt Master on duty will be responsible for completing the form.

3.7 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

All accidents and dangerous occurrences must be reported.

- ❑ **Accident report Form**
 - ❑ The accident report form must be completed for all accidents. Copies of this form are available from Manager 1.
 - ❑ If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	22

3.8 PERSONAL PROTECTIVE EQUIPMENT

ABC Company shall ensure that all Hunt Staff and Repair Crews use Personal Protective Equipment where required.

HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

CONTROL MEASURES

All safety equipment purchased by the Hunt will be to approved standards.

ABC Company will ensure that adequate supplies of all the necessary protective clothing and equipment is available for issue as required and that when issued to Hunt Staff or Repair Crews, a signature is obtained for the equipment.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	23

LOGO HERE

ABC Company Safety Statement

3.14 Policy and Protection for Covid 19 Pandemic



IRISH MASTERS OF FOXHOUNDS ASSOCIATION
— EST. 1859 —

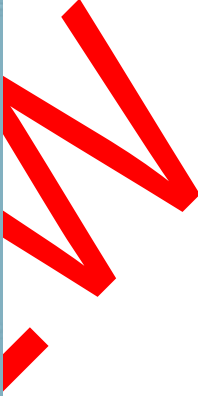
*Under the present guidance of Horse Sport Ireland and Sport Ireland hunting is permitted to continue during Levels 1, 2, 3 & 4 of the Government's 5 Level COVID Framework, with restrictions. In all circumstances Government Guidelines supersede IMFHA protocols. **Hunting members must follow IMFHA protocols and be restricted to Pods of 15.*

Preparing To Hunt	At The Meet	Hunting	After Hunting
1. Each club should appoint a Hunt Covid Officer (HCO). 2. The HCO should ensure that they register their contact details with the IMFHA Secretary, to be included in a circulation for updates and discussion on protocols. 3. An online app or electronic process for cashless cap should be adopted. 4. An adequate track and trace system must be implemented (hunting app under development by Warren Hunting see turkey hoglie, to comply with track & trace and online payments, details to follow). 5. All members should be fully aware of not only these protocols but also the Government's - Symptoms of COVID-19 and How To Protect Yourself.	13. Prior to the meet, members & visitors hunting on the day should be booked in. The HCO should have a list of all of the members of the field in advance. 14. Cap should be paid in advance. 15. Anyone not pre-booked must be debriefed the HCO. 16. Meets should be held in remote locations they should not be in towns, villages, pubs or busy public spaces. 17. Pods of 15 including a Field Master for each pod should be planned and allocated in advance. 18. Masks must be worn at all times at the meet. 19. No hospitality at the meet, food or drink. 20. No social gathering, handshakes or physical contact.	20. Masks are optional in country but should be quickly at hand if required. 21. Masks should be worn on public roads, strictly adhering to 2 metre distance and no more than 2 ahead. 22. A drive where there is the potential for the public to gather, should be avoided or minimal time spent there. 23. Pods of 15 must be strictly adhered to and maintain a 10 metre distance from the next pod or hunt officials. 24. At least a 2 metre social distance must be adhered to at all times within pods. 25. In the event of hounds making a fox to ground, the huntman should mark to ground as briefly as possible and move on. 26. Fencing teams and courtyemen should wear masks at all times.	27. Returning home, social distance and pods must continue to be adhered to. 28. On return to the location of the meet, members must load up and move off as promptly as possible. 29. Avoid social gatherings. 30. Adhere to government guidelines if visiting a pub. 31. Be conscious of the public's impression who may be reluctant from their own activities what hunting is permitted.

RISK MANAGEMENT & GOOD GOVERNANCE

Spectators and Foot Followers should be different, unless in an official capacity or a guardian of a estate.

A brief summary of licensing provisions may be requested to report to the IMFHA. All conditions will be met. If found to breach conditions may apply for that club.



Hunting has the privilege of being allowed to continue under these protocols. At all times we must be conscious and respectful of our communities who are all experiencing some form of restrictions or limitations due to COVID-19.

Simple wildlife guidelines of hunting safety should not be overlooked by clubs. We are grateful to be able to hunt and support that event in normal times. It was the ability to attract social distance.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	24

LOGO HERE	ABC Company
	Safety Statement

HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	25

4.1 HAZARD INSPECTIONS

The management of the Hunt recognises that its activities and premises may present Health and Safety risks and shall identify the areas where control measures are required. Identification of hazards shall be undertaken at regular intervals and management shall take all practicable control measures to reduce the risks to its staff and visitors.

Hazards will be identified, risk assessments made and categorised as per our risk assessment formula.

HAZARD IDENTIFICATION AND RISK ASSESSMENT

- ❑ The policy of the Company is to identify hazards in the place of work and to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.
- ❑ "Hazard" is taken to mean "any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of employees at work."
- ❑ "Risk" is taken to mean "the potential for the hazard to cause harm in the actual circumstances of use."
- ❑ Risk Assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded "High," "Medium" or "Low" and numerically rated using the formula below. This is to help with the giving of priority to the employment of controls and the allocation of resources.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	26

The formula to be used for conducting risk assessments, assessing the risk from observed infringements/hazards or after an Audit, is shown here. Very minor injuries should score 1 while very serious ones will score higher, personal judgement is needed here. Likewise with the likelihood, 1 is very unlikely that anybody would be exposed to the hazard, while 7 means definite exposure to the hazard. Again personal judgement is needed.

Once the two scores are agreed they should be multiplied, thus giving a risk rating between 1 and 42.

Scores:

1-6 = Very Low risk

7-12 = Low Risk

13-18 = Low to Medium Risk

19-24 = Medium risk

25-30 = Medium to High Risk

31-36 = High Risk, stop the activity and implement immediate controls.

Risk Calculation Matrix

	How likely is an injury					
How serious will the injury be	1	2	3	4	5	6
1						
2						
3						
4						
5						
6						

Notes:

Hazards = Things that can cause and injury.

Risk = The likelihood of an injury happening.

□ Risk Control.

Control measures are intended to reduce the risk to an acceptable level.

- Where practicable the Company commits itself to the elimination of hazards, whether that is by the provision of access arrangements, machine guarding or the provision of special tools etc.

This approach will take into account normal good practice within this sector of industry and the standards and guidelines where these are available.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	27

4.2 FIRE

FIRE HAZARDS

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

As an outdoor activity with no premises the likelihood of fire is quite remote. However it is possible that one could occur in a vehicle, trailer, etc.

Action in the event of fire

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Contact the Fire Brigade, giving them the address clearly and any other directions necessary.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided.
4. The Hunt Master will order evacuation of the area as soon as it becomes apparent that the fire or smoke is spreading.
5. Members should not delay their departure to collect personal belongings and should assemble at the designated assembly point so that they can be quickly accounted for.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	28

4.3 ACCESS AND EGRESS

HAZARDS

Inadequate access and egress facilities can result in:

- Restriction of an orderly evacuation of the premises
- Trips and falls
- Obstruction of emergency exits

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Conform to local standards of behaviour.
Make yourself familiar with whatever local conventions or traditions need to be observed by hunt followers.
Have a brush and shovel in your horsebox to tidy up any dung or straw when unboxing.
Ensure that you are not causing an obstruction to roads, gateways or public amenity areas.
When parking your horsebox, ensure that you have permission to park there.
Make a sincere attempt not to cause damage to farm boundaries or hunt fences. If you break a fence or cause or notice damage of any kind, report it immediately to the Master on the day or the Hunt repair crew.
Leave gates the way you find them. If in doubt close any and all gates behind you. If there is any doubt contact the farmer or farm manager to find out the correct disposition.
Go slowly through or around livestock to prevent disturbing them.
Never cross a planted field. Go around the headland.
Exercise due care and courtesy to all road users. When on the road keep to the left and do not hold up traffic.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	29

4.4 MANUAL HANDLING (Hunt Staff and Repair Crews only)

HAZARDS

- Incorrect method of lifting
- Attempting to lift something which is too heavy
- Lifting sharp/awkward shapes

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- R.S.I.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.

Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used in so far as is reasonably practicable.

All appropriate staff shall be trained in safe manual handling techniques.

Where loads have to be manually handled, safe access shall be assured.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	30

Precautions**1. Manual Lifting Procedure****1. The Lift**

The key factors in safe lifting are:

- a) balance
- b) position of back
- c) positioning of the arms and body
- d) the hold

a) Balance

Since balance depends essentially upon the position of the feet, they should be apart about hip breadth with one foot advanced, giving full balance sideways and forward without tension.

In taking up this position, lifting is done by bending at the knees instead of the hips and the muscles that are brought into use are those of the thigh and not the back.

b) Position of the Back

Straight - not necessarily vertical

The spine must be kept rigid and straight, but not necessarily vertical. The spine can be kept straight if it is within 15 to 20 degrees from the vertical. This, coupled with a bent knee position, allows the centre line of gravity of the body to be over the weight, so reducing strain.

c) Position of the Arms and Body

The further the arms are away from the side, the greater the strain on the shoulders, chest and back. The elbow must at all times be close to the body, arms should be straight when carrying a load. One hand should be in advance of the other, whichever foot is

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	31

placed forward, the same hand is extended, the other hand is kept close to the body. This position ensures that the elbows are into the sides. This coupled with the correct foot position ensures a safe and easy fit.

d) Arms close to the Body

The further the weight is away from the centre line of gravity of the lifter, the greater the strain. At all times get close to the weight and try to make it part of you.

e) The Hold

When grasping a weight, one often hears the phrase "get a good hold". A good hold means a grasp with the roots of the fingers, not just the tips, plus contact of the weight with the palm of the hand.

Never forget that size and build has no bearing upon the amount any one individual can lift. Everyone should know their own capabilities and should never attempt to exceed them. If in doubt get help, it is far better to be safe than sorry.

Besides these key factors, there are other important points to remember.

2. Centre Line of Gravity

It is essential that the weight of object and the centre line of gravity of the lifter should be as close as possible to one another. This reduces strain, discomfort and the likelihood of loss of balance during the course of the lift.

3. Testing the Weight

When in the initial position for the lift, the lifter should test the weight of the object to make sure it is within his capability and not too heavy for one man to lift. Many accidents happen when a person raises an object a few inches off the floor, realises it is too heavy and lets go.

4. The shape of the weight

Note the shape of the object. It should be turned, if possible, so that the shortest measurement of rectangle is nearer to the centre line of gravity.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	32

5. Movement.

The movement should be controlled and smooth. The weight should be kept close to the body.

Rhythm plays an important part in reducing tension and creating relation.

Before moving any loads, the job should be sized up and possible hazards moved or rectified.

An inspection of the load itself must be made to ensure that it can be moved without danger to the lifter or others.

The following check list can be usefully applied to all lifting jobs:

- if the load is heavy or too large for one person to handle, help should be obtained from a work-mate of similar physique
- jerking a load will add a little extra force, but it will also cause severe strain to the arm, back and shoulder
- even if a load is light in weight, it is dangerous to carry if it is large enough to obscure vision
- loads should not be pushed onto stacks above chest level. If a stack is this high, stand on a sturdy platform
- if the load to be lifted exceeds half the weight of the person lifting it, it is more than likely that the individual will lose his/her balance.

Note: if in doubt when lifting **GET HELP.**

TRAINING

Any employee whose job involves any manual handling shall be trained to allow him/her to carry this out safely. The extent of the training will depend on the type of lifting in which they are involved.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	33

4.5 HAZARDOUS SUBSTANCES & MEDICINES

HAZARDS

Where Hounds are kennelled it is possible that medicines and other substances may be in use.

- ☐ External contact - corrosive, skin absorption, dermatitis.
- ☐ Inhalation - gases, fumes, vapours.
- ☐ Ingestion - swallowing.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES FOR GENERAL ITEMS

- ☐ All substances are listed in a safety file.
- ☐ All substances have an up to date Material Safety Data Sheet (MSDS) on file.
- ☐ The control measures listed in the MSDS are followed.
- ☐ A written assessment, control measures and other information are on site.
- ☐ All substances are stored in an appropriate unit that is fire retardant and can contain spillages.
- ☐ Procedures planned to handle or use any hazardous substance or process are carried out fully.
- ☐ Any, equipment, hygiene measures or protective clothing are provided and maintained as required.
- ☐ Any necessary air sampling, medical examinations, testing, etc. will be carried out as required and records will be kept on the premises.
- ☐ All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

CONTROL MEASURES FOR MEDICINES

The advice and guidance of a Vet will always be sought however set out here are some general controls:

- ☐ Select a less hazardous veterinary product, e.g. a water-based vaccine instead of an oil-based one where possible.
- ☐ Use a safer application system, e.g. a pour-on rather than an injectable product may be safer for the operator.
- ☐ Provide effective engineering controls, e.g. properly designed bays or stalls with room for treatment.
- ☐ Provide facilities to ensure animals are properly restrained.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	34

- ❑ Ensure operators are properly trained and competent to safely use the product. Work with veterinary medicines should only be done by competent persons who have received adequate instruction, information and training.
- ❑ Dispose of any surplus concentrate or dilute product safely.
- ❑ Store securely all medicines and application equipment such as syringes and needles, where children cannot get at them.
- ❑ Always follow the label or package instructions carefully, especially those relating to personal protective equipment.
- ❑ Wash off splashes from the skin and clothing immediately, and wash before eating, drinking or smoking.
- ❑ Report all suspected cases of poisoning or other adverse reactions, so they can be thoroughly investigated.

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	35

4.6 General Kennel work

HAZARDS

- Multi hazard

Animal handling, unpredictable animal behaviour, and repetitive cleaning, feeding, and treatment tasks mean that kennel workers need training, proper equipment and facility design, along with safe work practices.

Advice to staff:

Before you handle an animal, assess its health, stress level, and body language. A gentle animal can turn aggressive if startled, so protect yourself and the animal by using personal protection and handling tools. Use the appropriate glove for hand and finger protection from punctures or crushing (large dog bites). Wash your hands throughout the day and before eating, drinking, or leaving work.

Use handling tools like a lead or leash to move or exercise gentle dogs. A tether pole moves gentle and aggressive animals while keeping them away from your body. Secure animals by collar hooks or in the kennel/cage before you release them. Consider muzzles when you must closely handle animals for medical treatment or exams.

To avoid bites and scratches, don't lean on, walk close to, or place your fingers or face in or near a cage or kennel. Ideally, kennel and cage doors should open outward to avoid getting trapped inside a kennel or crushed between the door and jamb if an animal launches against the door. Communicate an aggressive animal hazard with warning signs on the kennel and flag the animal's file.

During medical treatment, secure animals to the exam table or at floor level. Before you give an injection, secure a dog in a collapsible treatment chute or tethered at multiple points. For highly aggressive animals, use a safety stick pole for injections. Know where your hands are during the injection. Wear eye protection and a face shield to avoid splashes. Practice needle safety; do not try to re-cap or break needles. Put used needles in appropriate containers.

Prepare yourself for unexpected animal movements that can push or pull you and cause strains and sprains. Use a wide foot stance for stability. Wear safety boots or shoes with non-slip soles for traction and protection from heavy animals. Don't lift larger animals; use ramps to move them into cages, trucks, and exam tables.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	36

OTHER CONTROL MEASURES

- All employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- Only take dogs out that are on lead restraints and muzzled, in a local area regularly used by the kennel for walking.
- Staff also equipped with a fluorescent vest to wear if visibility outside is poor.

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	37

4.7 General Farm Machine Hazards

Hazards

- Personal Injury from inadequate maintenance / Checks on Company Vehicles
- Damage to property from inadequate maintenance / Checks on vehicles

Person at risk:

Employees / Sub-Contractors / Visitors / Others

Vehicle List:

- Mini diggers
- Dumper
- Etc.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Auxiliary devices are provided where operators vision is obstructed.
- People and traffic will be segregated as much as possible.
- Safety cut-outs on all equipment.
- Only trained staff with necessary skills cards may use plant and machinery.
- All excavators have quick hitch mechanisms.
- Vehicles shall not be driven or operated on dangerous slopes.
- Staff will not carry out any general maintenance on vehicles.
- Monthly Vehicle Inspection Sheets must be used and stored in Company vehicle and returned to office for inspection at the end of every month
- All equipment subject to a planned schedule of maintenance.
- All equipment shall be subject to the statutory maintenance checks as per the construction regulations.
- Employees have a legal duty to report any known defects.
- Only those with relevant skills cards may operate machinery
- Any lifting equipment is inspected at statutory intervals as per our insurance company recommended inspector and the 2006 regulations.
- Wind is always assessed before carrying out lifting.
- Operator to make sure there are no obstructions.
- Keys are never left in vehicles.
- All vehicles will be secured at night to prevent unauthorized access.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	38

4.8 Tractors

Hazards

1. Overturning causing entrapment
2. Persons being run over/struck by vehicle
3. Loose clothing catching in drive shaft
4. Jumping from a vehicle while still in motion.
5. Excess speeding in confined areas.
6. unauthorised/Inexperienced personnel having access to machinery

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Only certified staff who also hold a valid driving license will be allowed to drive tractors.
- All tractors will have roll over protection.
- All PTO shafts shall be guarded.
- All tractors shall be subject to planned maintenance
- No passengers shall be carried on the tractor
- All machines should be fully roadworthy.
- Drivers being responsible for the up-keep of all aspects of the tractor, e.g. damaged seats should not be allowed to deteriorate to the point where possible injury could result.
- Drivers must on no account carry passengers on their vehicles unless that such vehicles are suitably modified with appropriate secondary seating etc.
- All parts and working gear of vehicles fitted with forks or any other attachments for stacking, loading or unloading goods must be thoroughly examined every six months
- Keys must be removed when not in use.
- Guards should be over drive shafts at all times
- All blades shall be kept sharp to ensure smooth cutting.
- Staff will not carry out any general maintenance on vehicles.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	39

4.9 Horse hazards

Hazards

- Crush
- Being thrown
- Unpredictable animals

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Always wear safe clothing and use equipment that is in good repair. Always wear boots to protect your feet should you get stepped on when you are working near animals.
- Wear pants to protect your legs, especially while riding. Your clothing should be well fitted so that it does not catch on any farm equipment.
- Never run, make sudden movements or sudden loud noises around animals. Some animals will become startled from sudden actions or noises and a startled horse is more likely to cause injury to you than a calm one.
- Never approach an animal directly from the front or rear. Always approach the animal by his shoulder or to the side.
- Never stand directly in front or directly behind an animal, even when you are brushing his tail or forelock, because he may not be able to see you well.
- Whenever you are near an animal, always make sure he knows where you are by speaking to him or keeping a hand on his body as you move around him.
- When you walk around an animal, either walk far enough away that you are not in his kicking range (at least 12 ft.), or so close that you cannot receive a full blow should he kick.
- Always let an animal know what you intend to do. For example, when picking up a horses foot, do not grab the foot hurriedly. Instead, run your hand down starting at his shoulder and down to his pastern, and the horse should pick up his foot for you.
- When holding the lead rope, always fold the extra rope back and forth instead of around in a loop. Then, hold the rope around the outside of the bundle. Never, ever loop the extra

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	40

rope (or any equipment), around your hand or other body part. If you do this and the animal pulls away, the rope can tighten around your hand or fingers, possibly causing serious injury should the animal then take off running.

- Never hold the animal's halter with your hand when leading. Your hand could get stuck if the animal tosses his head and/or decides to spook or take off running. Always use a lead rope when leading an animal, and hold it in both hands.
- Remember that the animal is much stronger than you are. If the animal becomes startled and attempts to run, just let go of him. If you hang on to the lead rope while the animal tries to escape, you may put yourself in danger of being knocked over, dragged or trampled. Remember that the animal can always be caught again, and your safety is the most important.
- Whenever you are leading an animal through an entranceway or doorway, be sure that there is at least 4 feet of clear space on either side of him. Open all gates and stall doors all of the way before walking through them. Never lead an animal through an opening smaller than this, as an animal can injure his side or hip on the corner of a gate or doorway. This will also give both you and the animal more room to react should he become frightened from accidentally bumping against the opening of the entranceway.
- Always work with horses on their left side when you are saddling, leading, mounting, and dismounting.
- Always wear an approved helmet when riding. Accidents always occur when you are least expecting them.
- To decrease the possibility of you being kicked when turning out your animal, always lead him all the way through the gate and turn him around to face the gate. When you remove his halter, be sure to step well out of the way, since some animals become excited when being turned out and immediately turn to buck and run.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	41

4.16.1 Stallions

Hazards

- Crush
- Being thrown
- Unpredictable animals

Person at risk: handler

When at risk:

- Walking the stud from one place to another
- Turning the stallion out in a pasture or paddock
- Feeding the stallion in his stall or in the paddock
- Grooming and bathing the stud
- Giving him treats

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- One basic rule of thumb when controlling a stallion is the respect of boundaries. The handler should make sure to keep a safe distance from the horse at all times to avoid being trampled; this means walking the horse with a long arm, and with the hand fixed on the lead shank near the jaw. When turning a stallion out in a pasture or paddock, the handler should turn around to face the gate, unfasten the halter and back away.
- Handlers should never turn their backs on stallions. It isn't because the stud horse is violent or malevolent, but because the horse might accidentally injure his handler with sudden movements.

Stallion Safety in the Saddle

- Riding a stallion is the same as riding any other horse except that a stud horse is usually more difficult to control. Only experienced riders should attempt to ride a stallion, and they should be well-versed in stud safety before they climb on.
- If there are mares in the arena or pasture when riding a stallion, the rider should be extra mindful. The stallion might, at some point, decide he wants to mount one of the mares, and it will be very difficult to stop him. It is best to avoid close contact with mares when they might be in heat, which is usually during the summer months.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	42

Stud Safety in the Barn

- Stalls with high walls and no bars or slats are ideal for stallions because they cannot see any horses on either side of them.
- It is important to realize that stallions are not just a danger to receptive or non-receptive mares, but also to geldings and other stallions. Stud horses are extremely aggressive on the whole, and are more prone to defending their territory from a perceived threat.
- The same stallion safety rules apply to paddocks and pastures. Tall fences and secure gates are required to keep a determined stallion from leaving the confines of his paddock to pursue a mare or a fight with another horse.

Rules for Stallion Safety

Anyone who is going to be working directly with stallions should consider the following rules:

- Lock all gates when entering or leaving an enclosed area.
- Attach a stud chain to the lead rope for strong stud horses.
- Keep stallions separated from other horses during breeding season.
- Watch for signs of aggression in a stallion at all times.
- Consider calming supplements for unruly stud horses.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	43

4.10 General Health Hazards

Hazards

- Weils
- Lyme
- Etc.

Person at risk:
All outdoor staff

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General Advice:

Weil's disease (Leptospirosis)

Water in ditches, slow moving rivers and ponds may contain rat urine capable of causing this life-threatening disease. Infection arises through cuts, abrasions and through the eyes and the lining of the nose and mouth. Always wash your hands before eating, drinking or smoking. Cover cuts and broken skin with waterproof plasters. If you are working with parts of your body immersed in water wear waterproof protective clothing. Never touch dead rodents with bare hands.

Weil's disease starts as a feverish illness with a high temperature and headache. At this stage it can easily be controlled with antibiotics, so contact your GP straight away. Carry a leptospirosis medical contact card to alert others to the possible nature of your illness.

Lyme disease

This disease is spread by bites from infected ticks. The earliest sign may be a faint ring-shaped rash. Often you may not notice this and only become aware of the illness when you start to experience intermittent flu-like symptoms. At this stage the infection responds well to antibiotics but if left untreated may result in serious illness. The best defence is to keep your skin covered – especially your legs. Check your skin and clothing frequently. Carefully remove any ticks and place a small dressing over the bite. The sooner the ticks are removed the less likely you will be infected.

If you are worried about possible infection contact your GP.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	44

Tetanus

The organism causing tetanus is widespread and can enter your body through cuts, abrasions or puncture wounds made by splinters and thorns. It is potentially fatal and immunisation before infection is the only certain way of dealing with the disease. Check with your doctor how often you need a booster.

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	45

4.11 Ladders

HAZARDS

Note: Ladders must only be used for short periods and only where there is no suitable alternative.

- Items falling from ladders
- Working from ladders
- Throwing waste material from ladders
- Overreaching
- Overbalancing
- Ladders Falling
- Falls from Ladders
- Electrocution
- Defective Ladders

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Ladders must be in good condition, free from defects and to be inspected by a competent person before ladder is to be used.
- Ladder must be positioned on solid ground - if metal check that caps on the feet are in place and in good condition.
- Ladders to be used the correct way up - strengtheners to be on the underside of rungs.
- Ladders should not be painted as this hides defects.
- The ladder must be sited on a level surface and securely tied on both sides near its upper resting place. If it cannot be tied at the top, it must be held by a person stationed at the foot of the ladder.
- Ladders must extend at least 1m over landing stage and set at a slope of 1 out to 4 up (75°)
- Workers to climb ladders with both hands free (i.e. not carrying materials)
- Move ladder along with work to prevent overreaching.
- Only one person at a time on a ladder
- If a ladder cannot be properly repaired, it must be scrapped
- Do not stand on top 2 rungs of step ladder

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	46

4.12 Working at height

Hazards

- Falls over edges
- Falls through the roof
- Items falling from work area
- Throwing waste material from roof etc.
- Overreaching
- Tripping Hazards on work area
- Collapse of unit
- Falls through opes

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Method Statement and Risk Assessment to be prepared before any work commences on a roof or at height.
- Leave clear access and egress for others on site to prevent slips / trips and falls
- All work at height will be must be carried out safely to protect workers and people below.
- All scaffold including mobile towers, must be of sound construction and erected by a competent person, this will include a copy of CR 8 form.
- Under certain circumstances Fall arrest equipment may need to be used
- Any work by sub contractors which involves working at any height over 2 metres must have a method statement and must be given to foreman.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	47

4.13 ATV (quads and attachments/trailers)

Hazards

- Crush
- Roll over
- fuel

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

GENERAL CONTROL MEASURES

- Correct helmet to be worn at all times.
- Clothes should cover arms and legs.
- Boots with strong grips should be worn.
- Correct clothing to be worn for the weather.
- Never carry passengers unless the ATV/Quad has been designed for same.
- Ensure brakes give a straight stop and throttle is smooth across the range.
- Ensure tyre pressures are correct.
- If your ATV has a differential and it is disengaged, then, when cornering, weight should be transferred to the inside of the turn.
- When riding across a slope, keep your weight on the uphill side of the ATV.
- When going downhill, slide your weight backwards and select a low gear, reducing the need to use the brakes.
- When going uphill, move your weight forwards and maintain a steady speed.
- NB: The positions described above can be made more effective for rough ground and higher speeds by standing in a stooped position (called active riding). This increases the ability to shift weight quickly and maintain stability. It is important to keep both feet on the footrests at all times.
- Avoid sudden increases in speed, as this is a common cause of rearward overturning accidents, even from a standing start on flat ground where there is good grip.
- Never put your foot onto the ground to stabilise an ATV when riding.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	48

ATV AND TRAILER CONTROL MEASURES

Ensure all riders know the manufacturers recommended towing capacity and drawbar loading limit. Always operate within these requirements. Remember that your ability to control the ATV by your body movements will be considerably reduced when carrying a load or towing a trailer.

When selecting trained equipment look for:

- – over run brakes;
- – swivel hitch drawbar;
- – bead lock rims on wheels;
- – a low centre of gravity and a wide wheel track;
- – a long drawbar;
- – attachment points for securing a load.
- Check the weight ratio between your ATV and its trailed load. This needs to be assessed for each operation. As a general guide, on level ground braked trailed equipment can be a maximum of four times the unladen weight of the ATV. For unbraked trailed equipment the maximum should be twice the unladen weight. These loads should be reduced when working on slopes, uneven ground or poor surface conditions. Follow the manufacturer's advice for your particular machine.
- Weight transfer is also important. Stability and resistance to jack knifing is improved if some load is transferred onto the ATV's drawbar. Approximately 10% of the gross weight of the loaded trailer is recommended, but this should not exceed the manufacturer's drawbar loading limit. Remember that weight transfer can change dramatically when you start going up or downhill.
- When selecting mounted equipment, make sure it is within the Manufacturer's approved weight limit, with a low centre of gravity, and controls which are easy to operate but do not create a hazard. Where equipment is added to one end of the machine, add ballast at the other end to maintain stability.
- Loads carried on racks must be well secured, e.g. with ratchet straps, and be evenly balanced between the front and rear, except where they are deliberately altered to aid stability when going up or down a slope. Only tow a load from the hitch point. Loads towed from other points such as the rear rack have caused sudden rear overturning even on slight slopes or with slight acceleration. Ropes or chains should not be used to drag a load where they can become caught on a wheel. This may lead to entanglement with the brake cable, causing unexpected braking.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	49

4.14 Spraying

HAZARDS

Chemicals

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All controls as per earlier assessment on hazardous substances to be followed.
- Only trained staff may use the sprayers whether they are knapsacks or vehicle mounted.
- Where possible spray staff will attend the Teagasc spray training program.
- Before using, always inspect the backpack pesticide sprayer tank for damage or defects and make sure sprayer hoses, regulator, wand, and nozzle(s) are clean and functioning properly. Pay particular attention for leaks from the sprayer and attachments.
- Always wear appropriate personal protection equipment, including eye protection, chemical-resistant gloves, and coveralls and when necessary, chemical-resistant clothing and a respirator.
- Follow instructions on the substance label when mixing substances for use in a backpack sprayer.
- Pour the pesticide mixture through the filter basket when loading the backpack sprayer tank.
- Due to the weight of a loaded backpack spray, be careful when walking or bending. Look where you are stepping and always bend at the knees.
- Due to their inherent hazardous nature, never use flammable liquids, acids, or caustic chemicals such as bleach in a backpack sprayer.
- Relieve sprayer tank pressure through the shut-off valve and spray wand before adjusting the pressure regulation valve or control knob.
- Apply pesticides at the rates recommended by the manufacturer.
- Never point the spray wand in the direction of people or animals.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	50

LOGO HERE	ABC Company
	Safety Statement

- Spray tanks, hoses, regulator, wand, and nozzle(s) shall be rinsed thoroughly after each use. Rinsate (and pesticide containers) shall be disposed of properly.

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	51

4.15 General Livery of Horses and Kennelling of dogs

Hazards

- Crush
- Being thrown
- Unpredictable animals

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

GENERAL CONTROL MEASURES

- Always wear safe clothing and use equipment that is in good repair. Always wear boots to protect your feet should you get stepped on when you are working near animals.
- Wear gloves and strong trousers when working with dogs in case of snapping or biting.
- Ensuring horses are not startled, by talking to them on approach, slow controlled movements, reassuring calm behaviour etc.
- Minimizing the times when necessary to walk or stand behind horses.
- Tying horse to suitable places with lead ropes attached to breakable string/baler twine etc so that in an emergency the horse can release itself rather than panic
- Ensuring horses are tied up when grooming, tacking up, mucking out stables, etc.
- Not sitting/lying/kneeling on the ground next to horses to ensure a person can quickly get out of the way if the need arises.
- Using headcollars or bridles to lead, (not just grabbing a handful of the mane and hoping for the best!). Same applies for dogs, do not simply grab the nape of the neck.
- Awareness of external factors likely to frighten horses or dogs, e.g. tractors, bags blowing in the wind and taking appropriate action.
- Safely applying tack, leg bandages etc and ensuring there are no trailing stirrups, headcollars, bandages etc in which horses could get caught and then panic.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	52

- Not causing pain through inappropriate use of whips or other gadgets.
- Ensuring environmental conditions are adequate for the task in hand, e.g. not grooming in confined spaces, allowing sufficient lighting.
- Safe methods of grooming and 'picking out the feet', (cleaning the underneath of the hooves from mud, stones and other dirt).
- Careful use of appliances such as electric clippers, to be used in conjunction with residual current devices (RCD's)

Horseboxes and dog trailers

- Adequate training for horses and dogs in loading, unloading and travelling.
- Training for staff in loading/unloading to ensure they do not place themselves in a position of danger.
- Staff training in driving the vehicles.
- Appropriate maintenance of vehicles to ensure roadworthiness and compliance with the law.
- Use of headcollars or bridles to control horses and leads for dogs.
- Wearing gloves and protective toe capped footwear.
- Securing partitions or breeching straps behind horses prior to tying them within the compartment. Assistance is usually required for this task.
- Ensuring people stand to the sides of rear doors hinged at the base when opening or closing.
- Controlled use of aids such as anti-rearing bits, lunge lines, whips.
- Careful selection of assistants for the tasks required.
- Ensuring people travel in proper seats fitted with seatbelts, not in the horse travelling areas.

Turning Out

- Leading using headcollars with lead ropes attached, or bridles.
- Leading a small number of horses at a time, usually one or two.
- Ensuring entrance gates are closed and the horse is facing the gate before release.
- Controlled use of incentives such as feed to entice horses to be caught when other horses present in a field.
- Staff should always wear suitable footwear and gloves/hard hats may be deemed necessary under the risk assessment.
- High visibility reflective jackets should be worn when leading along roads to and from fields, etc.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	53

- Ensuring staff/clients/volunteers are adequately trained/experienced/supervised for the task.

Lunging and training

- Adequate experience/training/supervision of the person lunging.
- Selection of suitable horse with regard to rider and/or person lunging
- Suitable, properly used equipment for lunging e.g. bridle, lunging cavesson, side reins
- Checks to ensure tack secure, e.g. if no rider the stirrup leathers secured to prevent the stirrups banging against the horse's sides.
- Lunging in an enclosed area.
- Use of suitable footwear, hard hat and gloves by person lunging.

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	54

PART 5**ANNUAL REPORT****ABC COMPANY****SAFETY STATEMENT**

The following is a report of progress with our Health and Safety Policy as required by Section 12(6) of the Safety Health and Welfare at Work Act 2005.

SAFETY TRAINING:

During the year, the following safety training courses were run:

- 1
- 2
- 3

External safety and health courses attended by our staff included:

- 1
- 2
- 3

NEW SAFETY ARRANGEMENTS

The following new safety arrangements were put in place during the year:

- 1
- 2
- 3

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	55

LOGO HERE

ABC Company

Safety Statement

Safety Statement Document Review

ABC COMPANY

To ensure the proper implementation of our Safety Systems we shall review the Safety Statement periodically and at least annually.

Date of Review	Signed for Company	Description of Changes	Date of update

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	56

LOGO HERE

ABC Company

Safety Statement

Part 6 Hunt Staff and Repair Crew Sign Off

We the undersigned accept that:

- **We have been shown the Safety Statement,**
- **We know where it is to be kept for review,**
- **We will adhere to all safety rules as set out by ABC Company**
- **We will not act in any way that could be harmful to ourselves or any other person.**

Name in block	Signature	Date

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	57

Appendix

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	58

LOGO HERE	ABC Company
	Safety Statement

Accident Report Form

Location:	Department/Division:
Date of Accident/Incident:	Date of Review:
Management present:	
Injured Party	

Nature of loss	Nature and extent of actual or potential loss to people, property, process or the environment
Description	Description of the Accident/Incident (who, what, how, when)
Causes	Why did the Accident/Incident occur, (root, basic and immediate causes)?
Recommendations	Action to prevent recurrence, responsibility & action by dates:
Reporting	Distribution of investigation information organisation wide and statutory reporting / reply: