



# FULL CIRCLE HORSEMANSHIP

## Health & Safety Policy – Effective 17/10/2025

Review 17/10/2026

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### 1. Policy Statement

This document is a health and safety policy for the purpose of making our clients and visitors aware of health and safety. It is the mission of Full Circle Horsemanship to make every reasonable step to keep all clients, visitors and the general public safe. Full circle horsemanship will identify the duties and responsibilities that you as a client or visitor have to comply with to protect you and others from any hazards and risks in your riding or yard activities.

Full Circle Horsemanship is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of:

- Staff, volunteers, and trustees
- Participants, including children and adults at risk
- Visitors and members of the public
- Horses and animals in our care

This policy complies with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Safeguarding Vulnerable Groups Act 2006
- Regulatory Reform (Fire Safety) Order 2005
- UK GDPR

It also follows guidance from equestrian bodies including the British Horse Society.

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## 2. Scope

This policy applies to:

- All charity activities (on-site, off-site, outreach, and events)
  - Horsemanship sessions, groundwork & liberty and education
  - Yard operations, horse care, and maintenance
  - Staff, volunteers, contractors, and trustees
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## 3. Responsibilities

Trustees

- Ensure legal compliance
- Provide adequate resources for health and safety
- Review policies annually

Management / Yard Manager

- Implement this policy
- Conduct and review risk assessments
- Ensure safe systems of work

Designated Safeguarding Lead (DSL)

- Manage safeguarding concerns
- Ensure reporting procedures are followed

Staff & Volunteers

- Take reasonable care of themselves and others
- Follow procedures and training
- Report hazards, incidents, and concerns immediately

As a client or visitor to Full Circle Horsemanship you have a duty to:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
- Co-operate with Full Circle Horsemanship on health and safety issues, and observe all instructions issued by staff
- Correctly use all equipment provided by Full Circle Horsemanship.

- Ensure you do not interfere with or misuse anything provided for your health, safety and welfare.
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## 4. Risk Assessment

. We undertake risk assessments to anticipate potential hazards at all events, and reasonable measures have been put in place to address and reduce these risks as far as is reasonably possible.

- A Hazard is: anything with the potential to cause harm.
- A Risk is the chance that someone will be harmed by the hazard.
- A Risk assessment is a formal recorded process to weigh up the suitability and safety of an activity identifying hazards and taking appropriate action to prevent harm or injury.

Full Circle Horsemanship will:

- Conduct risk assessments for all activities
- Review assessments regularly
- Record findings where required
- Implement control measures

Risk assessments will cover:

- Horse handling and riding
  - Yard hazards
  - Safeguarding risks
  - Lone working
  - Equipment use
  - Weather and environmental conditions
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## 5. Safeguarding (Children & Adults at Risk)

Safeguarding is everyone's responsibility in equestrian settings.

We will:

- Designated Safeguarding Lead – Alex Campos
- Follow safeguarding procedures in all activities
- Ensure all relevant staff have DBS checks
- Provide safeguarding training

- Maintain professional boundaries

Staff must:

- Report concerns immediately
- Never investigate safeguarding concerns themselves
- Maintain confidentiality

Please refer to our Safeguarding Policy for more information

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## 6. Safe Working Practices

Full Circle Horsemanship is committed to the following duties:

- Undertake regular, recorded risk assessment of the activities undertaken at Full Circle Horsemanship.
- Create a safe environment by putting health and safety measures in place as identified by any assessment.
- Ensure that all visitors, clients and staff are aware of, understand and follow the health and safety policy.
- Appoint a competent staff member to assist with health and safety responsibilities.
- Ensure that normal operating procedures and emergency operating procedures are in place and communicated to all assisting members on the day of yard activities.
- Provide access to adequate first aid at all times.
- Report any injuries or accidents sustained during any activity at Full Circle Horsemanship

Health and Safety Executive & DSL Alex Campos-Martyn, Fontwyke park, SP35RS  
Full Circle Horsemanship will ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

### General

- No lone working with children where possible – Refer to Lone Workers Policy
- Appropriate supervision ratios maintained
- Clear communication with participants and carers

### Physical Contact

- Only where necessary for safety or instruction
- Always explained to the participant

## Behaviour

- No abusive, discriminatory, or inappropriate behaviour
  - Professional conduct at all times
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## 7. Yard & Equestrian Safety

Horse environments present inherent risks; careful management is required.

### Yard Safety

- Keep walkways clear of hazards
- Ensure secure fencing and gates
- Maintain safe storage of equipment
- Display emergency contact information

Accidents can be reduced by maintaining safe environments and clear procedures.

### Riding & Handling

- Riders matched appropriately to horses
- Suitable PPE required (helmets, footwear)
- Qualified supervision provided
- Horses assessed for suitability

### Equipment

- Tack and equipment regularly checked
  - Faulty equipment removed immediately
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## 8. Horse Welfare

Horse welfare is integral to safety.

We will:

- Provide appropriate care, feeding, and turnout
- Ensure horses are fit for work
- Prevent overwork or distress

- Follow biosecurity measures to prevent disease spread
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## 9. Fire Safety

Fire risk is significant in equestrian environments.

We will:

- Complete a written fire risk assessment (legal requirement)
- Provide fire extinguishers and alarms
- Maintain clear evacuation routes
- Store flammable materials safely

Fire safety legislation applies to all equestrian premises.

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## 10. First Aid & Emergencies

Full Circle Horsemanship would like to make it clear to all clients and visitors that:

- Clients and visitors attend the yard and undertake activities entirely at their own risk.
- The yard manager and staff are there at events to help maintain your safety. Please always obey their advice and requests and be polite.
- We ask that clients and visitors take reasonable precautions whilst on the yard to ensure their own safety and the safety of those around them.
- Potential and actual health and safety hazards, risks, accidents and incidents must be reported immediately to the yard manager.
- Access to first aid facilities, telephone, and emergency services must be available at all times. Speak to the yard manager or a staff member if you require assistance.
- Emergency vehicular access must be maintained at all times.
- All accidents or incidents must be recorded without delay in the Accident Book.

We will:

- Provide first aid kits (human and equine)
- Ensure trained first aiders are present
- Display emergency procedures and contacts

In emergencies:

- Call 999 if required

- Follow evacuation procedures
  - Report all incidents
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## 11. Incident Reporting

All accidents, incidents, and near misses must be:

- Reported immediately
- Recorded in an accident book
- Investigated where appropriate

RIDDOR reporting will be followed where applicable.

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## 12. Volunteers

Volunteers must:

- Receive induction and training
- Follow all policies
- Work within their competence

Where working with children or vulnerable adults:

- DBS checks required where applicable
  - Safeguarding training mandatory
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## 13. Training & Competence

We will ensure:

- Staff are suitably trained
  - Ongoing CPD is provided
  - Safeguarding and first aid training is up to date
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## 14. Insurance & Licensing

The charity will maintain:

- Public Liability Insurance
  - Employer's Liability Insurance
  - Any required equestrian licences
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## 15. Lone Working – See Lone Worker Policy for more details

Where lone working is unavoidable:

- Risk assessments must be completed
  - Communication systems in place
  - Staff must inform others of location and timings
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## 16. Data Protection & Confidentiality

We will:

- Comply with UK GDPR
  - Store personal data securely
  - Share information on a need-to-know basis
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## 17. Monitoring & Review

This policy will be:

- Reviewed annually
  - Updated following incidents or changes in law
  - Approved by trustees
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Full Circle Horsemanship requires that:

No vehicles may enter the yard area, arena or paddocks. No vehicle is to be driven faster than walking pace (5mph) in the parking areas.

- Tethered horses must not be left unsupervised and only tied in designated areas to suitable fixings.
- Horses must be led at walk around the yard.
- Clients and visitors must ensure that gateways and paths are not obstructed, and all gates are left closed.
- Children are much less aware of danger than adults, and all children less than 18 years of age must be supervised by an adult at all times.
- Foul language must not be used and will not be tolerated.
- Dogs must be kept on a lead at all times and please clean up after your dog.
- Any client or visitor not following these guidelines, or not willing to accept direction from Full Circle Horsemanship regarding health and safety issues may be asked to leave the yard.

## IMPORTANT

This information as provided above is intended to provide guidance and areas for consideration for those intending to enter into such arrangements. Anyone proposing to enter into such a written agreement should take consideration and their own legal advice as to their particular circumstances.