



Longbridge Animal Services Policies – For use at Binnegar Farm, Puddletown Road, Wareham

Policies Date: June 2023

Policies Review Date: June 2024

- Health and Safety / First Aid Policy

Introduction

Longbridge Animal Services, at Binnegar Farm, Puddletown Road, Wareham places great importance on Health and Safety matters and undertakes to conduct its business in such a way as to ensure the health, safety and welfare of all its employees, visitors and general public in accordance with the Health and Safety at Work Act 1974.

This policy describes the arrangement that Longbridge Animal Services has put in place to give immediate help to those who may, for any reason, fall ill or be injured at work. It covers the assessment of first aid needs, provision of first aid personnel and equipment, and training.

First aid and medication

At least one member of staff with current first aid training is on the premises at any one time. All staff members will be provided with First Aid training if they do not hold a valid First Aid Certificate. Our First Aid Kits:

- Comply with the Health and Safety (First Aid) Regulations 1981 and British Standard – BS 8599-1:2011;
- Include assorted plasters, disposable sterile triangular bandages, eye pads, medium-sized dressings, large-sized dressings, sterile cleansing wipes, nitrile powder-free gloves, first aid in an emergency booklet, safety pins, scissors, dressing or cling film, finger dressings, conforming bandages, disposable heat retaining blanket, microporous tape and disposable tweezers.
- Are regularly checked. Kelly Sherman is responsible for maintaining the kits at the Centre. Each building at the Centre carries a first aid kit. If you are taking a learner off site, then you are to take a kit with you.
- Are re-stocked as necessary
- Are easily accessible to adults
- Are kept out of the reach of children.



Accident books:

- These are kept safely with the first aid kits.
- All staff and volunteers know where they are kept and how to complete them.
- All accident books are reviewed by Lydia Warman or Jo Hawkins to identify any potential or actual hazards in accordance with Health and Safety Policy.

Our accident books keep a record of any first-aid treatment given by first aiders and other members of staff. These accident books must be completed on the day of the incident, and include:

- The date, time and place of the incident.
- The name of the injured or ill person.
- Details of the injury or illness and first-aid given.
- What happened to the person immediately afterwards (for example, whether they went home, or went to hospital).

FIRE SAFETY POLICY

Introduction

Longbridge Animal Services will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with fire regulations and Health and Safety regulations. Management of fire risks will be undertaken in such a way as to prevent injury or ill health to employees, visitors, contractors and others, who may be affected by the activities of the business.

Longbridge Animal Services will ensure:

- A fire risk assessment is undertaken and reviewed annually.
- The fire evacuation procedures are explained to all visitors on arrival
- Training is provided, as necessary, to all staff. All staff complete training on fire safety.
- All fire-related safety equipment is regularly serviced and maintained.

Lydia Warman as the owner is responsible for Longbridge Animal Services overall fire safety compliance.

This means that:

- By law, they are called the 'Responsible Person' when it comes to fire safety.
- Within The Create Approach, they take responsibility for ensuring that Longbridge Animal Services:
- Always acts to reduce the risk of workplace fire.



- Ensures a safe place of work for all staff and visitors.
- Has clearly established and allocated roles and responsibilities for fire safety.
- Regularly assesses risks of ongoing business and our compliance with our fire safety plan, as well as risks and compliance of any new projects; and monitors and keeps accurate records of the performance of staff and our business against them, including the details of evacuation drills, any incidents and how they were resolved and what staff training has been carried out.
- Ensures that all staff and visitors have knowledge of emergency evacuation plans

If you have any questions or need to report a hazard, you should contact our fire safety officer on the details below:

Lydia Warman – 07899863107

Email – Enquiries@longbridgeanimalservices.com

Your duties and responsibilities Longbridge Animal Services expects you to:

- Be alert to any fire hazards and immediately report any concerns to Longbridge Animal Services
- Report a fire, or a fire hazard to Lydia Warman of Longbridge Animal Services
- Comply immediately and responsibly with any fire evacuation orders, whether practice drills or real evacuations

Health and safety policy

Longbridge Animal Services takes the safety and welfare of our staff and anyone engaged by, or working with, Longbridge Animal Services very gratefully and willingly accepts any guidance and advice from the council and professionals for how we can attain the highest levels of health and safety throughout everything that we do.

Our Health and Safety Policy plays an important role in setting and making clear the standards of health and safety that we apply in our business. It is important that you read and ensure you understand the content of this policy. If you have any questions about it, please direct them in the first instance to Lydia Waman.

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all.

What does this policy cover and who is covered?

All staff, contractors and workers and other persons affected by the work we undertake or host are covered by Longbridge Animal Services health and safety policy.



Our policy is to:

- a) Understand the health and safety risks arising from our work activities.
- b) Ensure adequate control of those health and safety risks.
- c) Consult with our employees on matters affecting their health and safety.
- d) Provide and maintain safe plant and equipment.
- e) Ensure safe handling and use of substances.
- f) Provide the necessary information, instruction and supervision for employees.
- g) Ensure all employees are competent to do their tasks, and to give them adequate training.
- h) Prevent accidents and cases of work-related ill-health.
- i) Maintain safe and healthy working conditions.
- j) Review and revise this policy as necessary at regular intervals

NO-SMOKING ON COMPANY PREMISES

VISITORS AND MEMBERS OF THE PUBLIC

Longbridge Animal Services wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard. Any persons who notices persons acting in a way which would endanger others, should inform Lydia Warman or Jo Hawkins If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary.

ALTHOUGH LONGBRIDGE ANIMAL SERVICES RENT LAND FROM A THIRD PARTY THE HEALTH AND SAFETY OF THE STABLES, THEORY ROOM, ARENA, ROUND PEN AND ADJACENT FIELDS FALL TO LYDIA WARMAN OF LONGBRIDGE ANIMAL SERVICES.

Social Media Policy

Longbridge Animal Services reserves the right to use any photos and/or videos taken on the premises to be used on any of the following Social Media sites:

- Facebook
- Instagram
- YouTube
- Twitter
- Google+



If you wish to opt out of permissions please inform Lydia Warman of Longbridge Animal Services before leaving the premises