

## Unit 101 Principles of maintaining health and safety in the workplace

1.1 Identify the types of hazards which may be present and to whom these should be reported.

### **Hazards in the stable**

Mechanical hazards are: broken doors, hinges and screws

Chemical hazards are: shampoo, floor cleaner, WD40, sprays

Electrical hazards: faulty lights could cause fires or electric shock, wires hanging, dentist equipment

Horses hazards: they could kick in the stable and trap someone, they can bite. Hay nets that have fallen down could cause the horse to trip up.

Environmental hazards: Bedding that hasn't been mucked out properly, rat poison, make sure the dirty bedding that you dispose of isn't anywhere near your water table. Separate rubbish into general and recycling.

### **Hazards around the muck heap**

Mechanical hazards are: Broken tools, tractors and trailers to take muck away

Horses could slip or trip up around the muck heap if not emptied in the correct place.

Bad odour, fermented manure not being moved into an appropriate place.

### **Hazards in the feed room**

Kettle - boiling water, electrical hazards

Food could get mixed up if not labelled correctly

Lighting hazards.

### **Hazards in the tack room**

Mechanical hazards include: Saddle rack not being secured correctly, falling and hurting someone. Broken doors and hinges. Electrical hazards are lighting not being wired up correctly or a bulb going. Some tack rooms have kettles for topping up the horse feed and making drinks. Boiling water is a hazard as it could scald someone if spilled.

### **Hazards with work tools**

If work tools are not put away correctly someone could get injured by tripping up over them or a fork could stab them. Work tools should be checked over before being used as faulty equipment could cause an accident and hurt someone if it breaks when using it.

### **Hazards with horses**

Horses tied up incorrectly could cause injury to horse and handler if they become spooked. Lead ropes hanging on the floor when leading the horse could cause the horse or handler to trip up.

Vehicles and tractors should be parked in the correct place away from horses as they could get spooked and run into them. Horses could slip or trip in wet or icy weather.

Other mechanical hazards are tractors and trailers.

Other electrical hazards are lightings need covers so that water doesn't get in. Clean cobwebs away from the electrical covers and make sure that they have not come undone and that the switches are not loose.

### **Who to report to**

Always report hazards straight away to the manager or a senior member of staff.

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### 1.2 Describe fire and accident procedures

#### **FIRE PROCEDURE**

1. Raise the alarm and let everyone know there is a fire
2. Call 999 and ask for the Fire Services - follow the operators instructions
3. Bring all horses to safety if this does not mean endangering yourself or others
4. Leave all belongings
5. Meet at the fire meeting point so that everyone knows that you are safe (Carpark at Hawthorn Farm)

#### **Preventative measures**

- Keep aisles, stall doors, and stable doors free of debris and equipment.
- Mount fire extinguishers around the stable, especially at all entrances.
- Plan an evacuation route for every stable
- Familiarise employees and horse handlers with your evacuation plans.
- Post emergency telephone numbers at each telephone and at each entrance.
- Consider installing smoke alarms and heat detectors
- Familiarise your horses with emergency procedures and common activities they would encounter during a disaster.

#### **ACCIDENT PROCEDURE**

1. KEEP CALM, and USE YOUR COMMON SENSE.
2. Call 999 and ask for ambulance services if needed.
3. If you are riding, halt the ride in an orderly manner. Dismount and hand over your horse; dismount the rest of the ride if necessary and safe to do so. Ensure that they are in a safe position.
4. Go quietly to the injured person.
5. Secure the loose horse.
6. Organise safety procedures for other road users. Ask motorists to help by using their hazard warning lights.
7. If the injured person is conscious: Tell them to remain still. Do not move an injured rider who is in severe pain, nor if they are complaining of pain in neck or back. Wait until skilled help arrives.
8. In the event of an accident involving the horse, make sure he receives attention by asking for help.
9. It may be necessary to send for medical help or to arrange for the casualty to be taken to hospital unless quite certain of their fitness to continue. In any event, if there is the slightest doubt in your mind, always refer to a senior member of staff or call for medical assistance.
10. Remember to make your report in the Accident Book, and if the accident happened on the road, you should complete The British Horse Society Accident Report Form (available from the Road Safety Development Officer, British Horse Society).

<https://www.equineknowledge.co.uk/free-trial/bhs-stage-one-course/stage-1-care/health-safety/accident-procedures/>

### 1.3 Describe safe lifting and handling techniques

When carrying sacks of feed, feed bowls, hay bales, hay nets and water buckets please follow these guidelines:

1. Think before you lift

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Plan the lift. Where is the load going to be placed? Will help be needed with the load? Is there equipment you could use, such as a hoist, that could help with the lift?

Remove obstructions, such as discarded wrapping materials. For long lifts, such as from floor to shoulder height, consider resting the load midway on a table or bench to change your grip on it.

### 2. Keep the load close to the waist

Keep the load such as sacks of feeds close to the waist for as long as possible while lifting to reduce the amount of pressure on the back.

Keep the heaviest side of the load next to the body. If closely approaching the load is not possible, try to slide it towards the body before trying to lift it.

### 3. Adopt a stable position

Your feet should be apart with 1 leg slightly forward to maintain balance (alongside the load, if it's on the ground).

Be prepared to move your feet during the lift to maintain a stable posture. Wearing over-tight clothing or unsuitable footwear, such as high heels or flip flops, may make this difficult.

### 4. Ensure a good hold on the load

Where possible, hug the load close to the body. This should help you make a stronger and more solid lift than gripping the load tightly with the hands only.

### 5. Do not bend your back when lifting

A slight bending of the back, hips and knees at the start of the lift is preferable to either fully flexing the back (stooping) or fully flexing the hips and knees – in other words, fully squatting.

Do not bend the back any further while lifting

This can happen if the legs begin to straighten before starting to raise the load.

### 6. Do not twist when you lift

Avoid twisting the back or leaning sideways, especially while the back is bent.

Keep your shoulders level and facing the same direction as the hips. Turning by moving your feet is better than twisting and lifting at the same time.

### 7. Look ahead

Keep your head up when handling the load. Look ahead, not down at the load, once it has been held securely.

Move smoothly

Do not jerk or snatch the load as this can make it harder to keep control and increases the risk of injury.

### 8. Know your limits

Do not lift or handle more than you can easily manage. There's a difference between what people can lift and what they can safely lift. If you're in doubt, seek advice or get help. Lower down, then adjust

Put the load down and then adjust. If you need to position the load precisely, put it down first, then slide it into the desired position.

When using a wheelbarrow keep your load to the front of the wheelbarrow, and make sure it's balanced so it won't tip over. Don't load material too high, even if it's light. You need to make sure you can see over and around the wheelbarrow as you move. For larger loads, make sure you secure them so they won't fall over or shift around.

1.4 Describe methods of minimising the contamination of edible materials when moving them around the work area.

Keep work area tidy when weighing and mixing feed into feed bowls. Sweep the area up and put left over feed into a sealed and covered bin. Keep feed in containers with a lid, in a dry area such as a designated feed or store room. Use antibacterial cleaner to clean and wipe down surfaces.

1.5 Describe methods of stacking materials safely.

Stack hay and straw by starting with the widest bales. Don't stack any higher than 1.5x the width of the base. Don't stack more than ten bales concrete.

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Feed bags should be stacked safely with no more than three bags at a time to prevent serious injury. Hay, straw and feed should be stored in the designated area that should be dry and secure from children entering and injuring themselves.

In hay barns food storage areas always make sure that you do not block the entrance and stack safely. Do not pile feed bags on top of each other too high as they could fall and harm someone. Follow correct lifting methods when stacking and ensure that you do not carry or lift anything that is too heavy, always ask someone to help you and use a wheelbarrow to transport safely.

2.1 Outline the current health and safety legislation, codes of practice and any additional requirements.

The employer should carry out a risk assessment every year which should outline all of the potential risks around the horses and the hazards that could occur. The risk assessment should also state the likelihood of the hazard happening. It should be reviewed regularly to keep the employees and horses safe. Employees should keep themselves and others safe and should report anything they see that is unsafe to the manager immediately.

As a brief overview, the Health and Safety at Work Act 1974 requires that workplaces provide: Adequate training of staff to ensure health and safety procedures are understood and adhered to. Adequate welfare provisions for staff at work. A safe working environment that is properly maintained.

Environment - The risk assessment should include things like weather issues such as snow, ice and heat. It may also include flooding and natural disasters and the issues that could arise from this.

Physical - This would include harm to people and horses that could potentially happen such as slips, falls, trips etc.

<https://www.hse.gov.uk/agriculture/horseriding.htm>

2.2 Describe how environmental damage can be minimised

Routine awareness of working with horses in and out of the stable

Always throw away any rubbish and place in a bin with a lid. Separate and recycle rubbish when you can to minimise damage to the environment. When mucking out always place dirty bedding in a suitable place such as a dedicated muck heap.

Securing horses - Horses that are not securely tied up or secured in the stable or field could cause damage to the environment such as, trampling areas of woodland and eating plants that are not good for them. Always make sure that the horse is kept in a secure stable or paddock area.

Tying up - Tie the horse up in the correct way so that they are unable to escape. Horses that are loose can cause environmental damage especially if they are frightened as they will move at great speed.

Grazing area - The grazing area should be maintained by removing muck regularly and by ensuring that the perimeter fencing is secure so that the horses cannot escape.

Removal of muck - The muck heap should be spread or emptied once it gets to a point where there is no room so that it does not become an environmental hazard.

2.3 Describe the correct methods for disposing of waste

Location of muck heap - You must locate the water table first before deciding where a muck heap will be located. It should be in a place away from the horses and stables and should have easy access and should not be piled too high as it could fall and harm a person or horse.

Drains - Never wash any kind of solid feeds down the drains and ensure that the drain grids are free from feed waste as they can get blocked.

Waste bins - Recycle your waste and use the correct bins. Keep waste in a bin with a lid on top. Use bin bags to keep bins clean. Wash out bins regularly.

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### 3.1 Describe the equipment which will be required for the activity

Fork - Used for mucking out. There are different forks available for different types of bedding. You can use a pitch fork for straw bedding and a plastic or metal shavings fork.

Brushes - There are long handle hard and soft brushes used to sweep the yard and wet bedding. A firmer brush may be more suitable for mucking out as it will help to sweep up any wet bedding. A softer brush is good in dryer conditions and to sweep up feed. The long handle on brushes will prevent back injury when used correctly.

Buckets - The horse will need a large water bucket and will also need a smaller bucket for feeds. Rubber and plastic buckets are available depending on the need. Some horses are better with rubber, flexible buckets as they are harder to break. Plastic buckets can break more easily if a horse treads on them.

Wheelbarrows - These are used to help transport bedding when mucking out. You will need to place dirty bedding into the wheelbarrow and take it to the muck heap. You can then fill the wheelbarrow with clean straw or shavings and replace the old bedding. Wheelbarrows are also useful when transporting feed bags safely.

Dustpan and brush - These are useful for sweeping up smaller items such as left over feed and cobwebs. You must never bend at the back when using a dustpan and brush, always bend at the legs.

Rubber gloves - Wear rubber gloves to protect your hands when working with water. This will prevent dermatitis. You can also wear rubber gloves when dealing with hazardous chemicals.

### 3.2 Describe the methods of maintaining the range of equipment in a fit state for use

Caring and storage of:

Brushes - Disinfect regularly, store brushes away in a tack room or store room in a dry place.

Always check for defects before using and never use a broken brush.

Wheelbarrows - always check the tyre for punctures and make sure that the tyre is inflated enough.

Store the wheelbarrow in an upright position in a designated area that is dry. Never use a wheelbarrow that is in disrepair and always carry out maintenance on the wheelbarrow.

Forks - Store forks away in a store room and never leave them lying around as a person or a horse could stand on them and injure themselves.

Shovels - Shovels should be checked before using that they are in good repair. Never use a shovel that is broken. Store in a store room and never leave a shovel lying around.

Small hand tools - Store in a box in the store room so that people do not tread on them or trip over them. Maintain by washing and disinfecting regularly.