



**Janah Transport Management Company
Ltd.**

Health and Safety Policy & Safety Handbook

Commenced November 2009

Revised June 2014

(Health and Safety at Work etc Act 1974)

Signed.....FAAL.....

Status.....DIRECTOR.....

Date25 Sep 14.....

Janah

Health and Safety Policy & Safety Handbook

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Janah Transport Management Company Ltd (Janah) is committed to the health and safety of its Employees, contractors and those who may be affected by Janah's working operations. Janah will seek to meet Duties placed upon the Company by virtue of the Health and Safety at Work etc Act 1974 and from the Regulations which fall from the 1974 Act.

This Policy is supported by Janah's Risk Assessments, Health and Safety Procedures and Safety Handbook. The Policy is coordinated by the Janah's Health and Safety Advisor, day to day health and safety management is the responsibility of Shirley Sadler.

Risk assessments have been prepared and cover identified hazardous working activities and operations. Assessment control measures will be followed by all those working for or instructed by the Company. Janah expects those Contractors instructed by the Company to work within the requirements of the 1974 Act and will monitor work to ensure that Contractors are working safely.

Employees are expected to work safely at all times and to meet their individual Duties by virtue of current health and safety legislation.

Janah has systems to monitor and review health and safety management and control. Janah's Board and Managers will be kept advised of health and safety issues as they arise. Janah will consult with employees and welcomes frank and constructive comments on health and safety issues within the workplace.

Janah will provide adequate time and financial support to ensure that its Duties under health and safety legislation are met and will provide adequate information, training and instruction to its employees and those under the Company's control when this need is identified by statutory instrument or risk assessment.

The Company will seek to maintain the occupational health of those at work. Janah will ensure that hazards which may affect an employee's health are controlled and will, when appropriate, screen those who may be exposed to agents which may affect employees' occupational health.

Janah will ensure that emergency procedures are in place and that in the event of an accident occurring, the accident is investigated so that measures can be considered to prevent a like accident occurring in the future. Janah will report, when indicated, accidents to the appropriate statutory body.

Janah - Health and Safety Statement (Working in Areas Controlled by Others)

Janah is committed to the Health, Safety and Welfare of its employees including those persons under its control and aims to meet its duties under the Health and Safety at Work etc Act 1974 and the various Regulations which fall from the 1974 Act.

Janah has a Health and Safety Policy which is supported by the Company's Health and Safety Handbook, Risk Assessments, Procedures and Safe Systems of Work.

Janah's employees are required to work at locations which are controlled by others. It is expected that in such circumstances, Janah's standing Risk Assessment controls and/or procedures will be followed.

Employees are empowered by Janah to withdraw and seek advice from their line manager before or during work activities, if at the time the employee considers the risk to health and safety too great.

Janah wishes to co-operate with those who control premises to meet Duties by virtue of Sections 2 and 3 of the Health and Safety at Work etc Act 1974 and will ensure that those employees it sends to work away from normal places of work are deemed competent and experienced. When indicated, Janah will formerly train employees in the work they will undertake. The Company's employees will be provided with suitable Personal Protective Equipment and means to contact Senior Managers in the event that there is a health and safety concern or an accident.

Janah will on request from the host employer or controller of premises, provide risk assessments or safe systems of work relevant to works undertaken by the Company's employees. Janah expects the host employer to be mindful of their Duties under section 3 of the 1974 Act and to advise the Janah's employees of any local hazard and site safety rules before and during work activities.

Janah - Health and Safety Statement Drugs and Alcohol Misuse Policy

Janah (the Company) does not condone the use of unlawful drugs by its employees or those it instructs to undertake work on the Company's behalf (employees). Neither does the Company condone the excess use of alcohol by employees to an extent that renders them unable to undertake their normal work duties safely, competently or without being a risk to others.

The Company will consider dismissing or terminating a contract if there is a reasonable suspicion that an employee is under the influence of unlawful drugs or alcohol while at work. Employees may not be in the possession of unlawful drugs while at work or at the place of work.

If an Employee makes it known to the Company (before the commencement of any disciplinary action) that he or she has an inappropriate alcohol or drugs habit; he or she will be asked to seek help with their problem and will be prevented from undertaking further work until, within a reasonable and agreed time frame, he or she can satisfy the Company that his or her addiction is under control and managed. In such cases an employee would be asked to attend an interview with an Occupational Physician so that an opinion as to that employee's suitability to return to normal working can be determined, and if appropriate, safely planned.

The Company will, at its discretion be willing to assist with treatment or counseling for a reasonable period of time, if an employee who admits to an inappropriate habit seeks assistance from the Company.

The term 'Unlawful Drugs' concerns the use or possession of a drug that under UK law is defined as unlawful.

Janah - Health and Safety Statement Safe Driving Statement (UK)

Janah recognises its responsibilities and obligations to those employees and others who it asks, or requires to drive on the public highway whilst undertaking business on behalf of the Company.

Janah requires all those who drive on its behalf to observe the Highway Code at all times and to drive in accordance with current road traffic legislation.

Drivers are required to hold a current valid driving licence which is appropriate for the type of vehicle they will be driving.

All drivers who are disqualified from driving or who are recommended to stop driving on medical grounds must inform the Company and must not drive at work for the duration of the ban or restriction.

Drivers must not drive while:

- Using a hand held mobile phone
- Fatigued
- Under the influence of alcohol or drugs

Drivers are not expected to speed or drive in a manner which may put themselves or others at risk.

Janah will so far as is reasonable, ensure that all company vehicles are in a road worthy condition at all times. Drivers should check their vehicle before use and should not use a vehicle which they consider to be un-road worthy or unsafe.

Janah will cooperate fully with any road traffic investigation carried out by the Police, HSE or Highways Agency.

Janah

Requirements for Professional Flying Grooms

Flying Grooms must:

- Be over 18 years of age
- Not present for work while under the influence of alcohol or illicit drugs
- Be in good health. No groom may work who knowingly has a physical or mental condition which may cause them to put themselves or others in danger. All medical conditions must be reported, in confidence, to Janah.
- Observe all instructions of: the Captain or flight crew, Janah's Head In-flight Attendant or airline staff, including but not exclusively with regard to the consumption of drugs, alcohol, smoking or safety
- Hold a valid (for at least 6 months) passport with, when applicable, valid visas.
- Inform Janah of any countries where entry has or will be refused
- Report all accidents or suspected unsafe acts to Janah as soon as is reasonable

Janah requires and expects Flying Grooms:

- To have their own travel/accident insurance, to include but not limited to personal accident, medical and death
- To reimburse Janah and/or the aircraft operator for any expense incurred as result of negligence or a breach in legal duty on the part of the Flying Groom
- To make all necessary declarations to customs and to declare all restricted or banned articles and substances
- To be aware that return carriage is not guaranteed on a particular day

Competency

Janah requires that the Flying Grooms it instructs must be able to show the Company that they are competent and experienced horse persons and are able to handle difficult horses in confined areas. They must have a clear understanding of airside and aircraft working. Ideally, a flying groom should hold AATA certification.

Responsibilities:

- Confirm working duties with Janah's representative
- Wear clean clothing and protective, non-slip footwear suitable for working with horses
- Attend for work at a time and location specified by Janah
- Carry horse-restraining equipment i.e. chifney, shank, twitch, cow collar etc.
- Be aware of how to administer a chemical restraint
- Assist with all aspects of loading & unloading as directed by Janah, i.e. operating horse stalls, handling horses, carrying tack and equipment, filling water containers and hay nets etc.

I confirm that I have read this document and will meet all the requirements and expectations placed upon me.

Signed:.....Date:.....Print Name:.....

Janah - Requirements for Animal Attendants (Air Transport)

Attendants Must:

- Be over 18 years of age
- Not present while under the influence of alcohol or illicit drugs
- Be in good health. No attendant may travel who knowingly has a physical or mental condition which may cause them to put themselves or others in danger. All medical conditions must be reported, in confidence, to Janah.
- Observe all instructions of: the Captain or flight crew, Janah's Head In-flight Attendant or airline staff, including but not exclusively with regard to the consumption of drugs, alcohol, smoking or safety
- Hold a valid (for at least 6 months) passport with, when applicable, valid visas.
- Inform Janah of any countries where entry has or will be refused
- Report all accidents or suspected unsafe acts to Janah as soon as is reasonable

Janah requires and expects Attendants:

- To have their own travel/accident insurance, to include but not limited to personal accident, medical and death
- To reimburse Janah and/or the aircraft operator for any expense incurred as result of negligence or a breach in legal duty on the part of the Attendants
- To make all necessary declarations to customs and to declare all restricted or banned articles and substances
- To be aware that return carriage cost or subsistence is not guaranteed

Competency

Janah requires that Attendants will confirm to Janah that they are competent and experienced horse persons and are able to handle difficult horses in confined areas. They must have a clear understanding of airside and aircraft working.

Responsibilities:

- Confirm working duties with Janah's representative and inform the Representative when they have finished
- Wear clean clothing and protective, non-slip footwear suitable for working with horses
- Attend for work at a time and location specified by Janah
- Carry horse-restraining equipment i.e. chifney, shank, twitch, cow collar etc.
- Assist with all aspects of loading and unloading as directed by Janah
- Be able to communicate in English

I confirm that I have read this document and will meet all the requirements and expectations placed upon me.

Signed:.....Date:.....Print Name:.....

A copy must be retained by the signee

Janah

Responsibilities Following a Significant Injury or Illness (Flight Workers), Safe Working Practice

Scope

All significant injuries sustained immediately before (24 hours) a flight, in flight, airside or during a stop-over away from the normal base of operation.

Significant injury or illness includes medical conditions when an individual has attended or has been attended by a medical practitioner, Emergency Medical Staff (including airport fire service personnel)

Responsibility

- Captains
- Head Flying Grooms
- All flying grooms, attendants and those who are flying in an aircraft owned, leased or under the control of Janah

Practice

If an individual sustains a significant injury or illness, as indicated above, that individual must advise the head flying groom as soon as she or he is able and before going airside or attempting to fly.

An individual who has sustained a significant medical illness or injury must not go against medical advice if advised not to fly or if advised to seek medical care at a hospital or an immediate care facility.

The Head Flying Groom must not allow an individual to fly against medical advice or when an individual has decided not to seek or heed medical advice when there is a reasonable suspicion that the individual has sustained a significant injury or illness.

In situations when the circumstances are unclear or medical advice is either unclear or unknown the Captain or Head Flying Groom may make contact with Janah's occupational health and safety advisor for help and advice (+44 7775 913772).

All significant medical conditions or injuries must be reported as soon as is possible to Janah's occupational health and safety advisor (+44 7775 913772) by the Head Flying Groom.

All significant medical conditions or injuries must be reported as soon as is possible to Janah's occupational health and safety advisor (+44 7775 913772) by the Head Flying Groom.



Safety Essentials (Aircraft & Air Side)

Working with horses in and around aircraft carries a high risk for the inexperienced

- **Think First** – Don't act until it is safe to do so and always use caution – Seek advice first
- Those who have limited experience will be supervised and must accept instruction from the Captain, air/ ground crew and Janah workers
- Aircraft and airport safety rules must be observed
- Those working Airside must be physically fit and not fatigued
- Airside working should be planned; all those undertaking the work should be briefed before work commences
- Attendants may not be under the influence of alcohol or illicit drugs
- Smoking is prohibited
- Turn off mobile communication equipment

Personal Protective Equipment to be worn, when appropriate



Health and Safety Responsibilities

Section 2

All those connected with Janah's working activities are responsible for the health and safety of themselves and of others. No Employee is expected to place themselves or other persons in a position of undue danger and is entitled to withdraw from activities and situations which they individually feel at the time places them at undue risk.

Key Duties and Responsibilities

The ultimate responsibility and Duty for workplace health and safety rests with Janah's Board of Directors.

Day to Day health and safety management and control is the responsibility of Shirley Sadler.

Darley's Health and Safety Dept will provide technical support and advice when requested.

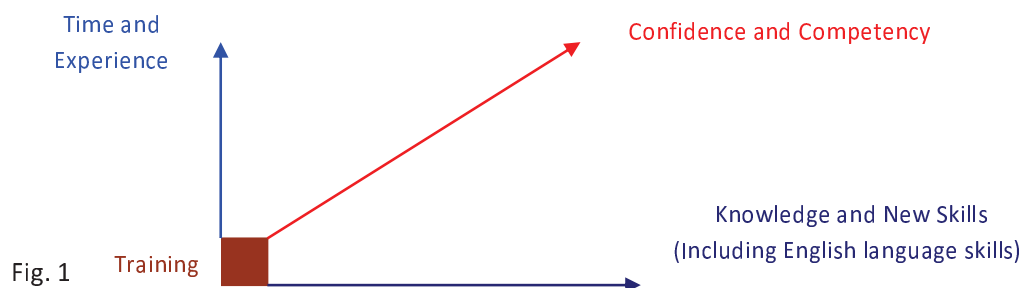
Health and Safety Induction

All new employees, including workers Janah's control will be made familiar with their new surroundings and made aware of: relevant national safety legislation, local safety rules and emergency procedures, telephone numbers and contacts etc on commencement of employment or, during their employment if circumstances change.

Arrangements will be made to ensure that an employee or a worker who is under the control of the Company whose first language is not English, understands the expectations with regard to health, safety and fire.

Each Employee will be issued with basic Personal Protective Equipment at the start of employment i.e. safety boots, foul weather clothing etc. Specialist personal protective equipment i.e. helmets or body protectors etc will be provided when indicated.

Those who are responsible for managing and supervising workers must be aware of the competency concept (Fig.1), that competency is gained by training, time, knowledge and experience. The Janah's managers should be satisfied that individual workers are relatively competent to safely achieve the tasks they have been set, if necessary workers who are less experienced may require additional support until they become more confident and competent.















Basic Safety Rules

Section 3

The following rules apply to all those working for, or instructed by Janah; these rules take account of the concept of confidence and competence. These Basic Safety Rules should enhance local safety rules and procedures but should **not** override them.

Basic Safety Rules

<ul style="list-style-type: none"> ▪ Think First – don't act until it is safe to do so! 	
<ul style="list-style-type: none"> ▪ If you are not sure – Ask 	
<ul style="list-style-type: none"> ▪ Follow local safety rules, procedures and your supervisors' instructions 	
<ul style="list-style-type: none"> ▪ Be aware of local actions to take in an emergency 	
<ul style="list-style-type: none"> ▪ Only attempt work tasks which you are confident you can undertake safely 	
<ul style="list-style-type: none"> ▪ Take notice of all safety warning signs 	
<ul style="list-style-type: none"> ▪ Stop work if you feel that the work task is an unacceptable risk to yourself and others – report the safety concern to Janah's responsible Manager 	
<ul style="list-style-type: none"> ▪ Advise your Manager about any medical condition you may have which may have an adverse effect on your work 	
<ul style="list-style-type: none"> ▪ Report all accidents and near miss events to your Manager 	
<ul style="list-style-type: none"> ▪ Don't smoke (except in designated and/or lawful places) 	
<ul style="list-style-type: none"> ▪ Remember - the majority of your work will take place in potentially hazardous workplaces, 'horseplay' or acting unsafely is not acceptable 	
<ul style="list-style-type: none"> ▪ When required wear your Personal Protective Equipment 	

Occupational Health

Section 4

Working with, and transporting horses is both physically and mentally demanding. Employees need to be both physically and mentally suitable to work safely. Employees are required to successfully complete an occupational health screen, undertaken by a competent health and safety practitioner when offered a job with the Company.

- Occupational Health practice is supported by Darley's Occupational Health Protocol, Practitioners are Registered Nurses, rules of professional confidentiality will apply
- If a health screen indicates a potential health problem, the Occupational Health practitioner will consider, in consultation with the employee and Manager, any reasonable adjustments which could be made to enable the employee to work productively and safely
- If the risks to health and safety significantly outweigh the effects of ill health, the potential employee will be asked to see an Occupational Physician before a final decision is made about the employees continuing work.
- If an employee develops debility during the course of employment, the employee will be individually assessed by health, and safety practitioners. All reasonable attempts will be made to safely rehabilitate the employee's back to work
- If an employee requires a period of prolonged sickness absence (over 7 days) or has a condition which may prevent him or her from functioning normally, an assessment will be undertaken locally and a plan implemented to ensure a safe and healthy return to work but in extreme cases for release from employment on medical grounds.
- Employees are expected to obtain all necessary inoculations which may be required for visiting different parts of the world (if indicated) and, in the UK to maintain their Tetanus status. Employees can seek the advice from Darley's Health and Safety Dept.
- Employees must advise Darley's Health and Safety Dept of any allergies or chronic medical conditions

There are potential risks to those who may become pregnant during the course of their employment. If an employee suspects that they are pregnant they must advise Darley's Occupational Health Dept so that a safe method of work can be planned to protect the mother and unborn child. Prohibitions:

- Exposure to X-Rays
- Exposure to Equine Pharmaceuticals
- Exposure to Human/Animal Infections
- Exposure to Sheep
- Exposure to Pesticides

24 weeks after conception will be considered a suitable date to stop physical work (subject to the general health of the pregnant person).

Janah Occupational Health Screen																			
Name				DOB				Date of Screen											
Past Training/Employment History																			
Past Medical History				Yes/No				Comment											
Cardiac																			
Stroke																			
Epilepsy																			
Asthma																			
Diabetes																			
Musculoskeletal																			
Hearing Loss / Problems																			
Hospital Admissions of note																			
Smoker								Amount											
Alcohol								Amount											
Allergies																			
Medication																			
Tetanus Status																			
Hep B (when applicable)																			
Hearing		RT							LT										
		1	2	3	4	6	Tot	W / D	1	2	3	4	6	Tot	W / D				
								O							O				
On Examination				B/P				Pulse				Resp's				Peak Flow			
VWF Rt.		Lt.		Ht				Wt				BMI				Vision			
Plan																			
Suitable Yes / No				Suitable with Restrictions Yes / No				Refer to Medical Officer Yes / No											
Restrictions																			
Signed								Date											

Health and Safety Dept, Tel: 07775 913772

Date:

Dear Doctor

Re:

DOB:

The above named is a self employed Flying Groom and who is engaged by Janah.

Work as a Flying Groom can be both physically demanding and fatiguing. The above named has, in accordance with the Company's rules disclosed that he / she has a medical condition which may render your patient, in the short or longer term unsuitable to undertake work as a Flying Groom.

Please could I ask you to confirm, or otherwise your patient's suitability to carry out his / her working tasks by completing the questioner below.

My grateful thanks for your assistance, if you have any questions please have no hesitation in contacting me on the mobile telephone number listed above.

Yours faithfully

Andrew Spence RN CMIOSH FRSPH MIIRSM
Occupational Health and Safety Advisor

Factor	Please indicate your opinion(s) with a ✓
The above named is suitable for work as a Flying Groom and with no health related restrictions	
The above named should not fly at work until suitability investigated and, if required treated for a medical condition	
The opinion of an Occupational Physician should be obtained before the above named is allowed to fly at work	

Signed:

Date:

Print Name:

GMC No:

Janah

Janah– Occupation Factors

Information for Occupational Health Opinions,

The following information has been prepared to assist those who may be asked to give an occupational medical opinion about one of Janah's employees.

The information is split in to staff groups:

- Lorry Drivers
- Flying Grooms (direct employees only)
- Administration Staff

Janah's main business function is to plan and administer the transport of horses by land and air.

Janah is run from its office located at Dalham Hall Stud in Newmarket, where it also has garaging and maintenance facilities for its vehicles.

Janah– Occupation Factors – Information for Occupational Health Opinions, September 2010

Occupation Description		
Lorry Drivers – Drive the Company's large (HGV) Horse boxes both in the UK and when required in to the EU.		
Scale of Activity		
None 1	Infrequent 2	Moderate 3
		Frequent 4
		Significant 5
Factor	Scale	Comment
Safety critical	4	Lorry driving and handling unpredictable livestock
Requires physical effort	4	Handling livestock, feed, water and bedding
Requires concentration	4	Driving and handling livestock
Working to significant time constraints	4	Delivery and pick up times
Manual handling	3	See above
Bending / twisting / stooping	3	See above
Likelihood of unpredictable movement	3	See above
Working at height	2	
Working in confined spaces	3	The back of horseboxes
Working in hot conditions	3	
Working in cold conditions	3	
Working in humidity	2	
Working in direct sunlight	2	
Working outside	3	
Lone working	3	
Working at night	4	
Exposure to chemicals	3	Equine waste and cleaning agents
Exposure to noise	2	
Exposure to pesticides	2	
Exposure to respiratory sensitizers	3	Bedding dust and cleaning agents
Exposure to vibration	1	
Working with higher risk machinery	1	
Working with high voltage electricity	1	
Working with fluids under pressure	2	Pressure washer cleaning
Working with livestock	4	
Working with ionising radiation	2	Potentially when passing through customs
Working at visual display equipment	1	
Working requires specialist PPE	3	As indicated, safety boots, dust masks overalls.

Janah– Occupation Factors – Information for Occupational Health Opinions, September 2010

Occupation Description		
<p>Flying Grooms – These workers load and then travel with the horses in the air; they are not considered in-flight personnel for reasons of civil aviation rules. Flying grooms can fly to a number of countries as part of a round trip and can be away from their home base for a number of days.</p>		
Scale of Activity		
None 1	Infrequent 2	Moderate 3
		Frequent 4
		Significant 5
Factor	Scale	Comment
Safety critical	5	Handling and caring for horses during a flight, this can involve moving between stalls within the planes fuselage
Requires physical effort	5	
Requires concentration	5	
Working to significant time constraints	5	
Manual handling	5	
Bending / twisting / stooping	5	
Likelihood of unpredictable movement	5	
Working at height	4	When loading and unloading horses from the plane
Working in confined spaces	4	See above
Working in hot conditions	4	
Working in cold conditions	4	
Working in humidity	4	
Working in direct sunlight	3	
Working outside	3	
Lone working	2	
Working at night	4	
Exposure to chemicals	4	Equine waste, pharmaceuticals, cleaning agents
Exposure to noise	4	Airside at the airport, during the flight
Exposure to pesticides	1	
Exposure to respiratory sensitizers	2	
Exposure to vibration	3	
Working with higher risk machinery	3	
Working with high voltage electricity	1	
Working with fluids under pressure	1	
Working with livestock	5	
Working with ionising radiation	3	At customs
Working at visual display equipment	1	
Working requires specialist PPE	4	Safety footwear and when indicated hearing protection, dust masks

Janah– Occupation Factors – Information for Occupational Health Opinions, September 2010

Occupation Description		
Administration Staff – the majority of the work for this group is office based, however, there are occasions when workers visit airports and equine yards to monitor horse transfers. During the summer months a degree of time is spent administering the endurance races or facilitating the needs of the endurance teams, this requires a significant amount of time.		
Scale of Activity		
None 1	Infrequent 2	Moderate 3
		Frequent 4
		Significant 5
Factor	Scale	Comment
Safety critical	2	
Requires physical effort	3	
Requires concentration	4	
Working to significant time constraints	4	
Manual handling	3	
Bending / twisting / stooping	3	
Likelihood of unpredictable movement	3	
Working at height	1	
Working in confined spaces	1	
Working in hot conditions	3	
Working in cold conditions	3	
Working in humidity	3	
Working in direct sunlight	3	
Working outside	3	
Lone working	2	
Working at night	2	
Exposure to chemicals	1	
Exposure to noise	3	When working airside
Exposure to pesticides	1	
Exposure to respiratory sensitizers	1	
Exposure to vibration	1	
Working with higher risk machinery	1	
Working with high voltage electricity	1	
Working with fluids under pressure	1	
Working with livestock	2	
Working with ionising radiation	1	
Working at visual display equipment	4	
Working requires specialist PPE	2	

Accidents and Injuries

Section 5

All accidents and untoward events involving employees, those instructed by Janah or those under Janah's control must be reported to Shirley Sadler. If the event results in a significant injury (one which prevents the employee continuing with his / her normal activities) the event will be investigated by Andrew Spence and possible causation determined. If indicated the event will, in accordance with statutory Duty be reported to the Health and Safety Executive by virtue of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Emergency Action Information (Dalham Hall Stud & Hamilton Hill)



Fire and Medical Emergency Number is 01638 732100

Fire Action

If You Discover A Fire:

Raise the alarm by activating an alarm point and by dialing **internal ext. 399** or **999** - give the operator the exact location of the fire.

When You Hear The Alarm:

- Leave the building via the closest exit and go to the assembly point (in front of each barn or Building)
- Close doors behind you
- Report missing persons to the Fire Service

Do Not:

- Stop to collect belongings
- Re-enter the building

When it is safe to do so, but as soon after calling the fire service as possible contact:

- **Janah's Management**

Evacuation of Livestock - *In addition to the above...*

Do not attempt to evacuate livestock yourself

The person in charge will:

- Ensure that the fire service has been called and send someone to meet the fire service
- Think about a safe place to put livestock to be evacuated
- **If safe to do so**, commence an evacuation, taking livestock furthest away from the fire first
- Allow only 4 persons to enter the yard at one time, working in pairs

Do not go beyond the smoke line

- Stop the evacuation when conditions become too hazardous
- Liaise with the fire service on arrival

Do not attempt to enter a yard building by yourself and without the permission of the person in charge

Basic First Aid Advice

Calling for Help

When in doubt, **Do Not Delay - Get Help.** (Dial ext. 399 or) **999** tell the operator:

- Where you are
- Where the Casualty is
- What's wrong

Consider

- How the Ambulance crew will get to you?
- Do you need to send someone to wait for the Ambulance on the road?

Keeping Safe

Keep yourself and others safe, watch for dangers and do not make matters worse by becoming a casualty yourself! **Think about:** Turning off running machinery or electrical power, Securing livestock.

Breathing?

Yes

- **Unconscious** - roll the Casualty into the recovery position and Get Help



- Treat other injuries

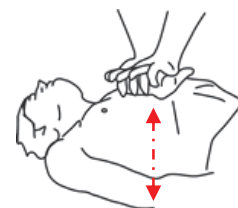
Conscious - treat other injuries

Chest Pain

- **Urgently** Get Help
- Sit up, loosen tight clothing
- Watch for unconsciousness

Not Breathing

- Get Help dial 999
- Lay the Casualty on their back, place the heel of your hand in the centre of the Casualty's chest and gently compress your hands on their chest 30 times
- *Attempt* 2 rescue breaths
- Then repeat, 30 compressions & 2 breaths until help comes



30 x 4 cm depression,
1 compression per second

If mouth to
mouth is
difficult,
continue with
compressions
until help comes



Wounds and Injuries

Bleeding

- Apply a dressing from the first aid kit
- Apply direct pressure over the bleeding point
- Get Help

Burns

- Remove from heat
- Cool with water until help arrives
- Get Help

Sprains and Strains

- Do not move the Casualty
- Get Help

Eye Injuries

- Keep the Casualty still - Get Help
- Irrigate with water or eye wash but do not attempt to remove foreign bodies imbedded in the eye

Road Traffic Collisions (Livestock)

Horse Down

Do Not put yourself in undue danger

If Safe to do so:

- If possible move people out of the line of oncoming traffic
- If possible move the horse out of the way of oncoming traffic
- Turn off any motor vehicle ignition switches and apply brakes
- Dial 999 for the Police, Fire and/or Ambulance
- Warn oncoming motorists
- Try to keep the horse calm and still
- Try to prevent well meaning helpers from acting dangerously

Contact Janah ☎ 01638 732100

- Try to make contact with a Vet, if local to Newmarket, contact NEH. If away from Newmarket ask the Police for advice
 - Advise the Police of actions taken to date and give the name of the Vet who has agreed to attend, give details of those involved in the accident and of any witnesses
-

Horse Trapped in a Horse Box

Do Not put yourself in undue danger

If safe to do so:

- If possible move people out of the line of oncoming traffic
- Turn off any motor vehicle ignition switches, apply brakes
- Dial 999 for the Police, Fire and/or Ambulance
- Warn oncoming motorists

Contact Janah ☎ 01638 732100

- Try to make contact with a Vet, if local to Newmarket contact NEH. If away from Newmarket ask the Police for advice
- **Do Not** attempt to release the horse from the box or enter the box alone
- Try not to allow well meaning helpers to put themselves in danger
- Find a place of safety, close at hand for the horse to be taken when released from the box
- Advise the Emergency Services on their arrival of the name of the Vet who has agreed to attend.
- Take details of those involved in the accident and of any witness

Horse Trapped In Flight Stall (In Flight) – “Over the Top”

All Flying Grooms are expected to work within the scope of their experience and training

Do Not put yourself or others in undue danger

If Safe & Possible to do so:

- Get Help – Inform the Senior Flying Groom
- Remove the front door and bars
- Allow the horse to back into the Stall
- Check for injuries and treat (if this can be done without putting yourself in danger)

Consider

- Replacing the door and bars , but not if this is likely to cause further undue distress to the horse
- ‘Cross Tie’ the horse to the flight stall frame but only if the doors are removed
- Summoning a Vet, if traveling on the flight
- Informing the Flight Crew - if you think it is really necessary
- Asking, via the aircraft radio for a Vet to be available when the aircraft lands

Horse Trapped In Flight Stall (In Flight) – “Fallen on Back”

All Flying Grooms are expected to work within the scope of their experience and training

Do Not put yourself or others in undue danger

If Safe & Possible to do so:

- Get Help – Inform the Senior Flying Groom
- Attempt to make the flight stall as wide as possible
- Allow the horse to right itself in the stall
- Check for injuries and treat (if this can be done without putting yourself in danger)

If the Horse is Unable to Right Itself:

- Do not enter the stall
- Close both side doors of the stall to prevent the horse’s legs and feet becoming trapped

Consider

- Summoning a Vet, if traveling on the flight
- Informing the Flight Crew
- Asking, via the aircraft radio for a Vet to be available when the aircraft lands

NB: If the Groom is prevented from standing during takeoff and landing all Stall doors must be closed

Safe System of Work – ATV's (Quad Bikes)	
<p>Scope</p> <p>The use of all ATV's (owned or leased), used by Janah employees (not site specific)</p>	<p>Primary Legislation</p> <ul style="list-style-type: none"> • Provision and Use of Work Equipment Regulations
<p>Potential hazards</p> <ul style="list-style-type: none"> • Overloading • Overturning • Collision and Impact • Impact with People or Livestock • Equipment and Human Failure 	<p>Those affected</p> <ul style="list-style-type: none"> • Employees • Other workers • Members of the public including children
<p>Safe System</p> <p>The Operator is at all times responsible for the safety of those who may be affected by his or her operating acts or omissions</p> <p>ATV's must be kept secure when not in use so as to prevent unauthorised use</p> <p>Only those who are over 16 years of age, who have been trained and are deemed competent by Janah may operate ATV's.</p> <p>The Operator must be sure that the equipment has been regularly serviced and must be fully conversant with the equipment and its operating instructions before he or she operates it.</p> <p>The Operator must check the equipment for obvious defects – defective equipment must not be used.</p> <p>All riders must wear suitable safety head gear at all time</p> <p>The operator must at all times be aware of potential hazards i.e. pot holes, low branches etc and drive appropriately for the conditions and potential hazards</p> <p>Great care must be taken in adverse weather conditions and poor light. Lights must be used on the public highway</p> <p>All carried loads must be correctly secured to the ATV. The ATV must not be overloaded</p> <p>Passengers may only be carried if the ATV is correctly designed to carry passengers and the passenger is wearing safety head gear</p> <p>Operators who ride on the public highway must hold an appropriate (UK recognised) licence, have suitable insurance and be wearing a HiVis clothing</p>	

AJS/09/11

Safe System of Work - Telehandlers	
<p>Scope</p> <p>The use of all Terrain Telehandlers (owned or leased), used to lift and transport goods and equipment by Janah employees (not site specific)</p>	<p>Primary Legislation</p> <ul style="list-style-type: none"> Provision and Use of Work Equipment Regulations Lifting Equipment and Lifting Operations Regulations
<p>Potential hazards</p> <ul style="list-style-type: none"> Overloading Overturning Collison and Impact Impact with People or Livestock Equipment and Human Failure 	<p>Those affected</p> <ul style="list-style-type: none"> Employees Other workers Members of the public including children
<p>Safe System</p> <p>The Telehandler must be kept secure when not in use so as to prevent unauthorised use.</p> <p>Only those who have been trained and are deemed competent may operate the Telehandler.</p> <p>The Operator is at all times responsible for the safety of the transporting and lifting operation.</p> <p>The Operator must be sure that the equipment has been regularly serviced and must be fully conversant with the equipment and its operating instructions before he or she operates it.</p> <p>The Operator must check the equipment for obvious defects – defective equipment must not be used. The equipment must have a current inspection certificate as an item of lifting equipment.</p> <p>The area over which the equipment is to be used must be checked for obvious hazards by the Operator, i.e. drains or pot holes, overhead cables, trees etc, and plans made to avoid obvious hazards</p> <p>Great care must be taken in adverse weather conditions and poor light.</p> <p>When possible, the area of work should be fenced to prevent encroachment by unauthorised people. If this is not possible, the lifting and transporting operation must be closely supervised by a Banksman.</p> <p>The Banksman must always be in line of sight with the Operator. The Operator must stop the operation if indicated by the Banksman or if the Operator thinks that conditions are too hazardous. Great care must be taken to watch for pedestrians, including children, vehicles and livestock.</p> <p>The Telehandler must not be used beyond its published safe working parameters and weight limits</p> <p>The load must be checked before it is moved to ensure that it is secure and stable. Unstable loads, damaged pallets etc. must not be lifted or transported.</p> <p>Loads must be stacked on firm, stable and relatively level ground but not to a hazardous height.</p> <p>Stacks which become unstable must immediately be remade.</p> <p>The Telehandler must not be used to transport or lift people unless it is correctly modified</p>	

AJS/09/11

Janah, Risk Assessment Safety Essentials for Employees



Contents:

1. Electrical Safety
2. Driven Plant & Vehicles
3. Work Equipment
4. Working at Height
5. Manual Handling
6. Highway Working
7. Chemical and Substances
8. Biological Hazards
9. Horse Handling
10. Riding
11. Vibration
12. X-Rays
13. Air Side Working
14. Computer Workstations

Safety Essential
Electrical Safety



- **Think First** – don't act until it is safe to do so!
- Check electrical equipment, line, plugs and switches for defects before use – Don't use if defective
- Check that electrical equipment used in damp or flammable conditions is correctly insulated
- When using an extension or long power line, make sure that the line is connected to an RCD

Personal Protective Equipment to be worn



Rubber soled boots

Safety Essential
Driven Plant and Vehicles



- **Think First**
- The Observe local speed limits
- Drive to take account of the road conditions
- Take notice of road and warning signs
- Be aware that pedestrians, children and animals are moving on site
- Check the vehicle for defects before driving – don't drive defective vehicles
- Do not drive or operate vehicles if you are not correctly trained
- Ensure that roll bars fitted to plant are properly positioned at all times when their use does not pose a greater risk i.e. working under low trees
- Ensure that power take offs are correctly guarded
- Make sure that the vehicle is prevented from working and is prevented from working when not in use
- Wear hard hats and Hi Vis' when riding ATV's
- Keep in line of site with the driver when walking in transport yards or around reversing vehicles, wear Hi Vis' clothing

Personal Protective Equipment to be worn



Hearing



Eye



Face



Hands



Body



Head



Feet



Breathing

Safety Essential

Static Work Equipment & Plant



- **Think First** – don't act until it is safe to do so!
- Only operate equipment if you are correctly trained in the safe operation of the plant and associated equipment
- Newly trained staff must be supervised – *until you are trained, confident and competent*
- Check plant and equipment for defects prior to operation
- Test emergency stops and the safety guards are in place, including PTO's
- Prohibit the use of defective equipment
- Grease, lubricate, check coolant etc before use
- Ensure that the plant is prevented from working when not in use
- Ensure that livestock or unauthorised people are kept away from the area of operation

Personal Protective Equipment to be worn



Hearing



Eye



Face



Hands



Body



Head












Feet



Breathing

Examples of Work Equipment

									
	Head	Dust Mask	Hi Vis	Overalls	Eye	Foot	Hand	Full Face	Hearing
AT V'S	✓		✓			✓			
Pressure Washers				✓		✓	✓	✓	
Lawn Mowers				✓		✓			✓
Leaf Blowers				✓	✓	✓	✓		✓
Brush Cutters				✓	✓	✓	✓		✓
Hand Tools *		✓		✓	✓	✓	✓		✓

* As indicated by task and manufactures instructions

Safety Essential
Working at Height



- **Think First** – Do you need to work at height or can the job be done another way?
- Check that ladders are in a good state of repair and not defective – don't use if defective
- Ladders should not be used for working from – for access only. Ladders should be set on a firm level base and footed at the base or tied off at the head and 'footed' at the base.
- The area of work and fall out area should be protected
- Prevent unauthorised access or access by livestock
- Work on roofs or in unprotected loft spaces requires special permission and a safe method of work before work commences

Personal Protective Equipment to be worn



Body harness for
cherry pickers and
platforms



Body



Head



Feet

Safety Essential
**Musculoskeletal Injury
 (Manual Handling)**



- **Think First** – don't act until it is safe to do so!
- Use mechanical means whenever possible
- Plan your work and consider if the weight is beyond your individual means - Get help if you need it
- Do not lift or handle if you have an injury, seek advice from the Health and Safety Dept first
- Follow the basic method for lifting and handling (see below)
- Use the controls for manual handling listed in the health and safety file
- If you do sustain an injury advise the health and safety dept as soon as possible

Personal Protective Equipment to be worn



Hands



Head



Feet



Stop and Think

Is handling necessary?

How am I going to lift it?

What will make it easier?

Do I need help?
Can I lift it?



Position Feet

Feet apart

Get balanced

Face the direction of Travel



Adopt a Good Posture

Close to the load

Straight back

Shoulders and hips facing the same way



Take a Firm Grip

Don't over balance

Don't jerk
Move feet - avoid twisting



Put down –

As you picked up!

Stop when you are tired

Pace yourself during prolonged tasks

Safety Essential
Highway Working



- **Think First**
- Take extra care in foul weather, fog or twilight
- Use hazard warning lights and beacons
- Protect the road working by signs and cones – take account of blind spots or dips
- Work in the direction of traffic and not against traffic flow
- Supervise the work, stop work if heavy vehicles or fast moving vehicles approach
- Have a plan for the task and ensure all workers are aware of the plan
- Ensure all road workers are wearing high visibility clothing

Personal Protective Equipment to be worn



Feet



Hands



Hi Vis'



Head

Safety Essential

Chemicals & Substances



Biohazard



Harmful or Toxic to Health



Irritant



Flammable



Harmful to Wildlife



Corrosive



Acutely Toxic



Oxidises



Explosive

- **Think First**
- Follow manufacturer's instructions for use or Stud rules contained in the Stud's Safety Statement
- Make sure that Personal Protective Equipment required by the manufacturer's instructions is provided and worn
- Make sure that when you use harmful substances you are authorized to do so and that unprotected people do not enter the area of work
- Make sure that humans or livestock cannot be adversely affected by the chemical or substance
- Ensure those who are pregnant are not exposed to harmful substances (see manufacturer's notes)
- Be aware about the signs and symptoms of dermatitis, Weils Disease, tetanus and Lymes Disease
- Maintain your immunisation against tetanus
- Wash you hands after handling chemicals, substances and animal waste materials and before eating, drinking or smoking
- Attend for health screening when requested

Personal Protective Equipment to be worn



Hearing



Eye



Face



Hands



Body



Head










Feet



Breathing

As Appropriate, check the Safety Statement for clarification

Example of Identified Chemical	Wear Mask 	Wear Gloves 	Wear Safety Glasses 	Wear Overalls 	Wash Hands 	Follow Manufacturers Instructions 	Don't Smoke 
Bactericide Cleaner		✓			✓	✓	
Brasso Wadding		✓			✓	✓	
Creosote or Creosote Substitute		✓	✓	✓	✓	✓	✓
Disinfectants					✓	✓	
Dusts	✓				✓		
Domestic Cleaning Products					✓	✓	✓
Equine Medication and Pharmaceutical Products		✓			✓	✓	✓
Animal Bodily Fluids		✓		✓	✓		
Mineral Oils and Greases		✓			✓		✓
Muck		✓			✓		✓
Paints and Solvents		✓			✓	✓	✓
Pesticides and Herbicides	✓	✓	✓	✓	✓	✓	✓
Pressure washer runoff	✓	✓	✓	✓	✓		



Notes & Actions to take if contaminated with Biological Hazards

Tetanus

Ensure that your immunisation is up to date

Dirty wounds, the incubation period for the disease can be between 4 and 14 days.

The disease causes muscle stiffness, commonly starting in the mouth, making it difficult to open and close the mouth (Lockjaw).

Other symptoms include: Temperature, Raised heart rate, Profuse sweating, generalised muscle spasm

Dirty laceration, cut, graze, puncture or Needle Stick wound:

- Clean the wound with soap and water
- Cover the wound with a dressing
- Seek the assistance of the First Aider
- Inform your line manager
- See your GP or go to A&E if advised by the First Aider

Weils

Transmitted to humans by infected animals urine commonly, but not exclusively rat urine. The bacterium which causes the condition is detected in stagnant or standing water and in damp conditions.

Symptoms include: "Flu" like symptoms, Fever, Jaundice, Headache, Rashes, Coughing up Blood

- Cover all open cuts and grazes before starting work
- Seek urgent medical assistance from Darley's Health & Safety Dept or Local A&E Hospital. Advise your line manager as soon as possible

Lymes

Lymes disease is transmitted to humans by ticks which are normally found on sheep or deer; the ticks transfer to humans by biting the skin and can take up to 24 hours after transmission by the tick to the human host before symptoms are noticed.

First symptoms include: Fatigue, Chills and fever, Headache, Muscle and joint pain, Swollen glands. The above symptoms are often mistaken for the flu or a bad cold. Patients can also develop a painless disk shaped rash which appears between 1 day and 1 month post bite. The rash can be hot to the touch and have a 'bull's eye' appearance.



If you think that you have been exposed, have symptoms and/or find a tick seek advice from Darley's Health and Safety Dept (☎ 07775 913772)

Safety Essential
Horse Handling



- **Think First** – don't act until it is safe to do so and always use caution
- Do not attempt to undertake work with a horse if you are not confident or you are unsure
- Be aware of horses which may be known to be 'difficult' – act accordingly
- Check tack etc for defects – don't use equipment which is defective
- Be aware of hazards which may spook the horse being worked i.e. traffic, construction work, use of plant and machinery
- Take account of pedestrians (including children and visitors)
- Report concerns you may have about the temperament or behaviour of a horse if you are concerned
- When working together, for example covering or during Vet work, make sure that everyone knows what to do – plan your work
- Pregnant workers must report their condition to the Health and Safety Dept
- Follow risk assessment controls recorded in the Safety File for individual horse related working tasks

Personal Protective Equipment to be worn, when appropriate



Hands



Body



Feet



Head

Protector

Safety Essential
Vibration & Noise



- Wear hearing protection when operating noisy equipment or when indicated by signs or risk assessment
- Take account of signs indicating hazardous noise and wear protection
- Change hearing protection when dirty or damaged
- Report any hearing loss or distortion in hearing to the Health and Safety Dept
- Attend for hearing tests when required to do so
- Report any change in hand/finger sensation, movement, grip +/- pain

Personal Protective Equipment to be worn



Examples of Noise & Vibrating Hazards

- Airside working
- Leaf Blowers
- Small Tractors
- Tractors over 6 years old

Safety Essential
X-Rays



- **Think First** – don't act until it is safe to do so!
- X-Rays may only be taken by a trained person (the operator)
- The operator is in charge during X-Ray work
- If you are not directly involved in X-RAY, keep away from the box or work area
- Workers must wear X-Ray protective clothing
- Keep out of the way of the X- Ray beam
- Pregnant workers must report their condition to the Health and Safety Dept

Personal Protective Equipment to be worn



Hands



X-Ray
Apron



Feet

Safety Essential
Air Side Working



- **Think First** – don't act until it is safe to do so and always use caution
- Air Side working should only be undertaken by those who have been correctly trained. Safe systems learnt during training should be observed during working
- Those who are trained but have limited experienced should be supervised
- Local Airport safety rules should be observed
- Those working Air Side must be physically fit and not fatigued
- All associated work equipment, ramps etc must be checked for defects and not used if defective
- Air Side working should be planned, all those undertaking the work should be briefed before work commences
- All airside workers must be aware of local contingencies in the event of an emergency

Personal Protective Equipment to be worn, when appropriate



Hearing



Hands



Hi Vis'



Feet



Head



'Tips for VDU users'

Janah

Don't Forget:

Don't work with glare on the screen

Take regular breaks from typing

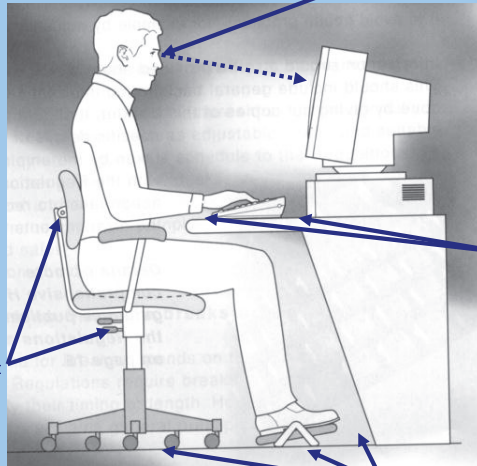
Keep wires and plugs out of the foot well

Adjust light and contrast on the screen

If you need help, contact the Health and Safety Dept. ext. 247.

Adjust the chair for lumbar support & height

Lap top users, use a separate mouse and keyboard while working at your work station and raise the screen, as indicated



Adjust the height of the screen to reduce neck pain

Have enough space in front of the computer to rest wrists and use the mouse comfortably. Remove items you don't need

Have a clear space under the desk for feet. Do you need a foot rest? Is the chair level?

Picture, HSE
AJS/DSMC/12/04

Eyesight Tests & Spectacles

- Identified users are entitled to an eyesight examination paid for by the Company
- If the eye sight examination indicates that spectacles are required for working at a computer the Company must fund the cost of spectacles up to the cost of an NHS Prescription