
Health and Safety Policy

The Trustees are committed to ensuring, so far as is reasonably practicable, the Health and Safety of its employees, of everyone who assists The Pony Club, in whatever capacity, Members and their families and members of the public who may be affected by the activities of The Pony Club.

The Trustees will ensure that management procedures and rules are in place to ensure that all Pony Club activities are run with due regard for the Health and Safety of all those people who may be affected by those activities and to ensure that all statutory duties are met.

Each employee, Area Representative, and District Commissioner/Centre Proprietor shall be given such information, instruction and training as is necessary for them to perform their duties in safety. When tasks require particular skills additional to those of The Pony Club staff and volunteers, a competent person or contractor with the necessary experience and training shall be engaged.

Each employee and volunteer will be expected to co-operate with The Pony Club or District Commissioner/Centre Proprietor to ensure that all statutory duties are complied with and to ensure that all work activities are carried out safely. Each individual has a legal obligation to take reasonable care for his or her own Health and Safety, and for the safety of others who may be affected by his or her acts or omissions. Any person who is concerned about any issue relating to Health and Safety should raise the matter with their District Commissioner or manager at the earliest available opportunity.

Organisational Arrangements

The Chief Executive and the Pony Club Office shall on behalf of the Trustees

- i. Ensure that Rules and procedures are published and updated regularly to cover all Pony Club activities;
- ii. Ensure that adequate Employer's Liability and Public Liability insurance cover, as determined by The Trustees of The Pony Club, is obtained;
- iii. Ensure that adequate training and instruction is provided for Area Representatives, District Commissioners, Volunteers and Employees;

- iv. Maintain a central record of competent Coaches and their attendance at professional development training. Coaches may be deemed to be competent by virtue of qualification, achievement or experience in one or more fields relevant to Pony Club activities;
- v. Ensure that all activities organised by The Pony Club are run with due regard to the Health and Safety of everyone who may be affected by that activity;
- vi. Ensure that adequate safeguarding procedures are notified to Area Representatives, District Commissioners and Centre Proprietors for implementation at all Pony Club activities;
- vii. Maintain effective communications on Health and Safety issues with employees, Area Representatives, District Commissioners and Centre Proprietors;
- viii. Require accidents to be investigated to identify the causes so that actions may be taken to reduce the possibility of a recurrence.

District Commissioners shall operate their Branches in accordance with the Rules of The Pony Club and statutory requirements and with due regard for the health and safety of their Members, parents and guardians, volunteers and any other person who may be affected by the activities organised by the Branch.

Area Representatives are responsible for monitoring the Health and Safety performance of the Branches in their area.

Pony Club Linked Riding Centres are responsible for their own Health and Safety arrangements. These will be monitored by their Area Centre Coordinator and reported to The Pony Club Office as part of the Centre annual visit.

Responsibilities of Employees, Officials, Volunteers, Coaches and Contractors

All persons acting on behalf of The Pony Club or carrying out work for The Pony Club must

- i. Take reasonable care for their own Health and Safety;
- ii. Consider the safety of other persons who may be affected by their acts or omissions;
- iii. Work within the limits of their own training and competence and the information and instructions they have received;
- iv. Refrain from intentionally misusing or recklessly interfering with any equipment provided for Health and Safety reasons;
- v. Report any hazardous defects in plant and equipment or shortcomings in the existing safety arrangements to a member of the Branch Committee, or their immediate Pony Club contact, as soon as practicable;

- vi. Report all accidents to a member of the Branch Committee, or their immediate Pony Club contact.

Health and Safety is to be given priority over any other Pony Club activity.

Other Legislation

It is also the policy of The Pony Club to take account of, and to implement as required, legislation on human rights, legislation which impacts voluntary youth organisations, and which regulates the care and supervision of young people.

In relation to equity, equality and diversity, The Pony Club

- i. aims to ensure that all people, irrespective of race, gender, ability, ethnic origin, social status or sexual orientation have equal opportunities to take part in equestrianism at all levels and in any roles;
- ii. seeks to educate and guide Pony Club Members, their employees and volunteers on the ownership, adoption and implementation of its Equity, Equality and Diversity Action Plan;
- iii. intends to raise awareness of equity, equality and diversity through the implementation of this policy and the adoption of the Equity, Equality and Diversity Action Plan; and, as a result of this process;
- iv. aims to monitor, review and evaluate progress in achieving the stated aims and objectives and to feed back to member bodies on progress made.

The Pony Club will ensure that its recruitment and selection procedures are fair, transparent and meet the appropriate legal requirements.

Review date	Owner	Approval Date
December 2025	Trustees, acting on advice from the S&W Committee	Jan 2026 (valid until amended).