



Health and Safety Policy

Version:	V4.0 / September 2026
Review Cycle:	Annually
Approved by:	Board of Trustees
Policy Owner:	Howard Whittaker, H&S Lead
Next Review Date:	September 2027

General Statement of Intent

The company believes that excellence in the management of health and safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high productivity and quality standards.

People are the most important asset to this company, and therefore it is the policy of Autism Angels Ltd to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees / volunteers and the health and safety of other persons who may be affected by its activities. We are totally committed to this goal, and both the staff and management of Autism Angels Ltd will work to ensure that its statutory duties with regard to health, safety are met at all times.

From an economic point of view, the company believes that prevention is not only better but cheaper than cure. There is no necessary conflict between humanitarian and commercial consideration. Profits and safety are not in competition. On the contrary, safety is good business.

From a legal perspective, the company is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the company will strive to go beyond the requirements of legislation.

The company is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:

- To provide adequate control of the Health and Safety risks arising from our work activities.
- To consult with our employees on matters affecting their Health & Safety.
- To provide and maintain safe plant and equipment.

- To ensure safe handling and use of substances.
- To provide information, instruction, and supervision for employees.
- To ensure all employees are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To review and revise this policy at regular intervals.

Signed: *Howard Whittaker*

Insert Job Title: Company Director and H&S Officer

Date: 07/09/2026

Review Date: September 2027

Organisation

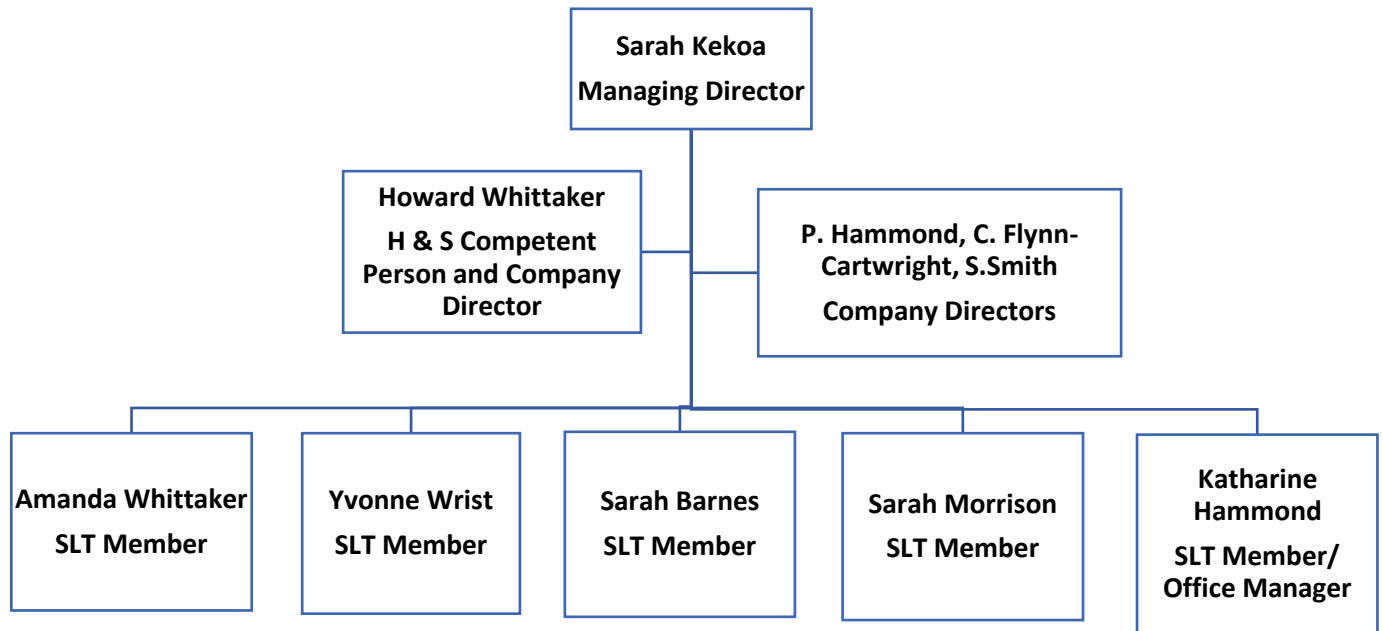
Overall and final responsibility for health and safety is that of: **Sarah Kekoa and the Directors**

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: **Sarah Kekoa**

To ensure that the health and safety standards are maintained and improved, the following people have responsibility in the following areas:

Name:	Responsibility:
Sarah Kekoa	Founding Director. Day-to-day management and responsibility for health and safety. Lead person for health and safety matters arising from the use of the Company's horses.
Howard Whittaker	Company Director. Designated Competent Person for health and safety
Patrick Hammond	Company Director.
Catherine Flynn-Cartwright	Company Director.
Samantha Smith	Company Director.

Organisation Chart



Employees' / Volunteer's Duties

All employees / volunteers are required to:

- Co-operate with supervisors and managers on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

Arrangement for Implementation

All company policies and procedures in relation to health and safety are regarded as supplementary to this policy.

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the company will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is a reason to believe that it is no longer valid.

Risk assessments will be undertaken by:

Sarah Kekoa, Howard Whittaker, Patrick Hammond, Catherine Flynn-Cartwright, Samantha Smith

Approval for the required action to remove or control risks will be given by:

Sarah Kekoa, Howard Whittaker, Patrick Hammond, Catherine Flynn-Cartwright, Samantha Smith

Health & Safety Management System

The company operates a documented health and safety management system provided by the Competent Person. The system consists of monthly prioritised actions for the company to complete and implement, and can viewed on request.

The health and safety management system is the responsibility of:

Sarah Kekoa, Howard Whittaker, Patrick Hammond, Catherine Flynn-Cartwright, Samantha Smith

Health & Safety Manual

The company has a health and safety reference manual, which contains advice on all key aspects of health and safety law.

The manual is provided by the Competent Person, and is kept by Sarah Kekoa at Autism Angels HQ, Yumenoya, Bishop Thornton HG3 3LE

Consultation with Employees

The company will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Employee Representative(s) are:

Consultation with employees will be provided by:

Sarah Kekoa, Howard Whittaker, Patrick Hammond, Catherine Flynn-Cartwright, Samantha Smith

Safe Plant and Equipment

The company will ensure that all plant and equipment is suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

Responsibility for identifying all plant and equipment needing maintenance is that of:

Sarah Kekoa, Howard Whittaker, Patrick Hammond, Catherine Flynn-Cartwright, Samantha Smith

Responsibility for ensuring that effective maintenance procedures are drawn up is that of:

Sarah Kekoa, Howard Whittaker, Patrick Hammond, Catherine Flynn-Cartwright, Samantha Smith

Responsibility for ensuring that all identified maintenance is implemented is that of:

Sarah Kekoa, Howard Whittaker, Patrick Hammond, Catherine Flynn-Cartwright, Samantha Smith

Any problems with plant or equipment should be reported to:

Sarah Kekoa, Howard Whittaker, Patrick Hammond, Catherine Flynn-Cartwright, Samantha Smith

Responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that of:

Sarah Kekoa, Howard Whittaker, Patrick Hammond, Catherine Flynn-Cartwright, Samantha Smith

Safe Handling and Use of Substances

The company will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Responsibility for identifying all substances that need a COSHH assessment is that of:

Sarah Kekoa, Howard Whittaker, Patrick Hammond, Catherine Flynn-Cartwright, Samantha Smith

COSHH assessments will be carried out by:

Sarah Kekoa, Howard Whittaker

Approval for the required action to remove or control risks will be given by:

Sarah Kekoa, Howard Whittaker, Patrick Hammond, Catherine Flynn-Cartwright, Samantha Smith

Information, Instruction, and Supervision

The Health and Safety Law poster is displayed at:

AA horse yard and container, Yumenoya house

The company benefits from having Howard Whittaker to act as our competent advisor on health and safety issues. He can be contacted at any time for advice and support. Sarah Kekoa acts as the lead person for health and safety matters arising from the use of the Company's horses.

Supervision of young workers/trainees and volunteers will be arranged/undertaken/monitored by:

Sarah Kekoa, Amanda Whittaker

Responsibility for ensuring that our employees who work at locations under the control of other employers (i.e. areas of fields used by our horses but not under the control of Autism Angels Ltd) are given relevant health and safety information is that of:

Sarah Kekoa

Training and Competency

Induction training for all new employees is the responsibility of:

Sarah Kekoa

Job specific training will be provided by:

Sarah Kekoa

Specific tasks requiring special training are:

Volunteering, particularly if this involves the use of horses.

Training records are kept at/by:

Sarah Kekoa, Katherine Hammond (Office manager) on the AA database

Training will be identified, arranged, and monitored by:

Sarah Kekoa, Howard Whittaker, Patrick Hammond, Catherine Flynn-Cartwright, Samantha Smith, Amanda Whittaker, Katherine Hammond

Accidents, First Aid and Work Related Ill-Health

Health Surveillance is required for employees doing the following jobs:

N/A

Health Surveillance will be arranged by:

N/A

Health Surveillance records will be kept by/at:

N/A

First aid boxes are kept by/at:

AA horse yard and containers, Yumenoya house,

The appointed person(s)/first aider(s) is/are:

Sarah Kekoa, Amanda Whittaker

All accidents and work-related ill-health are recorded in the accident book, which is kept by/at:

Sarah Kekoa, Yumenoya house

Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is that of:

Sarah Kekoa, Howard Whittaker

Monitoring

To check our working conditions, and ensure our safe working practises are being followed, we will:

Continually monitor health and safety performance and compliance with Company procedures.

Responsibility for investigating work-related causes of sickness absence is that of:

Sarah Kekoa, Howard Whittaker

Responsibility for acting on investigation findings to prevent a recurrence is that of:

Sarah Kekoa, Howard Whittaker, Patrick Hammond, Catherine Flynn-Cartwright, Samantha Smith

Emergency Procedures – Fire and Evacuation

Responsibility for ensuring the fire risk assessment is undertaken and completed is that of:

Sarah Kekoa, Howard Whittaker

Escape routes are checked by/every:

Sarah Kekoa, Amanda Whittaker, Patrick Hammond, Catherine Flynn-Cartwright- ongoing checks

Fire extinguishers are maintained and checked by/every:

Sarah Kekoa, Amanda Whittaker, Howard Whittaker - checked every 12 months

Emergency evacuation will be tested every:

12 months