

FIRE * FIRE * FIRE

Bannockburn RDA Information for Volunteers

What should I do if I discover a fire?

First

- Raise the **ALARM** (located in main building)
- Call Fire Brigade – 999

What to do next

- Evacuate **buildings**
- Classes **stay mounted**
- Everyone go to **outdoor arena**
- Class dismounts in outdoor arena
- **Staff** supervise the turn out of horse
- Evacuation of horses from stables
 - Supervised by staff and only if it is safe to do so
- **Stay in outdoor arena** until told it is safe to leave

Remember

- **Do not endanger your own life:**
Smoke and flames can kill in minutes

For more information, check notice boards around centre

Contents

Health & safety, Child Protection, Disclosure Scotland, First Aid

Back page

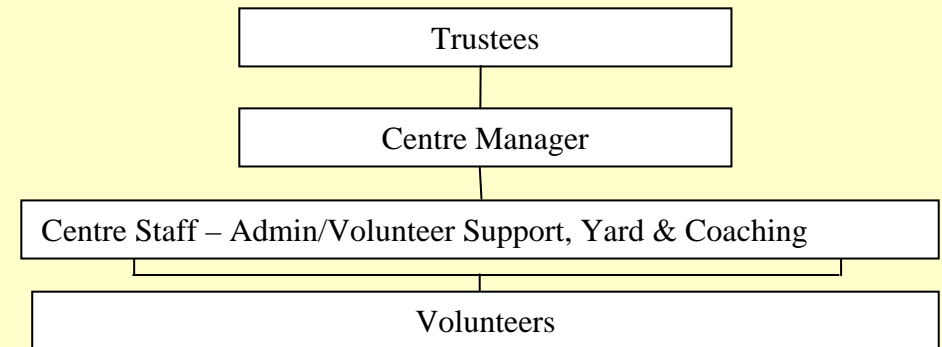
Fire information

Staff Structure – daily staff are listed on the yard notice board

The Centre is staffed daily from:

8am till 8.30pm – Monday to Friday

8am till 5pm – Saturday and Sunday



VOLUNTEERS are vital to the running of BRDA and valued for their time and effort. Volunteers can operate at any level to assist BRDA in achieving its goals and allowing over 250 riders, drivers and vaulters to have the opportunity to participate in equestrian activities. We have 100 volunteers to 10 staff – see it like this for 1 staff member we have 10 volunteers –

WE NEED YOU!

Health & Safety Policy

- To provide and maintain safe and healthy working conditions.
- Equipment, procedures and work routines shall be used or devised to promote a safe and healthy work environment.
- This policy is implemented through our own code of practice and emergency procedures
- We accept responsibility for all those affected by the activities of the business.
- All staff and volunteers are conversant with this policy. New staff and volunteers will receive basic training at induction.
- All staff and volunteers must support this policy. Any neglect of safety or health requirements will be considered a serious breach of their conditions of employment. All staff and volunteers are responsible for Health and Safety and must at all times ensure they work in a safe way to promote a safe working environment.

This policy, the codes of practice and the way they are implemented will be kept up to date by:

1. Amending to them any new procedures in the work place resulting from new working practices or equipment.
2. Annually reviewing their effect in the work place.

Responsible Persons:

Sara Smith (Centre Manager). The Centre Manager has overall responsibility and must be informed of any accident or incident in the work place.

In her absence: Please report to the nominated staff member – always written up on the yard white board

Induction will be given by any staff member or volunteer approved by the Centre Manager

All employees and volunteers must cooperate with the above to implement this health and safety policy.

The full policy is held in the office – please speak to office staff if you would like a copy.

Child Protection Policy

Our aim is to provide a range of Equestrian Activities for people with Disabilities and any person who may gain some therapeutic benefit from these activities that will enhance their health and well-being. We are committed to providing a safe and enjoyable environment for children, young people and vulnerable adults.

There has been an increasing awareness over the last few years that some individuals who want to harm and abuse children and vulnerable adults will use charitable activities such as Riding for the Disabled as a vehicle to gain access to young and vulnerable people.

This policy applies to ALL persons involved with the Group whether in a paid or volunteer capacity.

Action to take if there are concerns about the welfare of a child, young person or vulnerable adult:

Inform the Child Protection Officer: **Sara Smith (Centre Manager)**

The FULL Policy may be seen on the café notice board.

PVG Checks – (Protection of Vulnerable Groups)

In keeping with current legislation, all staff and volunteers will be checked through the new PVG scheme.

Bannockburn RDA has nominated signatories to check documentation for the PVG checks and uses Horse Scotland as the lead signatory, Horse Scotland carries out all PVG checks on our behalf.

First Aid

The Centre Manager holds a First Aid at Work Certificate – all staff members and volunteer instructors hold an Emergency First Aid Certificate. Please consult the notice board for a list of current First Aiders.