Health and Safety Policy

Health and Safety at Work etc. Act 1974

A. Statement of Intent

Abbeydale Vetlink Veterinary Training Ltd is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all employees, students/apprentices, contractors, and visitors. We recognise that effective health and safety management is integral to our overall performance and success.

We will comply with all relevant health and safety legislation and will strive to exceed minimum statutory requirements. We are committed to continuous improvement through regular review of risks, procedures, and performance.

B. Organisation (Responsibilities)

Directors (Overall Responsibility): Kirsty Gwynne & Samantha Morgan

Day-to-day Responsibility: Kirsty Gwynne & Samantha Morgan

Deputy: Emma Collins (Lead Tutor)

- Key Responsibilities include:
    - Ensuring safe working environments
    - Carrying out risk assessments
    - Providing training and supervision
    - Maintaining equipment and facilities
    - Investigating accidents and incidents
- Employee Responsibilities:
    - Take reasonable care of their own safety and others
    - Follow procedures and training
    - Report hazards and incidents

C. Arrangements

Risk Assessment

Risk assessments will be carried out by the Directors and reviewed annually or when significant changes occur. All findings will be recorded and communicated to relevant staff.

First Aid

A stocked first aid kit is located in the kitchen. Trained first aiders are available on site. An AED is accessible and maintained. All incidents will be recorded in the accident book.

Fire Safety

Fire procedures will be displayed on site. Staff and students must follow evacuation procedures and proceed to the designated assembly point. Fire drills will be conducted at least annually.

Accident Reporting (RIDDOR)

All accidents must be reported and recorded. Reportable incidents under RIDDOR 2013 will be reported to the HSE within required timescales.

Lone Working and Off-Site Visits

Staff visiting veterinary practices must attend by appointment, follow local procedures, and maintain communication with the office. A check-in system will be used where necessary.

Training and Competence

All staff and apprentices will receive appropriate induction and ongoing health and safety training. Records will be maintained.

Students/Apprentices

Additional consideration will be given to the inexperience of students/apprentices. They will receive induction and supervision appropriate to their level.

Communication and Acknowledgement of Risk Assessments

All staff and learners will be provided with access to relevant risk assessments.
Abbeydale will ensure that understanding is confirmed through one or more of the following methods:

- Signed induction documentation
- Digital tracking of access via Moodle
- Relevant risk assessments are read aloud in training sessions

Records of acknowledgement will be maintained and reviewed to ensure compliance.

Policy Review

Review Date: July 2027

This policy will be reviewed annually or following significant change.