Equine Behaviour Affiliation

Health and Safety Policy V1.0

Checked 23/12/24. Review date 23/12/25.

**1. PURPOSE**

The Equine Behaviour Affiliation regards health and safety as a priority and its aim is to provide and continually improve upon a safe and healthy environment for learners and all those working on behalf of the company.

**2. SCOPE**

This policy applies to learner members of the Equine Behaviour Affiliation and to all those who work on behalf of the Equine Behaviour Affiliation. The health and safety policy aims to promote safe systems of working whilst delivering the Equine Behaviour Affiliation business and ensure compliance with all relevant health and safety legislation. To establish and maintain safe practice we carry out periodic health and safety audit checks

The Equine Behaviour Affiliation **responsibilities:**

• The Equine Behaviour Affiliation has a legal responsibility to adhere to the Health and Safety at Work Act 1974 (HASAW) and other relevant legislation that is in place at the time

• Ensure that standards are maintained and improved where necessary

• Everyone working on behalf of the Equine Behaviour Affiliation will contribute towards achieving a safe and healthy working environment.

• It is the responsibility of all learners and those who work on behalf of the Equine Behaviour Affiliation, paid or unpaid, to take reasonable steps to safeguard their own health and safety and that of others

• All learners attending training courses/qualifications run by us must cooperate with Instructors/Assessors/quality assurers on health & safety matters

• Learners must take care of their own health & safety and report all health & safety concerns to the appropriate person which may be their Instructor or Assessor

The overall and final responsibility for the day to day running and implementation of this health & safety policy lies with Felicity George.

**Our statement of general policy is:**

• To provide adequate control of the health and safety risks

• To consult on matters affecting health and safety

• All equipment belonging to the Equine Behaviour Affiliation is safe and maintained

• To ensure equipment used for training and assessment purposes meet health and safety standards

• To ensure that equines being used during training and assessment are assessed as regards safety in respect of individual learner’s abilities, confidence and experience.

• To ensure all Instructors/Assessors who provide training and assessment for The Equine Behaviour Affiliation meet Instructor criteria as defined by the Equine Behaviour Affiliation

• To ensure that all instructors/assessors hold as a minimum a current BHS first aid certificate

• To ensure that all accidents are reported and documented

• To ensure safe handling and use of substances

• To prevent accidents and cases of work-related ill health

• To maintain safe and healthy working conditions

• To review and revise this policy as necessary on an annual basis

• To provide the appropriate information, instruction, training and supervision to all learners and those who work on behalf of the Equine Behaviour Affiliation

**3. RESPONSIBILITIES**

Everyone who works for or represents the Equine Behaviour Affiliation is responsible for health and safety. Felicity George has the ultimate responsibility for health and safety matters relating to company business.

It is expected that learners and those who work on behalf of The Equine Behaviour Affiliation adhere to the principles within this health and safety policy, encouraging a positive safety culture ensuring that they act safely by adhering to documented policies and procedures.

The Equine Behaviour Affiliation provides awareness of health and safety and is responsible for the management of:

• Accident reporting

• Risk assessment records

• Health and safety audits

• Provision of health and safety guidance

• Compliance with relevant health and safety legislation, policies and procedures.

During training and assessment, it is expected that Instructors/Assessors adhere to the principles within this health and safety policy. Instructors/Assessors are responsible for their own health and safety and for ensuring others are not put at risk by any of their actions.

It is the Instructor/Assessor responsibility to assess and reasonably foresee any significant risks prior to commencing any training or assessment activities. The Instructor/Assessor must ensure that a risk assessment is carried out and that everyone is well informed of any significant health and safety risks associated with the delivery of training or assessment. In order to do this the Instructor must:

• Discuss potential health and safety risks with all learners

• Ensure risk assessments are carried out and control measures are communicated

• Ensure that all risks have been considered

• Update the risk assessment if further significant risks are identified

• Return completed risk assessment to the Equine Behaviour Affiliation.

**4. HEALTH AND SAFETY POLICIES**

**4.1 Accidents and emergencies**

Reporting accidents and ill health at work is a legal requirement. All learners and those who work on behalf of the Equine Behaviour Affiliation are responsible for informing the Equine Behaviour Affiliation of any accidents and near misses.

In the event of an accident, near miss or work related illness the Equine Behaviour Affiliation will take immediate preventive measures to avoid recurrence.

In the event of an accident/near miss or work related illness the Equine Behaviour Affiliation needs to be informed soon as is reasonably practical in order to commence the accident investigation and assist in effecting remedial action to ensure the enforcing authorities are notified according to the reporting injuries, diseases and dangerous occurrences (RIDDOR) Regulations as appropriate. The appropriate documentation must be completed for all accidents, near miss or work related illnesses.

**4.2 Communicable diseases**

The Equine Behaviour Affiliation follows all applicable legislation and guidance in relations to communicable diseases. Under the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations, the Equine Behaviour Affiliation is responsible for notifying the Health and Safety Executive (HSE) of any reportable diseases.

Those suffering from a communicable disease whilst working for or on the Equine Behaviour Affiliation training course must inform the Equine Behaviour Affiliation as soon as possible. Those suffering from a communicable disease must follow all control measures given by their general practitioner and must take all necessary precautions to prevent the transmission of the disease or condition.

**4.3 Control of substances hazards to health (COSHH)**

Any use or storage of hazardous substances potentially exposes people to harm. If the exposure is not prevented or controlled, it can lead to serious illness or even death. It is important to identify when using hazardous substances in its activities.

It is important to avoid tasks involving hazardous substances wherever possible. Where it is unavoidable, a risk assessment and control measures must be carried out. It is important to ensure that all chemicals are stored and used correctly and to follow the product label instructions.

**4.4 Dealing with contractors**

The definition of a contractor is any organisation or business supplying services and support to the Equine Behaviour Affiliation. All members who manage contractors have a responsibility to ensure that the contractor’s activities comply with the statutory requirements and the Equine Behaviour Affiliation health and safety policies.

All contractors must have adequate insurance to cover any results of injury to a person as a direct result of the contractors’ work activities. For activities that carry risks, a risk assessment by the contractor must be carried out before works starts. Where there are, concerns relating to a contractor’s conduct or competence, or a contractor is working unsafely, ask them to stop working immediately and take appropriate measures to enable work to continue safety. All machinery and equipment used by the contractor must conform to the Provision and Use of Work Equipment Regulations.

**4.7 Electrical equipment**

In most situations, the risks from the use of electrical appliances arise from three key areas:

• The safety of the electrical system such as sockets and wiring

• The safety of portable electrical equipment

• The use of portable equipment such as positioning, use of extension cables, using multiple items of equipment simultaneously.

When using IT equipment, everyone must reduce the risks of slips, trips and falls caused by inappropriate cable positioning. The Electricity at Work Regulations require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. Employees, Instructors, Assessors and contractors are responsible for visual checks of their IT equipment; simply looking for signs of damage is a good way of maintaining portable electric equipment. Instructors, contractor’s IT equipment is their responsibility with regards to electrical safety.

**4.8 Emergency contact procedure**

This procedure should be followed if an Equine Behaviour Affiliation learner or person representing the Equine Behaviour Affiliation is involved in an accident of becomes ill and it is necessary to inform their emergency contact:

• Take the name of the individual concerned and the location

• Details of what has happened as a result of the accident e.g. whether the individual has been taken to hospital for treatment and the name of the hospital

• Take an appropriate contact number if available.

**4.9 Emergency evacuation procedure**

All Equine Behaviour Affiliation learners and those who work on behalf of the Equine Behaviour Affiliation are required to familiarise themselves with the evacuation procedure of any venue they are working in in the event of an emergency.

It is the responsibility of everyone to take immediate and appropriate action on discovering a fire in the building or anything which may be life-threatening. People in the immediate vicinity should be alerted and alarms signals activated and telephone the emergency services on 999.

On leaving the building everyone must:

• Leave the building immediately by the nearest exit

• Not attempt to put the fire out unless you are a fire marshal

• Obey instructions of the fire marshal

• Assemble at the fire assembly point and do not leave or re-enter the building until you are told it is safe from the fire marshal.

**4.10 First aid arrangements**

All learners and those who work on behalf of the Equine Behaviour Affiliation are required to comply with Health and Safety at Work Act by acting responsibly in the workplace and not endangering the health and safety of others.

First aid procedure for someone who sustains a minor injury but is able to remain at study or work:

• The injured person reports the injury

• A first-aider administers first aid and records the accident details

• The first-aider checks the condition of the injured person periodically throughout the day

• If the injured person is able to work satisfactory no further action is taken

• Further action will be considered and decided if the injured person is unable to carry on working satisfactory or if their condition shows signs of deterioration.

First aid procedure for someone who sustains a minor injury and has to be sent home:

• The injured person reports the injury

• A first-aider administers first aid and records the accident details

• The named friend of family member is phoned to pick up the injured person

• If the person suggests there is no one to help, the first aider will arrange transport and accompany the person home and arrange for someone to stay with the person at home

• The injured person is contacted the next day if not in work to check their condition.

First aid procedure when someone sustains a major injury or serious accident:

• Apply first-aid and all necessary assistance

• Ask someone to call an ambulance

• Inform ambulance staff of the assistance already give

• Arrange for the next of kin to be notified

• Accompany the injured person to hospital if necessary

• Write up notes and document.

**4.11 Home Working**

Those who work for the Equine Behaviour Affiliation, paid or unpaid, have a responsibility to provide a suitable working environment, work safely at home and to report any health and safety concerns to the Equine Behaviour Affiliation.

All home-based employees must carry out an annual risk assessment of their home working environment to include regular visual safety checks on all electrical work equipment.

**4.12 Manual handling**

All learners and those who work on behalf of the Equine Behaviour Affiliation

have the responsibility to minimise exposure to manual handling risks and should

follow the recommended control measures:

• avoid - can the task be avoided

• assess - assess the task, individual, load and environment:

**task**: consider how the task will be undertaken and can mechanical lifting aids be used. Will the task involve twisting, stretching, bending or carrying. Is the task repetitive

**individual**: do they need personal protective equipment, have they received appropriate training

**load**: consider the weight, size and stability of the load

**environment**: consider seasonal weather conditions, uneven or slippery surfaces, poor lighting, temperature conditions and obstacles or hazards

• reduce - where a manual handling task cannot be avoided apply control measures to reduce the risk

• Review - review and update risk assessments.

Always apply the principles of safe handling:

• plan – stop and think about the task

• position – get as close to the load as possible

• lift – keep your head up and shoulders level; bend with your knees not your back; keep the load as close to the body as possible; check you have a good grip; feet apart to give you balance

• move – avoid twisting; make sure you can see where you are going; keep carrying distance to a minimum

• lower – use the same principles used for lifting with the movement reversed. Take care to avoid crush injuries to fingers and toes when putting down load.

If using manual handling equipment, ensure you get the right equipment for the task. You should always check equipment visually before each use. When not in use, manual handling equipment should be stored safety and in conditions that avoid the equipment to deteriorate.

**4.13 Noise in the workplace**

Where there is excessive noise in the work area, carry out a noise risk assessment and implement suitable control measures in accordance with the Noise at Work Regulations. There is a noise problem if people have to shout or have difficulty hearing someone approximately two metres away. Under these circumstances a noise risk assessment should be carried out.

**4.14 Occupational health provision**

Occupational health is mostly concerned with longer-term injury or work-related illness. As such, the Equine Behaviour Affiliation will take reasonable steps to identify potential sources of occupational injury, provide adequate support/treatment for individuals who work for the Equine Behaviour Affiliation who might be exposed to long-term injury or ill health through work and monitor their effects. Any issues giving rise to a potential for occupational injury or ill health will be dealt with through a risk assessment and appropriate risk-control measures implemented.

**4.15 Out of hours working**

The Equine Behaviour Affiliation recognises the need for any individuals who work on behalf of the company to work outside of normal office hours. Out of hours can include early morning, evening and weekend work. Those who work outside normal hours and possible lone working need to be aware of potential risks. The Equine Behaviour Affiliation makes every provision for the security and safety of those who work in it’s behalf at all times, however there may be an occasion/incident where an individual needs to be aware of the arrangements in the event of an emergency.

**4.16 Personal protective equipment (PPE)**

Learners and contractors are responsible for supplying their own suitable PPE and ensuring it is fit for purpose. Those working on behalf of the Equine Behaviour Affiliation will be supplied with appropriate PPE if they do not wish to use their own (which most will have due to the nature of their work outside of the Equine Behaviour Affiliation). Instructors/Asssessors are also responsible for ensuring that learners have the appropriate PPE for all training/assessment purposes.

For our purposes, PPE will be:

• Gloves when you need protection against cold weather and for handling lead ropes

• Safety hat / riding hat with the BSI ‘Kite mark’ as a minimum

• Stout boots e.g. jodhpur boots

Learners are clearly informed of requirements and that practical work cannot be undertaken without appropriate PPE.

**4.17 Personal safety**

A lone worker is anyone required to work alone, out of sight or without direct supervision. Within the Equine Behaviour Affiliation, lone work will not be required with the exception of working on ‘paperwork’ from a home environment, and setting up venues for course provision, where it is possible that an instructor may be alone for a short period.

**4.18 Risk assessment**

A risk assessment is a simple examination of what, in your work, could cause harm to people, to enable you to assess whether you have taken enough precautions or do more to prevent harm.

Employers are legally required to assess the risks in their workplace so that they can put into place a plan to control the risks. A risk assessment will help identify what could go wrong, how likely it is to happen and how serious the result could be. Before undertaking any training or high risk activity a written risk assessment must be completed to include:

• Identify hazard and risk specific to the task, site and machine

• Decide who might be harmed and how

• Evaluate the risks and decide on precautions

• Record your minimum control measures to reduce the risks to an acceptable level

• Review your risk assessment and update if necessary

• Findings of the risk assessment will be reported to the Equine Behaviour Affiliation the Equine Behaviour Affiliation will take action to remove or control risks where appropriate.

Emergency procedures should be recorded as part of the risk assessment and be available and understood by all.

**4.19 Safety on sites**

It is the responsibility of the training provider/third party to ensure that there is adequate health and safety arrangements for the delivery of any training and assessment activities. Before commencing any training, the Instructor/Assessor must be clear of any procedures for dealing with specific risks, emergency procedures and contact details in the event of any problems.

This may include:

• Location name, including postcode where applicable

• OS grid reference (including grid letters), for example SK123 123

• Designated meeting place (useful for remote access, to guide the emergency services to the work site)

• Nearest access point

• Type of access (such as public road, access for light vehicles or the need for a four-wheeled drive vehicle)

• Suitable helicopter landing area

• Location and telephone number of nearest accident and emergency hospital

• Your own contact details or the on-site contact details.

A risk assessment must be carried out to assess working on third party sites. It a problem is identified on third party sites it must be reported to the Equine Behaviour Affiliation to establish if the training is able to continue.

**4.20 Staying in hotels**

If hotel overnight accommodation is required the Equine Behaviour Affiliation recommends that individuals should park as close as convenient and safe to the hotel entrance, in order to minimise personal safety and manual handling risks. On arrival at the hotel, the hotel room should be inspected to confirm its suitability, security and location of the fire exits and evacuation procedures.

**4.21 Stress management**

The Equine Behaviour Affiliation is committed to protecting the health, safety and well-being of individuals and acknowledges the importance of identifying and reducing work-related stress. All work-related stress and health issues will be treated seriously and we will respond positively and appropriately. Managing stress within the Equine Behaviour Affiliation is a collective responsibility and will be managed in partnership by all to create a safe, healthy and supportive environment.

The Health and Safety Executive define stress as ‘the adverse reaction people have to excessive pressure or other types of demand placed on them’. Work-related stress is not an illness, but if it is prolonged it can lead to ill health.

It is the Equine Behaviour Affiliation responsibility for implementing a system that tackles work-related stress. the Equine Behaviour Affiliation will ensure that stress factors are identified, monitored and eliminated where possible. Where it is not possible to eliminate stressors, the Equine Behaviour Affiliation is responsible for ensuring that proactive measures are taken to control and minimise the risks as far as it reasonable practicable.

We have a open and transparent culture, which encourages a receptive line of communication for all work-related stress. Employees have a duty to communication to the Equine Behaviour Affiliation if they are suffering with the effects of work related stress.

**5. HEALTH AND SAFETY LEGISLATION**

Everyone must comply at all times with Health and Safety legislation and are advised to keep up to date with current legislation and codes of practice which can be found by accessing the Health and Safety Executive website http://www.hse.gov.uk/

The following list is examples of key legislation/code of practice to be aware of.

**5.1 Approved Code of Practice (ACoP)**

ACoPs are provided to give employers practical advice on how to comply with the law. Although failure to comply with any provision of an ACoP is not in itself an offence, that failure may be taken by a court in criminal proceedings as proof that a person has contravened the HASWA.

**5.2 Control of Substances Hazardous to Health Regulations (COSHH)**

When dealing with substances and materials that can be hazardous to health such as but not limited to oils, fuels, coolants, spores, sap, fumes and dust you should ensure you have access to:

• documentation that outlines the substances that are potentially dangerous

• the health risks associated with them

• the actions you need to take to avoid harm.

**5.3 Environmental legislation**

Learners and those who work on behalf of the Equine Behaviour Affiliation must recognise the importance of nature conservation and ecology especially when delivering training. This topic is covered for the learners during the course to take out to their activities elsewhere. During the course, activities are limited to interaction with horses within the venue’s facilities and use of a lecture room, which should not require Environmental Impact Assessment.

**5.4 Health and Safety at Work Act 1974 (HASWA)**

The Health and Safety at Work Act places general obligations:

• On employers, to ensure the safety of their employees at work, for example by maintaining safe plant, safe systems of work and safe practices; employers are also required to provide training, instruction and supervision for their employees as necessary to ensure their safety

• On employees and the self-employed, to take reasonable care to avoid injury to themselves in the course of work activities

• On employers, the self-employed and employees, not to put at risk the health and safety of any third party.

**5.5 Health and Safety (First Aid) Regulations**

The Health and Safety (First Aid) regulations require the provision of adequate and appropriate first-aid equipment, facilities and people so that individuals can be given immediate help if they are injured or taken ill.

A statutory first aid kit must be available on site. It must be appropriate to the number of personnel on site and have a designated person to inspect and replenish it. Any incidents that lead to the use of the first aid kit should be recorded in the accident book. The minimum first-aid provision on any worksite is:

• A suitable stocked first-aid box

• An appointed person to take charge of the first-aid arrangements

• Information for individuals about first-aid arrangements.

**5.6 Health and Safety (Safety Signs and Signals) Regulations**

These regulations require employers to provide specific safety signs whenever there is a risk which has not been avoided or controlled by other means. The regulations require duty holders to: Maintain the safety signs; Explain unfamiliar signs to individuals.

**5.7 Lifting operations and lifting equipment regulations (LOLER)**

LOLER regulations aim to make working life safer for everyone using and coming into contact with lifting equipment. LOLER is aimed at ensuring all lifting operations are properly planned, lifting equipment is used in a safe manner and is thoroughly examined at suitable intervals by a competent person.

The regulations aim to ensure:

• All lifting equipment is properly managed and properly designed

• Lifting equipment is inspected and maintained and is fit for purpose

• Equipment is appropriately marked with parameters of the use

• The equipment must be stable and strong enough for the purpose to which it is intended

• Equipment must be used safely; work is planned and performed by competent people.

**5.8 Management of Health and Safety at Work Regulations (MHSWR)**

The purpose of the MHSWR is to specify how employers must manage the process of ensuring the health and safety of their employees and others affected by their activities. Precautions must be based on risk assessments undertaken by competent persons and adequately recorded. Certain types of precautions are specified, together with information and training requirements.

**5.9 Manual Handling Operations Regulations**

The manual handling operations regulations is specific to manual handling. The main requirements of the regulations are:

• To avoid the need for manual handling operations which involve the risk of being injured

• To make a suitable and sufficient assessment of all manual handling operations

• To take steps to reduce the risk of injury

• To provide information relating to the load/weight.

**5.10 Personal Protective Equipment at Work Regulations**

The main requirement of the personal protective equipment (PPE) at work regulations is that personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. The regulations require that PPE is:

• Properly assessed before use to ensure its suitability

• Maintained and stored properly

• Provided with instructions on how to use safely

• All PPE provided must be used correctly and comply with PPE Regulations and be CE marked.

**5.11 Provision and Use of Work Equipment Regulations (PUWER)**

The objective of PUWER is to ensure that work equipment should not give rise to health and safety risks, regardless of its age, condition or origin. Work equipment provided or used must meet the requirements of PUWER by making sure that it is:

• Suitable for use, and for the purpose and conditions in which it is to be used

• Maintained in a safe condition for use so that people’s health and safety is not at risk

• Inspected to ensure that it is and continues to be safe for use.

**5.12 Reporting of injuries, diseases and dangerous occurrences regulation (RIDDOR)**

RIDDOR requires employers (including self-employed) or those in control of premises to report any work-related deaths, major injuries, cases of disease or near miss incidents to be reported when:

• There has been an **accident** which caused the injury

• The accident was **work-related**

• The injury is of a type which is **reportable.**

**5.13 Road traffic regulations**

Work performed on or alongside a public highway presents particular hazards to both operators and road users. Adequate training and supervision is essential. Operators placing signs and barriers or operating traffic control will require Chapter 8 certification under the New Roads and Street Works Act. The principles of this act are also relevant to work on public rights of way and permissive paths, as there is again a requirement for signs, barriers and in some case a look-out person.

**5.14 The Control of Noise at Work Regulations**

This regulation requires employers to prevent or reduce risk to health and safety from exposure to noise at work. The regulations require employers to:

• Assess the risks to employees from noise at work

• Take action to reduce the noise exposure that produces those risks

• Provide employees with hearing protection if noise exposure cannot be reduced sufficiently by other methods

• Ensure the legal limits on noise exposure are not exceeded

• Provide employees with relevant information, instruction and training

• Carry out health surveillance where there is a risk to health.

**5.15 The Control of Vibration at Work Regulations**

Employers must assess and identify measures to eliminate or reduce risks from exposure to hand-arm vibration to protect employees from risks to their health. The regulations outline:

• Exposure limit values and action values

• Assessment of the risk to health created by vibration

• Elimination or control of exposure to vibration

• Health surveillance

• Information, instruction and training for individuals exposed to risk from vibration.

**5.17 Workplace (Health, Safety and Welfare) regulations**

The workplace (health, safety and welfare) regulations cover a wide range of basic health, safety and welfare issues. The main requirements of the regulations are:

• Maintenance of the workplace and equipment

• Safety of those carrying out maintenance work and others who might be at risk

• Provision of welfare facilities

• Provision of a safe environment.

**6 Substance Misuse**

The Equine Behaviour Affiliation policy is that during training courses or assessments Learners/Instructors/Assessors or any other individual involved in training or assessment delivery, must be free from the influence of both illegal drugs and alcohol to ensure the health, safety and welfare of other learners and others with whom they come into contact with.

In addition, learners/Instructors/Assessors or any other individual involved in training or assessment delivery, need to –

• Ensure they are aware of the side effects of any prescription drugs

• Advise the Equine Behaviour Affiliation, or the Instructor/Assessor immediately of any side effects of prescription drugs, which may affect their concentration, performance or the health, safety and welfare of themselves or others. For example, drowsiness.

• All learners, Instructors/Assessors or any other individual involved in training or assessment delivery will be treated consistently and fairly in line with this policy.

• The rules on alcohol and drugs will be strictly enforced.

• If a learner, Instructors/Assessors, or any other individual involved in training or assessment delivery is found to be under the influence of illegal drugs or alcohol before or during a course they will be asked to leave the course immediately

• Lantra will be informed of any incident relating to a Lantra training event or qualification

• All matters concerning alcohol and illegal/legal drugs shall be treated as confidential.

• This policy is designed to comply with relevant legislation such as the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971

**7. Drugs and Alcohol Employee Guidelines**

Alcohol and substance misuse can have a detrimental effect upon health, it can adversely influence work performance and relationships with colleagues and customers. It can result in reduced efficiency and absenteeism.

**7.1 Existing conditions**

The Equine Behaviour Affiliation will treat any absence due to long term alcohol and substance abuse in the same way as sickness absence on condition that you have discussed the situation with us, have obtained professional treatment and are maintaining regular contact with the appropriate occupational health service.

We will treat all relevant discussions in strict confidence.

If inadequate work performance or unacceptable behaviour, including poor work relationships, occur or persist, the matter may be dealt with under the disciplinary procedure. Careful consideration about disciplinary action will be given if you have acknowledged the existence of a problem and/or have agreed to obtain medical help for the condition. However, if you fail to complete a prescribed course of treatment or have a relapse following treatment, disciplinary action may be taken.

**7.2 Alcohol or drugs at work**

The consumption of alcohol or drugs on company premises is explicitly forbidden. Alcohol or drugs should not be brought onto venues where the Equine Behaviour Affiliation is working, under any circumstances. Any breach of this rule will result in disciplinary action being taken which is likely to result in summary dismissal.

There are occasions such as corporate events or celebrations when management may make an exception. Prior notice will be sent to those employees attending.

**7.3 Under the influence of alcohol or drugs at work**

If someone working on behalf of the Equine Behaviour Affiliation is known to be, or strongly suspected of being, intoxicated by alcohol or drugs during working hours, arrangements will be made for them to be escorted Behaviour from the workplace immediately and arrangement made for their safe transport home. When the individual has recovered, it may be necessary to take disciplinary action or issue them with a letter from the directors warning them that any further occurrences may result in formal disciplinary action, which may include dismissal.

If someone working on behalf of the Equine Behaviour Affiliation is known to be, or strongly suspected of being, suffering from the after effects of alcohol or drugs during working hours they will be assessed by another member of the Equine Behaviour Affiliation to ascertain if they are capable of performing their role to a satisfactory level. They may be asked to leave the premises (on all occasions if working in a customer facing role) or to continue as normal. The employee will be issued with a letter from the directors warning them that any further occurrences may result in formal disciplinary action which may include dismissal.

**7.4 Medication**

Employees taking drugs which have not been prescribed on medical grounds, or which are not recognised proprietary brands, will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will thus render themselves likely to be summarily dismissed as will any employee believed to be buying or selling drugs, or in possession of unlawful, non-prescription drugs.

This policy is reviewed regularly and updated annually or as and when required.