

Health and Safety Policy

HSP-01 · Revision 02 (draft for approval) · Naylor's Ark Soul Sanctuary · CPH 46/327/7111

Document owner	Naylor's Ark Soul Sanctuary
Holding CPH	46/327/7111
Status	Template — complete, approve and issue before use
Review	Annually and after any incident or material change

Policy statement

The management team acknowledges its responsibility to protect, so far as is reasonably practicable, the health, safety and welfare of staff, volunteers, visitors, animals and neighbours affected by sanctuary activities.

Our commitments

- Provide a safe place of work, safe access and suitable welfare arrangements.
- Assess foreseeable risks and communicate controls before work begins.
- Provide information, instruction, supervision and task-specific training from a competent person.
- Maintain safe animal-handling, cleaning, feeding, medicine, visitor and emergency procedures.
- Provide suitable PPE without charge and ensure it is maintained.
- Consult volunteers and staff, encourage hazard and near-miss reporting, and stop unsafe work without blame.
- Maintain first-aid arrangements, emergency contacts, fire precautions and accident records.
- Protect visitors through briefing, supervision, hygiene facilities, safe routes and separation from unsuitable animals.
- Review this policy annually and after incidents, changes in activity, premises, equipment or animals.

Rescue-only operation

No routine breeding, lambing, kidding, calving or farrowing takes place. Rescue animals may have unknown histories and are approached cautiously. Any pregnant arrival is managed as an exceptional veterinary case under veterinary direction.

Responsibilities

Role	Responsibility
Management	Approve policy; provide resources; appoint competent supervision; review incidents and assessments.
Supervisors	Brief tasks; verify competence; stop unsafe work; record training and defects.
Staff and volunteers	Sign in/out; follow controls; use PPE; report hazards, injuries and animal welfare concerns immediately.
Visitors/contractors	Follow instructions and remain within authorised areas.

Approval

Approved by	Signature	Date	Next review
Liberty Naylor			