



Health & Safety Policy

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1. Introduction

Coton House Farm Stables (hereafter known as the Stables) provides equine instruction and activities for people of all ages and abilities. Horse riding is a high-risk activity no matter how experienced the rider. The Stables is committed to ensuring the safety of all its patrons, staff and animals, and will take all reasonable measures, as detailed in this policy, to achieve this.

Adherence to this policy will be monitored by the Stables' management team and any non-compliance will be addressed accordingly.

2. New User/Staff Induction

All persons new to the Stables will be required to complete a rider registration form (Appendix A) and will be given an induction which will include:

- A tour of the site
- A safety briefing explaining:
 - How to stay safe around the horses
 - Fire prevention & evacuation procedure
 - Personal Protective Equipment (PPE) requirements
 - Manual Handling procedures (e.g. moving feed bags/jump erection)
 - First aid facilities and accident reporting procedures.
- Signing an appropriate Code of Conduct (Appendices B & C) to confirm that they understand their responsibilities when at the stables.

3. Rules of the Stables

The following rules must be adhered to by anyone on the Stables' premises:

- No running
- No shouting
- No climbing on gates, fences or doors
- Wear a riding hat (which must be PAS 015 98 kitemarked) and appropriate boots at all times.
- Wear suitable clothing including gloves
- Keep long hair tied back
- Ensure all gates/doors remain firmly closed when not in use

- Open doors widely for horses to pass through
- Do not feed the horses without permission
- No chewing gum
- No Smoking
- No using mobile phones in the yard or when in control of a horse.
- No taking photographs unless permission has been sought from a member of the Stables' management team
- Areas to which the horses have access must be kept free from obstruction at all times

4. Fire Precautions

In the event of a fire, members of the public are advised not to attempt to fight the fire unless they are trained and feel it is safe to do so. On detecting a fire, the alarm should be raised immediately and the site should be evacuated with all persons mustering in the car park near the refuse bins. If required, evacuation of the horses will be made under the direction of the Stables' management team.

Further information can be found in the Stable's Fire Safety Procedure.

5. Manual Handling

Members of staff/volunteers will often be involved in moving and erecting fences for jumping. Any person undertaking this task must ensure that they work to their own physical abilities and do not undertake any such tasks that may cause them harm.

6. Control of Substances Hazardous to Health (COSHH)

All hazardous substances will be stored in safe and controlled manner, and will be clearly marked as being hazardous. Only essential substances will be stored on site.

7. Personal Protective Equipment (PPE)

PPE requirements will be advised during the induction process for new persons (see para. 2) and it must be worn at all times. All PPE provided by the Stables will meet the required safety standards and will be checked regularly to ensure that it is fit for purpose. When riders/staff use their own PPE, it is their responsibility to carry out such checks and ensure it meets required safety standards. The management team reserve the right to refuse access to any person not wearing the required PPE and/or appropriate clothing.

When riding, the wearing of body protectors is not compulsory but is strongly recommended. If riding outside of the yard area, high visibility reflective clothing must be worn at all times.

All tack is cleaned and inspected at regular interval to ensure that it fit for purpose.

8. First Aid Facilities

Human and Equine first aid kits are available at all times. Human first aid kits are located in the tearoom and the tack room, the Equine first aid kit is in the tack room. All kits are regularly checked to ensure the contents are complete and fit for purpose. All accidents must be reported at the time they occur and the accident book must be completed.

9. Risk Assessment

All activities that cause a risk to members of the public and/or staff will be risk assessed using the British Horse Society risk assessment format or a suitable alternative. All risk assessments will be reviewed at least annually (or immediately in the event of significant change) to ensure that they remain current.

10. Understanding Horses

A horse's behaviour must never be underestimated, even the most placid of horses can be unpredictable at times. When in the Stables and interacting with the horses, all staff/patrons must remember the following:

- Be confident – a horse takes confidence from its handler
- Set fair and realistic ground rules & stick to them consistently
- Be alert and plan ahead – take positive action before your horse becomes alarmed
- Seek help and guidance from other staff members/riders
- Think 'Prevention' – don't take unnecessary risks

11. Handling Horses

When handling horses, the following rules apply:

- Handlers must wear riding hats and gloves at ALL times
- Handlers must NOT wrap lead ropes or lead ropes around the hand or allow them to trail on the ground
- Horses must be tied up when being groomed or tacked-up, even if in a stable

- When tied up, the horse should be wearing a well-fitting head collar
- When using them to tie up a horse, lead ropes must be secured through a loop of string attached to the tie up ring. Horses must NOT be tied up by the reins or by attaching the rope to the bit.
- Handlers should carefully consider the position they adopt when carrying out tasks to ensure that it does not put them at undue risk (e.g. not standing directly behind the horse). When the horse is being attended to by additional person (e.g. a vet or farrier) the handler should stand on the same side as the attendant.
- Handlers should squat beside the horse when attending to its feet or legs and must not sit or kneel, to enable a quick reaction if required.
- When picking up a hindleg, the handler's arm should rest in front of the animal's cannon bone to reduce the risk of them being kicked.
- When turning the horse out in the field or stable, they should be led into the turnout area and turned to face the gate/door before the head collar is removed, to minimise the risk of the handler being trampled or kicked by an excited animal.
- Extra care should be taken when feeding horses or taking buckets of food to catch a particular horse in an area, where there are several animals being kept together there is an increased risk of aggression and injury to both horses and handlers.

12. In the Saddle

Although all tack and equipment will be checked regularly by the Stables, it is essential that all riders who are responsible for tacking up their horses carry out their own checks before each ride to check for damage. Particular attention should be paid to straps, stitching, buckles and fasteners.

All riders must be suitably dressed including wearing appropriate footwear (riding boots) and a riding hat which must be PAS 015 98 Kitemarked.

All equipment must be safe and suitable for the rider. Stirrup irons must be the correct width to prevent the rider's foot slipping through and becoming trapped. The equipment should be checked again immediately prior to mounting and at regular intervals throughout the ride to ensure it remains securely fitted and comfortable for the horse.

The rider must be able to safely control the horse. Riding in an enclosed and familiar environment is beneficial for schooling and allowing a new horse and rider to become accustomed to one another.

13. Riding on the Road

All riders who ride on the public roads have a legal duty of care for other road users and must be conversant with the Highway Code.

Riders must be properly attired, including wearing high visibility clothing at all times (see. Para 7, PPE for further information). Children under 14 years of age must wear a hat complying with the Horses (Protective Headgear for Young Riders) Regulations 1992.

Riders should be observant and acknowledge careful drivers. Both hands should be kept on the reins, except when signalling changes of direction.

Riders should leave details of their planned route and an approximate time of return at the stables, in case of emergency.

14. Consumption of Alcohol

Coton House Farm stables reserves the right to refuse access to anybody who they deem may be under the influence of alcohol. This is to ensure the safety of the individual concerned, all other visitors and staff, and the horses.

APPENDIX A – RIDER REGISTRATION FORM



COTON HOUSE FARM STABLES **RIDER REGISTRATION FORM**

CONFIDENTIAL WHEN COMPLETED	
First Name:	Surname:
Address	
Contact No:	Email:
Date of Birth:	Occupation:
Weight:	Height:
Have you (or the rider you are signing for) ever suffered a serious injury or discomfort whilst riding, or been advised not to ride? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If Yes please describe:	
Please give details of any medical conditions that may affect your ability to ride. This may include (but isn't limited to) any back problems or conditions which affect balance or cause blackouts/loss of consciousness etc.	
EMERGENCY CONTACT	
Name:	Contact No:
Relationship:	
RIDING ABILITY	
(Please base answers on the individual who will be riding if completing of behalf of another person)	
I consider myself/the rider to be: Complete Beginner <input type="checkbox"/> Beginner <input type="checkbox"/> Novice <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/>	
How many times have you/the rider ridden in the last 12 months? Never <input type="checkbox"/> Under 12 times <input type="checkbox"/> 12-40 times <input type="checkbox"/> 40+ times <input type="checkbox"/>	
What do you believe your/the rider's capability on a horse/pony to be (tick all that apply)?	
Riding at walk <input type="checkbox"/> Trotting with stirrups <input type="checkbox"/> Trotting without stirrups <input type="checkbox"/> Cantering <input type="checkbox"/> Hacking <input type="checkbox"/>	
Riding over jumps up to 0.5M (18") <input type="checkbox"/> Riding over jumps up to 0.75M (30") <input type="checkbox"/> Riding over Cross Country Jumps. <input type="checkbox"/>	
DECLARATION	
<ul style="list-style-type: none"> • I confirm that all the information provided is correct to the best of my knowledge. • I have read the Riders' Code of Conduct overleaf and I understand that riding at any standard has inherent risk that I may fall off and could be injured. I accept that risk and agree that the riding school will not be liable for injury or damage to property unless caused by their negligence. • Where I am signing on behalf of minor, I have explained the Rider's Code of Conduct to my child. We both accept the risk and agree that the riding school will not be liable for injury or damage to property unless caused by their negligence. • I have read and understood the lesson booking/cancellation policy and agree to abide by it at all times. • I understand that any information I have given will be held in accordance with the Data Protection Act 1998 but may be made available to Insurers and other concerned parties in the event of any injury/accident. 	
Signature:.....Name:.....Date:.....	
Name of Rider:..... Relationship to minor:..... (if signed on behalf of a minor)	
TO BE COMPLETED BY INSTRUCTOR/SUPERVISOR	
This client has been assessed and our judgement of their capabilities is as follows:	
Complete Beginner (Lead Rein/Lunge) <input type="checkbox"/> Beginner (Beginning Walk & Trot Independently) <input type="checkbox"/> Novice (Walk Trot Canter Independently) <input type="checkbox"/> Intermediate (Jumping, Stage 1) <input type="checkbox"/> Advanced (Stage 2 equivalent & above) <input type="checkbox"/>	
Signature:.....Name:.....Position:.....	
Assessment Lesson Content: Walk <input type="checkbox"/> Trot <input type="checkbox"/> Canter <input type="checkbox"/> Jump <input type="checkbox"/> W/O Stirrups <input type="checkbox"/> Lateral <input type="checkbox"/>	
Horse Used..... Lesson Type:..... Date/Time:.....	

APPENDIX B – RIDER CODE OF CONDUCT

COTON HOUSE FARM RIDING STABLES

CODE OF CONDUCT – RIDERS

- I understand that riding at any standard and handling horses has inherent risk, and that all horses may react unpredictably on occasion. I agree that I will act responsibly at all times and take all reasonable precautions when at Coton House Farm Stables and/or when riding a horse from Coton House Farm Stables.
- I acknowledge that I may fall off and could be injured, and I accept that risk.
- I understand that wearing an appropriate riding hat and body protector may reduce the severity of an injury should an accident happen. I understand that I should always wear a riding hat when riding, lunging, and leading a horse and, if I choose not to, I am doing so at my own risk.
- I reserve the right to not ride a horse allocated to me and may request a change of instructor if I have any concerns with the horse or the instructor.
- I understand that no child should be left on the yard without adult supervision and that children are at particular risk around horses. I agree that I will keep any children that I am responsible for under close supervision.
- I understand that when going out on a hack which is not part of an organised group ride, I should always tell someone when, where and how long I expect to be.
- I understand that high visibility clothing for horse and rider is required when hacking.
- I understand that the Stables' management may put provisions in place to ensure mine/my horse's safety and that they may refuse my request to ride for safety or operational reasons.
- I agree to make sure that any visitors I bring to the yard read and adhere to this Code of Conduct.
- I understand that Coton House Stables will make decisions based on the information I give them and agree to always be honest and volunteer information regarding:
 - My abilities and previous riding experience
 - Any previous riding accidents
 - Any medical condition(s) which may affect my ability to ride
- I understand that competing carries enhanced risk over and above that associated with general riding, and agree that if I choose to participate in any competition or event, it is up to me to ensure that I have the experience and ability to ride the course, including any jumps which form part of it. If I am in any doubt, I will use my judgement and experience, and not enter.
- I confirm that I have read and I agree to adhere to Coton House Farm Stables' Health and Safety Policy.

SIGNATURE OF RIDER:

NAME (PLEASE PRINT):..... **DATE:**

APPENDIX C – CODE OF CONDUCT (STAFF/HORSE LOANERS)

COTON HOUSE FARM RIDING STABLES CODE OF CONDUCT – STAFF/HORSE LOANERS

- I understand that wearing an appropriate riding hat and body protector may reduce the severity of an injury should an accident happen. I understand that I should always wear a riding hat when riding, lunging, and leading a horse and, if I choose not to, I am doing so at my own risk.
- I acknowledge that I may fall off and could be injured, and I accept that risk.
- I reserve the right to not ride a horse allocated to me and may request a change of instructor if I have any concerns with the horse or the instructor.
- I understand that no child should be left on the yard without adult supervision and that children are at particular risk around horses. I agree that I will keep any children that I am responsible for under close supervision.
- I understand that riding at any standard and handling horses has inherent risk, and that all horses may react unpredictably on occasion. I agree that I will act responsibly at all times and take all reasonable precautions when at Coton House Farm Stables and/or when riding a horse from Coton House Farm Stables.
- I understand that all wheel barrows, pitch forks and other equipment must be stored away safely when not in use,
- I understand that when going out on a hack I should always tell someone when, where and how long I expect to be.
- I understand that high visibility clothing for horse and rider is required when hacking.
- I understand that I should never pull bales of hay or straw from the bottom of the pile.
- I understand that I should report any maintenance issues (e.g. broken fencing) and potential hazards to human or horse to a member of the Stables' management team immediately.
- I agree at all times to keep in place a current certificate of insurance to indemnify myself against any liability that might attach to me as the owner/keeper of the horse.
- I understand that the Stables' management may put provisions in place to ensure mine/my horse's safety
- I agree to make sure that any visitors I bring to the yard read and adhere to this Code of Conduct.
- I confirm that I have read and I agree to adhere to Coton House Farm Stables' Health and Safety Policy.

SIGNATURE OF RIDER:

NAME (PLEASE PRINT): **DATE:**