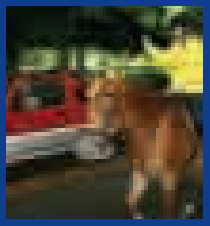

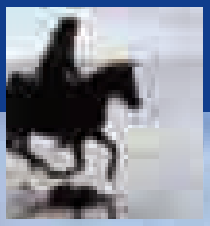

Chartered Institute of Environmental Health

HEALTH AND SAFETY GUIDANCE FOR INSPECTIONS OF HORSE RIDING ESTABLISHMENTS AND LIVERY YARDS

DR. MIKE SINCLAIR-WILLIAMS
KAREN SINCLAIR-WILLIAMS

acknowledgements

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CHAPTER ONE:

INTRODUCTION TO GUIDANCE

The horse has been part of man's development over many thousands of years. The relationship started as one of master and servant, where work and travel were the primary goals. Today there are mechanical aids which are faster and more effective, so the function of the relationship has changed to one of leisure and sport.

This also means that the user group has changed. No longer are horses solely the prize of farmers or the rich. They are now owned and ridden by people from all walks of society, who obtain a high degree of social benefit from that interaction.

Horses are regularly used as part of urban experience programmes where children from deprived areas are given access to a horse for a short period of time. Many such programmes are subsidised through charities or local authorities. Disabled groups also use interaction with the horse as a mechanism for releasing individuals from the captivity of their physical or sensory impairments.

Both young and old people use the horse as a platform for gaining inner confidence, exercise and enjoyment. Therefore it is clear that horses play a vital role for many, both psychologically and physically.

To better understand the magnitude of the sector the Health and Safety Executive has estimated that there are approximately 43 million adults in the UK and that the average number of occasions an adult participates in a riding activity is 0.6 per year. It is estimated that the UK equine industry supports a multi-billion pound revenue stream, employs a quarter of a million people and provides approximately 2.5 million people with a material leisure benefit. The numbers of people taking up riding are increasing every year.

Obviously, due to their size and needs, horses are not animals that can be kept in the

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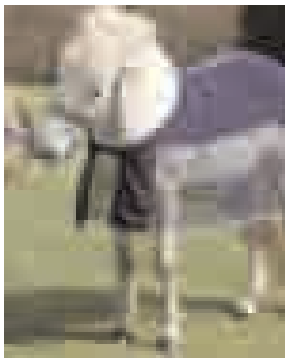

average suburban garden. This has resulted in a vast cottage industry of livery stables and yards, ranging from simple fields to lavish establishments. With few exceptions, most people wishing to learn to ride take lessons at local horse riding establishments (commonly referred to as riding schools). Those that maintain an interest in the sport may continue in this way for many years, while others may eventually purchase their own horse or share a horse with a second party. In the majority of cases they will keep the horse at some form of livery yard or riding school.

Most riding school and livery yard premises will theoretically have some form of legal obligations with regard to the management of safety risks to employees and others who may be affected by work activities, notably children in many cases.

This guidance is primarily intended to bridge the gaps in knowledge and understanding regarding health and safety of these premises between those who regulate and those who are regulated. It recognises the need to strike a practical balance. This is between enforcement action to reduce hazards in the working environment and furtherance of the individual benefits gained from riding and the social benefits of the industry being sustainable.

This publication is split in to a number of chapters to enable it either to be read from cover to cover or elements selected as required. It contains relevant forms and checklists. This Chapter gives the introduction and purpose of the guidance, while Chapter two sets the scene by exploring the legal framework and definitions.
Chapter three identifies the groups of individuals that are generally exposed to the hazards and risks and explores some of the incidents that have happened. This leads into the fourth and largest chapter, which sets out both the general and specific controls that are currently used.

Who is this Guide aimed at?

As stated, this guidance is primarily targeted towards those who have a duty to enforce the regulatory framework and those who have a duty to comply with the framework. Therefore this could include any local authority staff or staff contracted to undertake inspections of horse riding establishments and livery yards and landlords of premises or owners/managers of establishments. Staff could include Environmental Health Officers (EHO's), technical officers, licensing officers, animal wardens or officers with generic responsibilities.

It could also be useful to other regulatory officers encountering the premises for other matters, eg vets undertaking animal welfare inspections. Whilst some enforcement staff may be familiar with the premises in question, either through work or leisure related activity, there are a significant number of others who may not. This guide acts as an aide memoir for more experienced officers, and as a valuable reference source for those with less knowledge and experience. For these reasons it will be equally useful to many livery yard and riding school proprietors

What is the challenge?

It is estimated that there are 1800-2000 licensed riding establishments/riding schools in the UK. However the reality is that there may be at least three times that number operating without a licence.

The Department of the Environment, Farms and Rural Affairs (DEFRA) estimate there are also between 7-10,000 livery yards in the UK, but acknowledge this is likely to be an under-estimate. However, even using these figures, the total number is at least 10,000 establishments.

Why A` Guide on Health and Safety?

As described earlier, riding in the UK is going through a growth period and as such has seen an increase in the number of individuals either participating in leisure activities or working within the sector. With such changes an increase in the risks to those individual's health, safety and welfare may be expected.

There must however be a balance between the benefits gained from taking those risks and the level of potential dis-benefit from taking that risk. Within the UK there is a level of dis-benefit which is generally deemed acceptable to society when it comes to an individual's health, safety and welfare. This is prescribed in a framework of statutory controls ranging from Acts to Regulations.

Under the Health and Safety (Enforcing Authority) Regulations 1998, local authorities are the designated enforcement authority for the Health and Safety at Work etc Act 1974 and its relevant statutory provisions for most riding establishments and livery yards. The exception would be premises where the main activity is horse breeding (eg studs), horse training (eg racing stables), agricultural activities or veterinary surgeries. However the local authority and Health and Safety Executive can, by agreement, make local arrangements to transfer these responsibilities.

In contrast to the typical factory or office environment the legal obligations regarding health and safety legislation will not always be clear. In particular many livery yards comprise a mixture of employer/employee and landlord relationships, which may be even more complex if run by family members. Many people keeping their horses at such premises undertake the full range of daily care themselves. Such relationships make it difficult to determine whether the obligations of the Health and Safety at Work etc Act

1974 and other related legislation apply and to whom. Similarly there are complexities around the main activity of some of the premises and therefore who should inspect for compliance as the enforcing authority.

The reality is that many riding establishments are only visited when the licence is due for renewal. Under the legislation in force in 2005 all riding establishments must have a licence to operate. These are issued on an annual basis by the local authority, with the primary objective being to safeguard the welfare of the horses/ponies. Veterinary officers are responsible, at least during the first inspection but invariably during subsequent inspections, for assessing the health of horses and suitability of tack (saddles and bridles etc). Licences are not currently required for livery yards.

Although some authorities combine the licensing visits with health and safety enforcement, many target their resources towards other priorities and seldom undertake such inspections. Furthermore few authorities routinely inspect livery yards in their area, partly as they may not be aware of their existence. However, the Government has recently announced proposals to radically alter animal welfare provision in the UK, with the consolidation of existing legislation and the implementation of new powers. In the Animal Welfare Bill published in 2005, it was proposed that livery yards should be licensed for the first time, alongside premises more traditionally licensed such as riding establishments, boarding kennels and catteries. Subject to implementation of the Act and relevant secondary legislation, it is likely that local authorities will become aware of many more premises within their areas and will wish to apply relevant health and safety legislation.

Preliminary research has shown that, whilst some authorities have only one or two

licensed riding establishments, they may have between 10 and 100 livery yards of which they are not currently aware. Consequently there are significant resource/enforcement implications. Similarly, as few will have been subject to any form of enforcement officer intervention or education, many of the livery yard proprietors may not be aware of their obligations with regard to health and safety legislation.

Whilst there is a significant amount of literature and assistance available with regard to health and safety enforcement generally, very little is aimed specifically at the specialist area of horse riding establishments/livery yards. The Health and Safety Executive previously had a guidance document for inspecting riding establishments but this is no longer in print, and would require updating in areas. This guidance aims to bridge the gap. There will however be instances where reference to the legislation itself / other guidance will be necessary. A number of key organisations and individuals involved with health and safety enforcement, including the Chartered Institute of Environmental Health Officers (CIEH), the Local Authority Coordinators of Regulatory Services (LACORS) and the Health and Safety Executive (HSE) have been consulted during its production. In addition the British Horse Society (BHS), the Association of British Riding Schools (ARBS), and representatives from the Royal College of Veterinary surgeons (RCVS) and British Veterinary Association (BVA) Establishment Committee have been consulted.

The following chapters should only be considered as guidance. The process of risk assesment can / should be used to demonstrate that consideration of the foreseeable risks has given rise to prudent management of the situation that may differ from the specific guidance given in this document.

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CHAPTER TWO:

DEFINITIONS AND THE LEGISLATIVE OVERVIEW

THE PURPOSE OF THIS CHAPTER IS TO PROVIDE SOME DEFINITIONS AND TO INFORM, CLARIFY AND DISCUSS THE GENERAL UK HEALTH AND SAFETY LEGISLATIVE REQUIREMENTS.

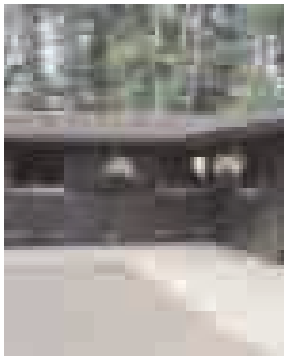
DEFINITIONS

HORSES AND PONIES

There are differences between horses and ponies, the main one being one of height, with ponies smaller than horses. However the term horse is used generically throughout the guidance to avoid confusion. One other area that often causes confusion is the difference between a livery yard and a riding establishment.

A horse riding establishment has been defined as;

'A BUSINESS OF KEEPING HORSES FOR EITHER OR BOTH OF THE FOLLOWING;
THE PURPOSE OF THEIR BEING LET OUT ON HIRE FOR RIDING
THEIR USE IN PROVIDING INSTRUCTION IN RIDING'



This definition was taken from the Riding Establishments Act 1964 as amended by the Riding Establishments Act 1970. Although these acts are still in force, they are likely to be amended under the future Animal Welfare Act. Common functions of horse riding establishments, many of which may be referred to as riding schools, are the provision of riding lessons, horse care and handling lessons ('stable management'), and accompanied rides 'treks' or 'hacks'. Although some will allow clients to take their horses for a ride without supervision from riding school staff, these premises are in the minority.

A livery yard on the other hand has recently been defined by the British Horse Society as;

"THE BUSINESS OF PROVIDING A RANGE OF FACILITIES, SERVICE AND SUPERVISION INTENDED TO CARE FOR A HORSE IN RETURN FOR REWARD OR FINANCIAL GAIN"

There are many different types of livery yard but these can be grouped into the following broad categories:
FULL LIVERY, PART LIVERY, DO IT YOURSELF LIVERY (DIY), WORKING LIVERY

FULL LIVERY

Generally this encompasses the complete care of the horse e.g. stabling and/or grazing, grooming, general care and in some cases exercise.

PART LIVERY

The yard proprietor and horse owner share the duties of full livery. A typical example would be where the proprietor feeds the horse in the morning, places rugs on and turns the horse out into a field for the day. The owner would do the remainder e.g. mucking out the stable and bringing it in from the field at night.

Another example is where an owner has limited time available and therefore out-sources the full range of care to the proprietor for the week but will then assume full responsibility at the weekend.

DIY LIVERY-

With Do It Yourself (DIY) livery the horse owner is responsible for all aspects of care. This would usually include horses said to be at 'grass livery', who stay in the field day and night or 'live out'.

WORKING LIVERY

A further category is defined as "Working livery" which could be any combination of the above. In this form of arrangement the riding establishment or livery yard makes use of the client's horse for their own staff and/or clients in lieu of some aspect of payment or care arrangement. An example would be where a riding school has use of a client's horse for lessons and rides so that the owner can use it at all other times. Alternatively a situation may arise where one party uses the horse to participate in competitions in lieu of payment and the owner has the ability to use the horse at limited periods.

To add to confusion many riding establishments offer livery services and many livery yards will also offer riding lessons to some clients (irrespective of whether they are licensed to do so).

DOES HEALTH AND SAFETY LEGISLATION APPLY?

RESPONSIBILITIES TO EMPLOYEES

Within the riding environment there are some difficulties in the enforcement of Health and Safety legislation. The first question that should be asked is whether the Health and Safety at Work etc Act 1974 is applicable. Section 2 of the Act states,

'IT SHALL BE THE DUTY OF EVERY EMPLOYER TO ENSURE, SO FAR AS IS REASONABLY PRACTICABLE, THE HEALTH, SAFETY AND WELFARE AT WORK OF ALL HIS EMPLOYEES'

Where it is clear that there are employees, this requirement is absolute. For example riding establishments provide instruction to clients and usually employ riding instructors and other staff to assist. There is a clear employer/employee relationship. Some of the larger livery yards offering full or part livery will also employ a number of staff to assist with looking after the horses. Again the employer/employee relationship is evident and thus the health and safety legislative requirements clearly apply.

OTHERS WHO MAY BE AFFECTED

In other cases there are complex contractual and legal arrangements related to the various scenarios. Often it is difficult to determine directly if a contract of employment exists as described above. In some instances the duty is via some form of obligation under Section 3 of the Act which states,

'IT SHALL BE THE DUTY OF EVERY EMPLOYER TO CONDUCT HIS UNDERTAKING IN SUCH A WAY AS TO ENSURE, SO FAR AS IS REASONABLY PRACTICABLE, THAT PERSONS NOT IN HIS EMPLOYMENT WHO MAY BE AFFECTED THEREBY ARE NOT EXPOSED TO RISKS TO THEIR HEALTH AND SAFETY'

This applies to contractors, visitors, clients, the self employed etc

Section 4 states,

'Persons in total or partial control of work premises must take 'reasonable' measures to ensure the health and safety of those who are not their employees'.

This would relate to the landlord or managing agent of premises such as those offering DIY livery only. In most cases the 'DIY'er' does not own the premises and there will be a landlord /owner who has the responsibilities described above in terms of the premises and plant and equipment. Thereafter it becomes difficult to ascertain the extent of the legal obligation on, for example, each of the DIY clients. It can be argued that the client has a form of contract with the landlord, who has a duty to ensure the premises are fit for purpose, but that person may not necessarily have any control over how those premises are being used. This presents a more complex arrangement. In addition there is commonly no relationship between each of the parties who share the premises and facilities. Many of the small livery yards are family run businesses or simply shared arrangements that enable a number of individuals to keep one or more horses. In such cases, where there is no employer/employee relationship or self employed person there is still a duty of care under between each party under civil law.

The term 'reward' can also complicate the issue. Although reward is mentioned in the definition of a livery yard it can sometimes apply in the context of riding establishments too. For example clients will often be able to receive a 'free' riding lesson or services to assist with the care of their horse in exchange for assisting the proprietor. This can occur within any of the forms of livery services. In the context of health, safety and welfare such a term may be interpreted differently. For example does reward infer some form of contract and thus obligations under the legislation? Even where such individuals are not deemed employees the employer will still have responsibilities under Section 3 of the Act, ie duty to others. In the absence of caselaw such factors will need to be addressed at policy level.

THE RESPONSIBILITY OF EMPLOYEES.

Employees also have responsibilities under various elements of legislation. For example they must attend health and safety training sessions and wear any personal protective equipment provided.

THE LEGISLATIVE REQUIREMENTS

Within the UK a legal framework exists for managing the safety risks that individuals are exposed to. The Health and Safety at Work etc. Act 1974 remains the 'umbrella' legislation and is known as an enabling act. It provides the basic general duties which all employers and employees must adhere to but also enables other more specific regulations to be enacted

Of particular importance is the fact that The Act was supplemented in 1992 with a number of Regulations, which allowed the UK to meet the European Union Directive requirement for specific areas of concern. In broad terms these new regulations focused on a more goal based approach than had previously existed, using the principles of good safety management and 'risk assessment' as the vehicles for setting and achieving those goals. The Regulations, introduced in 1992, were commonly referred to as 'The Six Pack' Some of these have since been amended. Other subordinate and more specific regulations and guidance have since been added.

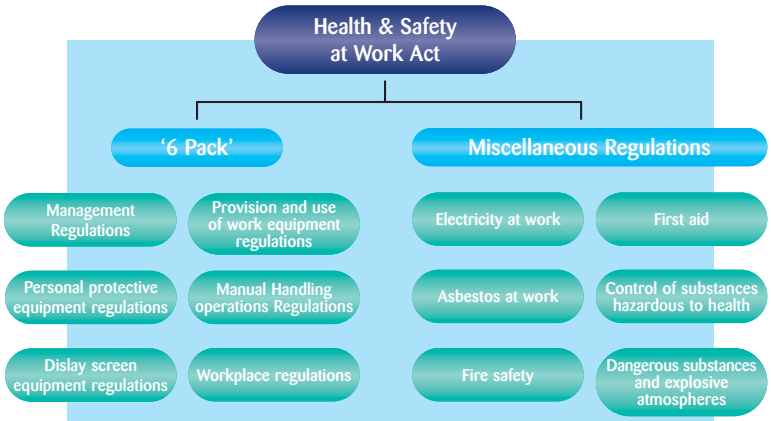


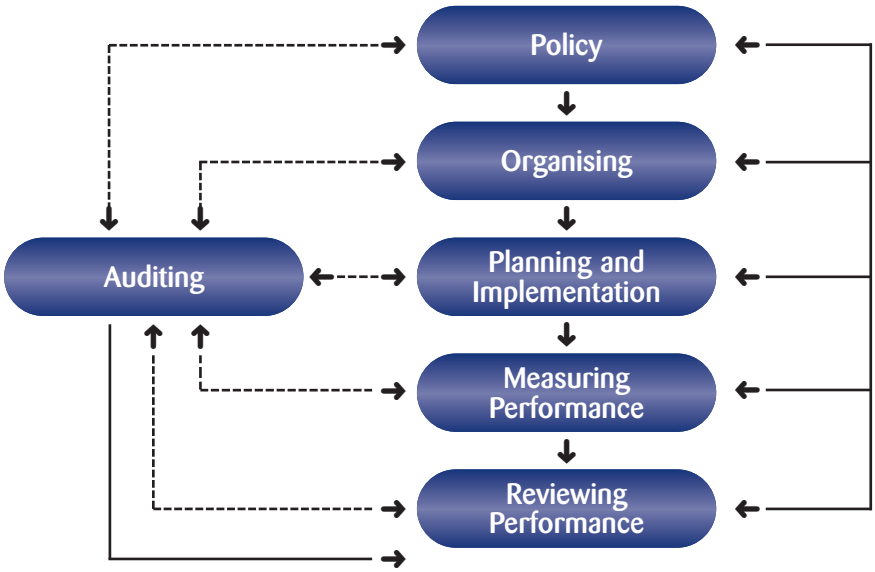
Figure 1: Legislative overview

The underlying principles of the legislation are of self regulation (Robens committee report), the management of hazards (something with the potential to cause harm) and risk (the probability or likelihood of that harm being realised). In applied terms this means each establishment should have the following;

- **A policy to set the overall commitment and direction for health safety and welfare**
- **Some form of organisation and arrangements for meeting that policy**
- **Processes in place to monitor and review those arrangements**

This is normally achieved in the form of a safety management system and is specifically required under the Management of Health and Safety Regulations 1999. The Health and Safety Executive have a safety management system model, HSG 65, shown below, which is often referred to. If the principles of the model are followed it is usually considered that legal obligations have been met. However in some situations this may not be the case, where the adequacy of the safety management system put in place is not sufficient.

Figure 2 HSG 65



The approach is actually quite straight forward, in that the person responsible should identify their policies to control the risks, devise arrangements to deliver the objectives and then implement them. This is followed up through a form of monitoring, audit and review. It is important to distinguish between audit-checking whether an organisation does as it says it does, and review, which is where the organisation checks whether what it is doing is still applicable.

RISK ASSESSMENT

In order to meet the requirements to control the risks, under the statutory obligations of the Management Regulations it is necessary to carry out a suitable and sufficient assessment of the risks associated with the activities or operations carried out. The HSE has provided guidance on how to do such an assessment in its publication 'Five steps to risk assessment' (INDG 163 rev 1). In principle the process includes the steps set out in figure 3 below

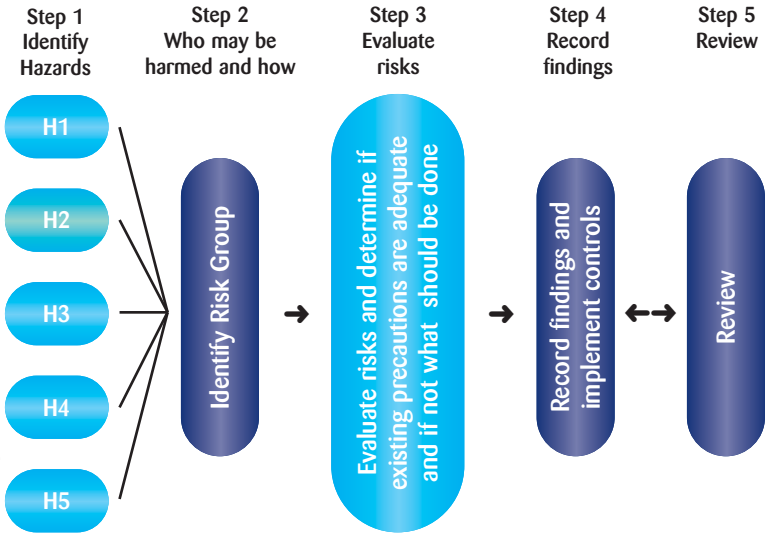


Figure 3

Five steps to risk assessment

There are many aspects of health and safety management that require the process of risk assessment to be carried out. Each of the subordinate regulations to the Health and Safety at Work Act is based on the principle of risk assessment/management and 'tolerability' with regard to specific areas. Although not all risk assessments need to be documented, it is good practice to do so. Some examples of legislation requiring risk assessments are given below;

Management Regulations - generic level (The Management of Health and Safety at Work Regulations 1999 (SI 1999 No. 3242))

COSHH - focus is on harmful substances, chemicals etc (The Control of Substances Hazardous to Health Regulations 2002 (SI 2002 No. 2677))

Manual Handling - focus is on identifying and eliminating tasks that involve lifting and repetitive activities (The Manual Handling Operations Regulations 1992 SI 1992 No. 2793)

Noise at Work Regulations - identifying which employees are potentially exposed to noise above defined levels (Noise at Work Regulations 1989 SI 1989 No. 1790)

PPE Regulations - Focuses on identifying residual risks and identifying PPE that will protect against them (Personal Protective Equipment at Work Regulations 1992 (SI 1992 No. 2966)

Control of Asbestos at Work Regulations - carry out a risk assessment prior to commencing any work that may include exposure to asbestos. (Control of Asbestos at Work Regulations 2002 SI 2002 No. 2675)

Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) - protects against risk posed by LPG, Petrol etc.

Generally there are acceptable levels of safety risk which society believes are tolerable. The preconception that there should be no risk is not one which is realistic, as every action and activity has a degree of risk associated with it. Crossing the road and driving to work are good examples of risk acceptance.

Risk acceptance varies. Some workers, eg in the oil and gas industry, accept a higher level of risk than a member of the public. This is because the worker is paid to accept that the work includes inherent risks whereas the member of the public gains no benefit from accepting a higher level of risk and as such is always afforded a greater level of protection.

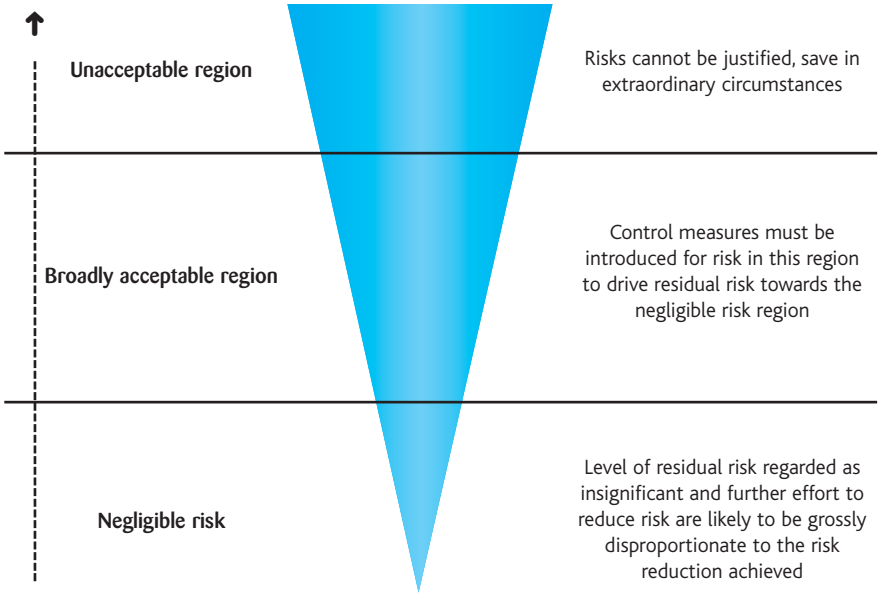


Figure 4: Criteria for the tolerability of risk

Figure 4 illustrates the concept, showing that there are different levels of risk ranging from broadly acceptable to unacceptable. Most significant risks will fall somewhere in the middle. A key principle of the legislation is to ensure 'so far as is reasonably practicable' the health, safety and welfare of those affected by the operations or activities. The requirement is that the risks should be evaluated and then a balance struck between what is necessary to reduce safety risk and what is unreasonable in terms of the cost or trouble in so doing. Such reductions should continue until the risk is broadly acceptable.

A further principle of UK law is that if a risk is foreseeable there is a duty to eliminate it or reduce it so far as reasonably practicable.

Case law has provided some guidance on how the concepts have to be applied and uses the concept of gross dis-proportionality. The risk reduction must outweigh the cost if it is to be reasonable. Figure 5 illustrates this point .

Figure 5: The Balance of Reasonably Practicable

The costs must grossly outweigh the risks before the employer can say no

In general it is normally sufficient to comply with good or best industry practice and HSE Approved Code of Practice and Codes of Practice.

FACTORS TO CONSIDER

It is worth noting at this stage that many of the riding establishments/livery yards are not cash rich and as such could be put out of business if costs of health and safety compliance were high. Many riding establishments have closed due to high business rates and increased insurance premiums in recent years.

This sector, but in particular livery yards, has not historically been subject to enforcement. Consequently a steep learning and education curve may be identified over the next few years in which a certain degree of tolerance and help should be provided, to ensure the correct application of the statutory provisions.

Whilst there is not a single employers association or federation some premises may be aligned with reputable equine groups such as the Association of British Riding Schools or the British Horse Society, the latter of which also runs a voluntary approved livery yard scheme for members. These organisations are very helpful in terms of providing advice and assistance to members.

Although there are many different types of models and proforma that can be used to assess risk, the main philosophy should be to keep it simple and focused. The application of this approach is now discussed in Chapter 3, where typical hazards are identified, groups at risk illustrated and examples of risk described.

three

CHAPTER THREE:

GROUPS AT RISK AND TYPICAL HAZARDS

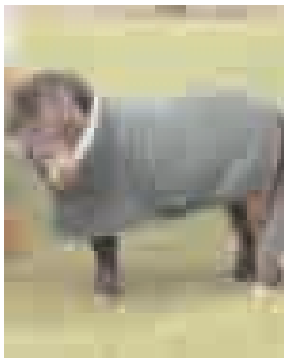
The previous chapters introduced the subject and provided an overview of the legal framework and obligations. Key to meeting those obligations is the process of risk analysis, of which determination of those exposed to the risk and identification of the hazardous situations are critical. This chapter draws on that theme by providing guidance on typical 'at risk groups', hazards associated with riding establishments and typical risks that remain after normal controls are put in place. Firstly the groups of individuals at risk are identified.

WHO ARE THE GROUPS AT RISK?

The main groups of people exposed to hazards and consequent risks in and around riding establishments/livery yards are employees, riding school clients, contractors and members of the public. However, as the statistics available are not sufficiently detailed to accurately break down each category, a general description follows.

STAFF

Staff include full and part time paid employees and those undertaking voluntary work. In terms of applying health and safety legislation a verbal contract rather than a written one is sufficient to demonstrate an employer/employee relationship. Generally employees that are a member of the same family as the employer are covered by the legislative requirements. Staff roles vary considerably, from assistance with handling or riding horses, mucking out stables, grooming, preparing for lessons, to instructing and administration.



Many of the assistants and volunteers, particularly in the riding school environment will be teenagers and younger children. It is a legal requirement under the Management

Regulations that specific rather than generic risk assessments are undertaken of young people (defined as under the age of 18) and children (below minimum school leaving age) to reflect their vulnerability and inexperience with regard to risk. These assessments should be discussed with their parents/guardians. It is worth noting that some organisations have sought ways around health and safety and other obligations towards young volunteers, by describing them as club members etc. An evaluation of the exact circumstances will be necessary with consideration as to whether they are being used in the same manner as an employee albeit with no contract to this effect.

At the other end of the spectrum many staff of older years work with horses. There is no legal requirement to make specific risk assessments with regard to their needs although any relevant factors should be included in the generic assessments as good practice.

Although many males work with horses, it is likely to be the case that most riding school and livery yard premises attract predominantly female staff. In a similar vein to young people and children, a specific risk assessment under the Management Regulations is a legal requirement with regard to pregnant women and new mothers.

Staff will have disabilities representative of the wider community but those with significant mobility problems may be less likely to work directly with horses. There are some notable individual exceptions. One livery yard proprietor based in the south of England has no arms, but fulfils the entire range of duties at a speed which puts others to shame! Where such individuals are in employment their needs should be incorporated in the general risk assessment and reasonable accommodation made.

Furthermore, employers have a duty to take action where accidents are reasonably foreseeable. Either under health and safety or civil litigation the employer can help to

defend their position if they are able to show they have taken into account and acted on any relevant information where reasonable. In this example it would include disabled staff.

Depending on the nature of their roles, staff are potentially likely to be exposed to the entire spectrum of hazards including kicks, falls, manual handling injuries, exposure to substances hazardous to health. However due to complacency and in some instances professional pride, many staff will not report accidents, even to their employers.

RIDING SCHOOL CLIENTS

Although they are in essence members of the public as opposed to staff, it is useful to illustrate these in a separate category. Riding school clients are typically classified as the following :

- **Beginners (Those new to riding or who have ridden for a short period of time)**
- **Novice (Those with more riding ability than beginners but still lacking in experience)**
- **Experienced (Those with reasonable ability and experience, usually familiar with areas such as show and cross country jumping)**

All of these may participate in group lessons, private lessons (1:1) or semi-private (usually 2 riders). Clients represent all races, ages, both sexes, and may have various degrees of disability.

At riding schools where clients simply 'turn up' for a session, typically a one hour lesson or ride, where the horse is ready for them, they are potentially more likely to be exposed to hazards such as falls. At establishments where they assist with the horse care, attend residential courses or un-mounted training sessions, they may potentially be exposed to the same range of hazards as staff.

MEMBERS OF THE PUBLIC

This may include people keeping their horses at livery, children and other people visiting livery yards/watching riding lessons etc. There is likely to be a vast array of experience, from competent riders to those completely unfamiliar with horses and the associated risks. Again they will be representative of all sectors of the community with regard to age, sex, disability.

Children and those unaccustomed to horses may need particular protection under the safety management system due to their lack of understanding/experience of the risks associated with horses and the riding school/livery yard environment. There is also an obligation to protect trespassers.

CONTRACTORS

There is a tendency for enforcement officers to think of those undertaking maintenance/cleaning as the main contractors with regard to all work environments and to focus on them with regard to health and safety enforcement. However in the context of riding establishments/livery yards, the contractors that are likely to visit on a far more frequent basis include vets, farriers or blacksmiths, feed and bedding delivery staff. Visits tend to be less frequent from maintenance contractors, field contractors (to cut hay, maintain hedges and ditches), or people to remove the muck heaps. Whilst vets and farriers would usually have some knowledge, training and awareness of the pertinent risks there are still steps that proprietors can take to control the risks. Other contractors may have no such awareness and need the same level of protection as general members of the public.

Having identified broad groups of individuals who may be exposed to risks during riding school/livery yard activities it is useful to focus in more depth on the types of hazards that they might be exposed to.

'CHECKING THE HORSES'
VET AND OTHERS

THE HAZARDS

There are many definitions of the word hazard, the dictionary definitions ranging from " a game at dice, obstacles on a golf course, to danger".

A common definition used in safety literature is "something that has the potential to cause harm or injury". In considering the typical activities that will be undertaken in a riding establishment/livery yard it becomes apparent that there are many which will , if not controlled adequately, present a level of risk which is not acceptable or tolerable (see chapter 2).

Theoretically any horse has the potential to cause harm or injury, simply through application of its weight or its hooves coming into contact with a part of a person's body. The riding environment typically includes uneven/cobbled floors, barbed wire fences, dark mornings/evenings as well as inclement weather, each of which presents its own hazards. In addition the typical operations that are carried out in any establishment present hazards. These can include injuries arising from loading and unloading horses into horse boxes, catching horses from the field, moving parts of equipment, the use of machinery. The act of riding itself can present significant hazards. The riding a person may be involved in can range from simply walking or trotting within a purpose built area to galloping at 40 mph along road side verges in close proximity to moving vehicles.

It would be very easy to make assumptions about the types of hazards in question but as in any sector a hazard to one person is not always perceived as a hazard to another. The longer that people work with horses the more complacent they may become about the acceptability of the risk associated with any one hazard. Often falls from horses, particularly from very experienced riders, are deemed to be an intrinsic part of the job, as is being the recipient of the occasional bite or kick. In contrast to higher risk industry such

as the oil and gas sector, staff are not traditionally paid high salaries to 'compensate' for the increased levels of acceptable risk as described in Chapter 2.

It is a legal requirement that the person undertaking the risk assessment is competent to do so, with sufficient training and experience or knowledge. They must be able to objectively strike a balance between risk exposure and benefit and evaluate the effectiveness of any measures to control the risks. Consideration is now given to the data available to help the sector objectively assess the hazards and risks that might be present.

HAZARD AND ACCIDENT DATA

The British Horse Society maintain a record of road accidents reported to them and estimate that at least 3000 road accidents every year involve horses. However some of these incidents relate to horses escaping from fields etc and so not all will involve riders or handlers. There is also concern that a number of accidents have been caused as a result of horses frightened by military helicopters conducting low flying exercises.

The Addendum contains details of a relevant leaflet and free-phone advisory service.

In theory an assessment of the incidents reported under the provisions of the Reporting of Diseases and Dangerous Occurrence Regulations (RIDDOR) (see chapter 4) should help to give a picture as to the most frequently occurring hazards. However statistics compiled from the HSE local authority unit (see figure 6) do not differentiate between the types of equestrian premises for which local authorities have enforcement responsibility.

Therefore it is not possible to ascertain total numbers in riding establishments and livery yards. The most common injuries described in the statistics that are available result from the horses themselves or from falls from the horses. However it is likely that the incidents reported represent only a small percentage of the total numbers. Education about the reporting regulations from enforcement staff is a necessity if the situation is to improve.

Employment status of injured pers	Kind of accident	Severity of injury		Total
		Major	Over 3 days	
Employee	Injured while handling, lifting or carrying in another way	1		1
	Fall from a height, up to and including 2 metres	2	4	6
	Fall from a height - unspecified distance	9	5	14
	Injured by an animal	29	28	57
	Total	41	37	78
Self-employed person	Fall from a height, up to and including 2 metres	1		1
	Fall from a height - unspecified distance	3		3
	Injured by an animal	4		4
	Total	8		8
YTS trainee	Fall from a height - unspecified distance	1		1
	Total	1		1
Other trainee	Fall from a height - unspecified distance	1		1
	Injured by an animal	3		3
	Total	4		4
Member of public	Slipped, tripped or fell on the same level in another way	1		1
	Fall from height over 2 metres	1		1
	Fall from a height, upto and including 2 metres	28		28
	Fall from a height - unspecified distance	41		41
	Injured by an animal	38		38
	Total	109		109

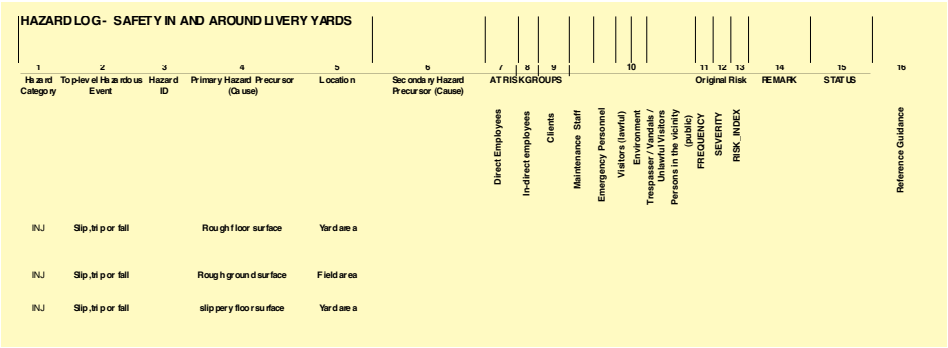
Figure 6: Numbers of reported injuries enforced by local authorities allocated the code 'Horse' in 2003 / 2004

There is also a discussion point about whether hazards and risks associated with the day to day running of a riding school/livery yard are sometimes assessed disproportionately in relation to the increased risk from hazards occurring during shows and other events which may be held once or twice a year. In these situations there may be particular hazards in relation to horses being amongst spectators and traffic not usually encountered.

Therefore, when determining the hazards that need to be assessed, it is important to understand the true nature of the tasks and the factors that contribute to the hazardous situation emerging.

This guidance suggests adopting an approach where individual parts of the riding establishment/livery yard are seen collectively as a system, with a group of associated activities. Figure 8 illustrates the layout and activities that take place in a typical establishment.

The approach adopted for this guide imagines a typical client or employee and tracks their passage around the establishment on a representative day. In this way it is possible to identify specific tasks and the specific hazards associated with those tasks. It is important to list hazards and as such it would be good practice to develop and maintain a hazard log as part of the safety management system. This allows quick reference to high hazard activities and controls in place. An example of this approach is shown below.



HAZARD LOG- SAFETY IN AND AROUND LIVERY YARDS

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Hazard Category	Top-level Hazardous Event	Hazard ID	Primary Hazard Precursor (Cause)	Location	Secondary Hazard Precursor (Cause)	AT RISK GROUPS				Original Risk			REMARK	STATUS	
						Direct Employees	In-direct employees	Clients	Maintenance Staff / Emergency Personnel / Visitors (lawful) / Environment / Trespasser / Vandals / Unlawful Visitors / Persons in the vicinity (public)	FREQUENCY	SEVERITY	RISK INDEX			Reference Guidance
INJ	Slip, trip or fall		Rough floor surface	Yard area											
INJ	Slip, trip or fall		Rough ground surface	Field area											
INJ	Slip, trip or fall		slippery floor surface	Yard area											

Figure 7: hazard log

Hazard

1/ Vehicles hitting pedestrians

2/ Slips, trips and falls

3/ Manual handling injury

4/ Fire

5/ Diseases caused by pests

6/ Crushing/kicks/bites from horses

7/ Electrocution

8/ Injury arising from falls from heights

9/ Trapping/entanglement0

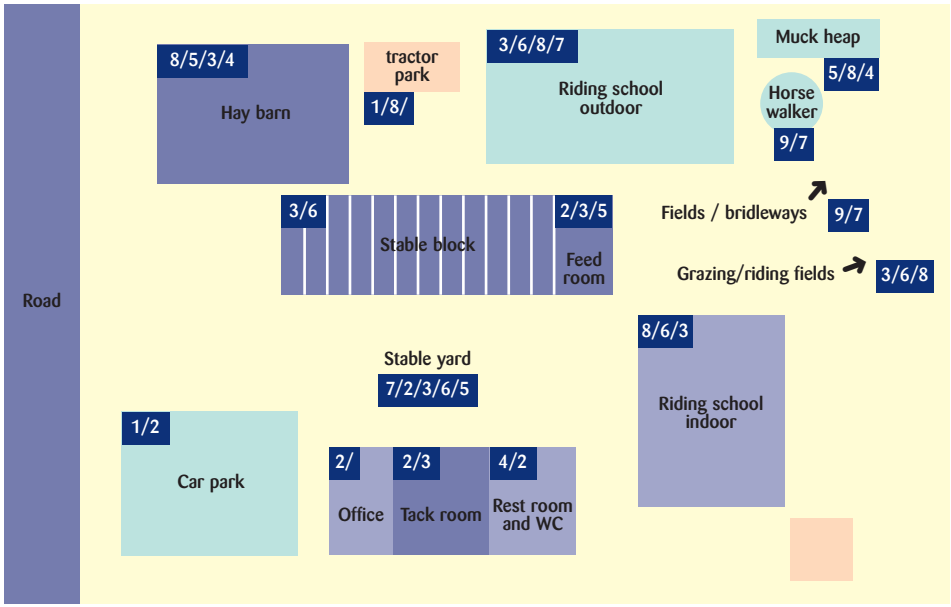


Figure 8: Typical Riding Establishment/Livery Yard

By using a combination of the hazard check list and figure 8 above, it is possible in principle to identify significant hazards in each location and the task associated with that location.

There are what can be termed 'environmental hazards' in association with each of these areas, and process hazards. A typical hazard in relation to the car park would be the hazard presented by a moving vehicle to a pedestrian.

There are also process or procedure hazards, eg the hazard of falling from a horse and injury arising from impact with the ground.

The proprietor should systematically collate a list of all of the relevant environmental/process hazards in order to move to the next stage.

THE RISKS

Once an assessment of the hazards associated with a typical riding school/livery yard has been made and the people at risk identified, a risk assessment has to be undertaken to determine which of the hazards are likely to be realised.

Thereafter control measures have to be implemented to mitigate against those risks deemed significant. Risk is a term used through many industries and as such has many different definitions. For the purpose of simplicity it is defined in the Chambers dictionary as "chance of harm, loss" i.e it is the probability or likelihood that the hazard will be realised.

The actual process of determining risks can become very complex if taken to extremes but it is important to focus on the reason why a risk assessment is being carried out. Principally it should be used as a tool to assist in determining those hazards which must be controlled as a priority over others.

As falls from height have been highlighted as a particular hazard from the data available, they will be used to illustrate the concept of assessing risk. In general terms, falls from horses are more likely to occur when riders are undertaking work at speed such as cantering and galloping or when riding over jumps, than at lower speed such as walk. Risks increase with turns, changes of direction etc which may affect the balance of horse and/or rider. The risks are also increased when external factors cause horses to react either by jumping, rearing or fleeing. These factors could include wind blown objects, flapping carrier bags, cars, lorries and motorbikes.

Young or inexperienced horses are usually less predictable than mature older ones. Other factors likely to increase the risks are linked to the individual temperament of the horse. Some are more placid by nature while others are more likely to shy (jump away without warning), buck rear etc. The risk of a fall is greater for a beginner or novice rider than a more experienced one.

Consequently it could be argued that an experienced rider walking and trotting on a quiet horse in an enclosed indoor school would be exposed to less risk from falling than a novice rider taking a younger inexperienced horse for a canter along roadside verges on a windy day. The principle is shown in the table below.

Higher Risk	Lower Risk
Turns at speed	Walk
Cantering	Trot
Galloping	Indoors
Jumping	Enclosed area
Traffic	Older experienced horse
Young inexperienced horse	Experienced rider
Open field	
Inexperienced rider	

The next chapter deals with the typical controls found in place to mitigate any residual risk and as such should provide guidance as to what could be considered, so far as reasonably practicable, in the riding establishment/livery yard environment.

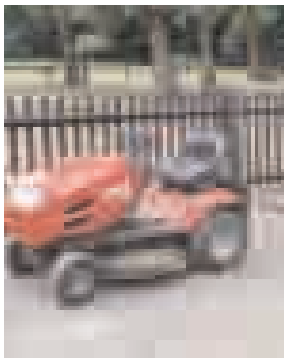
four

CHAPTER FOUR:

SAFETY MANAGEMENT SYSTEM AND CONTROL MEASURES IN PRACTICE

As discussed, due to limitations of the data available, it is almost impossible to accurately assess the risks associated with each individual hazard. There are however a number of measures which establishments can apply to control significant risks identified as a result of the risk assessment processes. Through focusing on significant risks this approach allows effective use of available resources. Once effective control measures are in place for those risks the duty holder is deemed to have done all that is reasonably practicable to ensure the safety, health and welfare of those affected by the operations.

A number of the requisite control measures for generic risks within all work premises equally apply within riding establishments and livery yards eg in relation to the Control of Asbestos and Electricity at Work Regulations. Conversely many of the principles and systems of safely managing risk when dealing with horses are unique. A great deal of good practice can be gleaned from examination syllabi and literature relating to organisations such as the British Horse Society (BHS) and Association of British Riding Schools (ABRS) but the focus is on individual safety and not explicitly from the employer/controlling mind or enforcer perspective. Nevertheless these should be taken into account as part of the establishment's risk assessment/control measure regime and where applicable included in procedures and staff training programmes.



It is important to remember that inspectors themselves do not need to have in depth knowledge of sector specific issues such as safe methods of handling horses but that they should be checking the overall safety management system (see chapter 2) and its application in practice.

SAFETY MANAGEMENT SYSTEM

As discussed in previous chapters, it is a requirement under the Management Regulations to have a suitable safety management system in place. Any Safety Management System should be sensible and commensurate with the risk posed. Consequently the content and complexity of the system will alter depending on the size of the establishment and other factors. A small livery yard with one or two part time employees would need a much simpler management system than a large riding establishment/livery yard with a larger number of full and part time employees.

One approach could be to use the descriptive model below. It satisfies the steps shown in good practice model HSG 65 previously discussed.

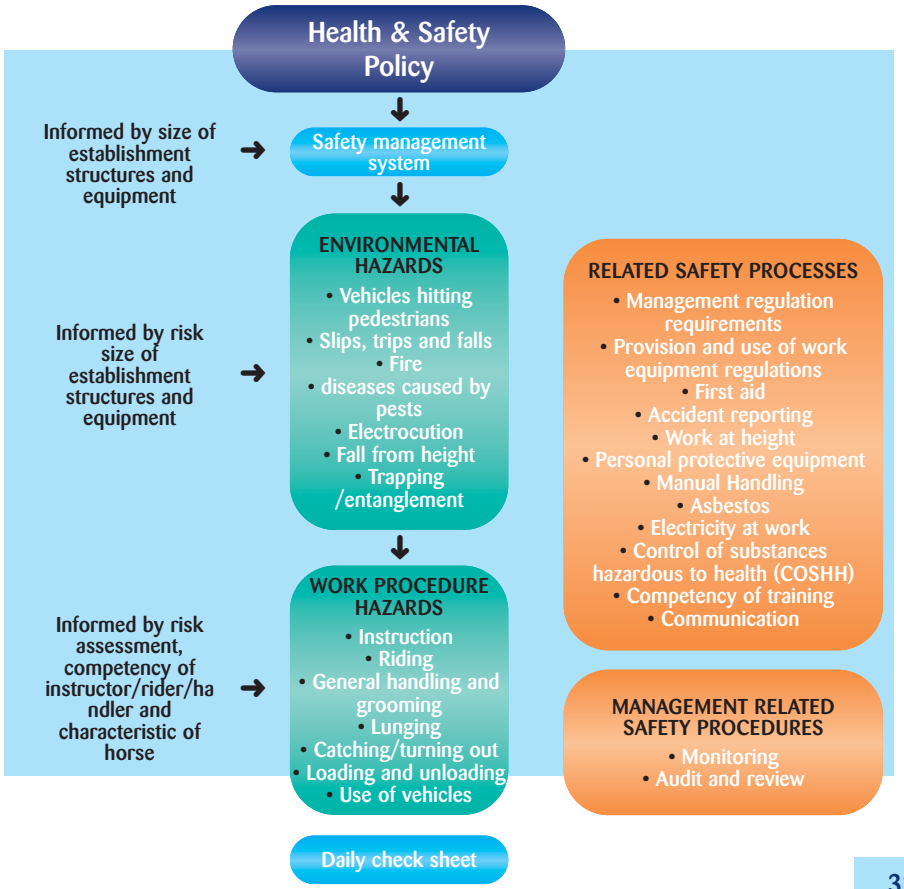


Figure 9: Safety Management System Model for Riding Establishments/Livery Yards

The Health and Safety policy sets the overall commitment. Each organisation with five or more employees must have a written policy that sets out its commitments to meeting legal and moral obligations. Some simply list the basic requirements from Section 2 of the Health at Safety at Work etc Act while others take more consideration and tailor it to their specific organisation. Whichever approach is adopted, there is a legal requirement that the policy is communicated to employees. This can be either directly or via a notice board, salary slip etc. Other basic obligations, irrespective of the number of employees, include the requirement to place a copy of poster 'Health and safety Law-What you should know' in a prominent position or provide employees with a copy of the information in leaflet form.

The second aspect of the safety management system is to make adequate arrangements for meeting the safety policy commitment. This will normally describe the WHO and WHAT-ie who is responsible for which key safety activities and what they are. Premises with five or more employees must record the information but it is also good practice for smaller organisations to do the same.

Ideally organisations have some form of safety manual (which may be as simple as a lever arch file) containing the policy and all other key documents forming part of the safety management system. This could include copies of risk assessments, control measures, procedures and training records etc.

The overall policy and risk assessment inform the level of safety management system to be implemented. Whereas work environments such as oil refineries would be deemed high risk environments because of the risks of explosion etc, horse riding establishments and livery yards would be classed as low to medium risk enterprises. However specific risks and activities exist within them.

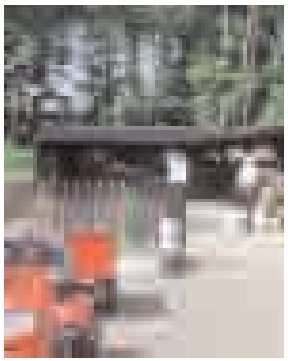
The next stage is to systematically group the hazards and control measures relating to the

individual parts of the riding establishment/livery yard.

It relates back to the hazard listing approach suggested in chapter 3, linking work areas with particular hazards. Staff/clients/members of the public enter the premises and follow a route through the establishment, undertaking relevant activities. During this path they may encounter a number of hazards that, for ease of description, are classified as Environmental Hazards (those that emanate from the surrounding conditions), eg a poor floor surface within the car park and poor lighting within stable areas. They may also encounter Work Procedure Hazards (those that emanate from the actual activities of handling horses, teaching, riding etc.) The safety management system should incorporate suitable controls for significant risks arising from these. It should also include controls for significant risks under general processes (for example training and communication or the general regulations such as Manual Handling which apply in all areas), described as related safety processes. In some instances there will be slight duplication.

Finally, there are 'management processes' including monitoring, audit and review of the safety management system.

part a



PART A
ENVIRONMENTAL -GENERAL MANAGEMENT SYSTEMS

The environment for working with and around horses is an important factor to consider when undertaking either the management role or an inspection role. This section is based on the environmental hazards associated with the typical layout of a riding establishment (see figure 10). Certain parts may or may not be present and clearly only their presence would dictate the necessity for inclusion.

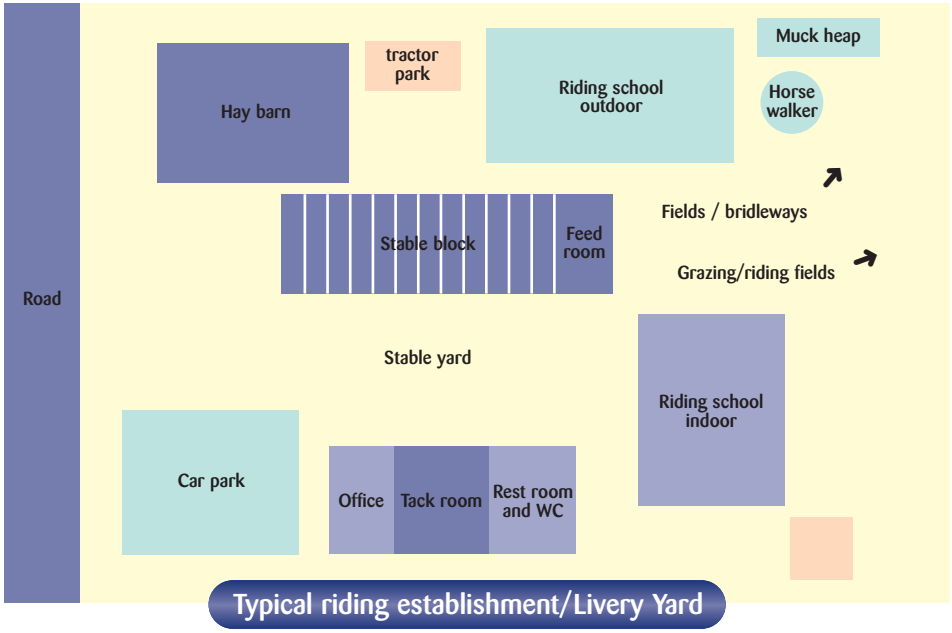


figure 10

CAR PARK AREA

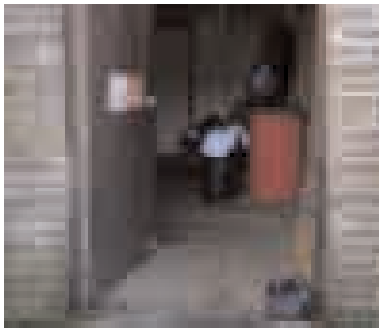
Although some larger premises may have extensive, well marked, flat tarmac car parking areas, many others will not. Car parking at some premises may comprise a small area of grass or hard-standing, often with pot holes. A pragmatic approach should be taken with regard to the associated risks, depending on the numbers and type of user. The evenness of the surface and its drainage would be important considerations. An area with significant height differences between one part and another might be of concern both to vehicles and pedestrians accessing vehicles. Furthermore areas with poor drainage may give rise to pooling of water and areas of mud, creating the potential for vehicles to become stuck and individuals to slip

Traffic movement must be an important factor. Many incidents, such as collision with a vehicle, a person, object or a horse, occur because there is insufficient separation between them. Typically consideration should be given to providing a safe route for vehicles that does not place them in the direct vicinity of others. Larger vehicles such as horse boxes are more likely to impede visibility. Particular attention should be given to visitors or users who are unfamiliar with the premises and the activities that go on within its confines. Obviously this will depend very much on the usage and layout of the premises. It may be necessary, eg where small events or shows are held, to 'steward' the car parking arrangements and ensure safe usage and separation of pedestrians/horses as appropriate

Clear signage should be used which can be purchased from any good safety signage company, the internet or through the advice of the enforcing authority. In a similar manner, consideration should be given to the access road or drive to the car park, particularly if not a public highway. It may be necessary to impose speed restrictions.

OFFICE

Many of the larger premises will have some form of office area, although typically only with a single table, chair and telephone. Many do not use computers and even smaller riding establishments may still use paper based systems. Offices tend to be used for very short periods of time eg when clients arrive or to arrange visits from the vet. Consequently they will usually be an area of very low risk, where basic lighting levels, cleanliness and routine housekeeping to eliminate obvious tripping hazards will suffice. In the larger premises which may have a computer, an assessment under the Display Screen Equipment Regulations (see later section) may be necessary.



The Workplace (Health Safety and Welfare)Regulations 1992 specify minimum requirements relating to the provision of welfare facilities such as w.c.s and the provision of drinking water.

For financial and historical reasons, some livery yards or smaller unlicensed riding establishments will not have basic facilities, including w.c.s. However the legal

requirement is that w.c.s must be provided-a ratio of 1 for 5 people at work or two where there are between 6 and 25 at work. In riding establishments/livery yards separate facilities for men and women will not usually be required, provided they are in a lockable room intended for use by one person at a time. The facilities and rooms they are in must be kept in a clean condition. Suitable and sufficient washing facilities must be in the immediate vicinity. Not all premises will have mains supplies of water, although the requirement is that there should be a supply of clean hot and cold or warm water. A suitable alternative to mains water must be provided. Although preferable to have running hot water, some premises may rely on boiling kettles etc for its provision

An adequate supply of wholesome drinking water must be provided for employees/the self employed. Where there is no mains supply, it should be provided in clean enclosed containers, refilled daily. Rest areas and facilities where staff are required to change clothing should be provided. In some premises these will be combined with the office facility.

As with office areas, separate rest areas will need to meet minimal requirements with regard to lighting levels, cleanliness and basic housekeeping to eliminate tripping hazards. There should be adequate arrangements for staff to get warm during rest periods. Typically a portable gas heater will be utilised and so the issues associated with Liquified Petroleum Gas (LPG) should be incorporated in the risk assessment. There is guidance available on LPG use which should be referred to. When not in use LPG cylinders should be stored in a safe place in the open air or an adequately ventilated building/room and must be adequately secured. They must be protected from external heat and ignition sources, clearly marked to indicate the contents. Children in particular will need to be supervised where LPG heaters are used.

Many staff will smoke and employers should consider the provision of separate smoking areas to protect others from the effects of passive smoke.

FEED ROOM/TACK ROOM/GENERAL STORAGE ROOMS

Depending on the size of the premises these areas may be separate or combined. Feed rooms or feed areas are where horse feed such as oats, 'horse and pony cubes' and chaff are kept and 'feeds' (meals!) prepared for the horses.

The tack room is the area used to store 'tack'-primarily saddles and bridles. Other storage of significance relates to horse rugs and blankets which horses sometimes wear for protection against the weather/knocks and abrasions.

The main hazards of these areas relate to manual handling, eg where feed sacks or saddles are lifted by hand (see separate section on manual handling), and to the diseases caused by pests such as rats and mice attracted to the feed (also see section under COSHH). Therefore sufficient lighting should be provided for the tasks and floors should be level to minimise the risk of tripping. Careful arrangement eg the location of racks to store saddles to avoid excessive reaching or twisting is an important factor to be considered under the risk assessment in relation to manual handling. Feed should be adequately stored and spillages removed as soon as possible. Where applicable there must be appropriate facilities for the safe disposal of needles used to administer veterinary medicines.

STABLES

These are where the horses are kept when not in fields, some horses being stabled 24 hours a day. Most equestrian literature relates to ensuring that conditions are acceptable for the horses but the focus of health and safety legislation is on the protection of people!

Of primary importance is adequate space to reduce the risk of hazards arising when dealing with horses, such as being crushed or kicked. There should be adequate provision within the stable to tie up the horse and work around it eg to muck out, fill water buckets. Alternatively horses can be tied up outside the stable while these functions are undertaken. There should be sufficient light to undertake the tasks, and some small yards may rely solely on natural lighting for the purpose. Electrical lights should be safely installed to prevent the horses accessing cables and wires, ie well out of reach in the ceiling or preferably encased.

The internal stable construction will usually comprise bricks/blocks or wooden partitioning and there should be no obvious snagging points eg from protruding nails or pieces of wood. Stable doors should open outwards to enable the horses to be safely taken in and out. They should be sufficiently maintained so that they open freely and do not involve staff trying to lift awkwardly where they have dropped on the hinges.

YARD/HANDLING AREAS

The area outside the stables/feed room etc is usually referred to as 'the yard' in both the context of the horse riding establishment and livery yard and is usually where activities such as veterinary examinations take place. There should be sufficient space for the tasks in question, remembering that horses are large animals. Risk assessments need to strike a balance between the costs of extensively concreting areas versus the practical benefits in terms of the tripping hazard risk reduction. The principal areas used to tie horses, put on tack etc should be the priority. Well drained areas of fields may be adequate for this in some cases whereas in others it will be necessary to provide some areas of hard-standing. These surfaces need to be designed to allow water to drain away and thus minimise pooling of water. Puddles may not appear to be a significant hazard but the effects of ice may increase the risk of slipping both to horse and rider. To minimise risk of ice, concrete surfaces should not be completely smooth but should have a degree of serration. General good housekeeping practice is required in yards and handling areas eg the correct storage of forks and rakes.

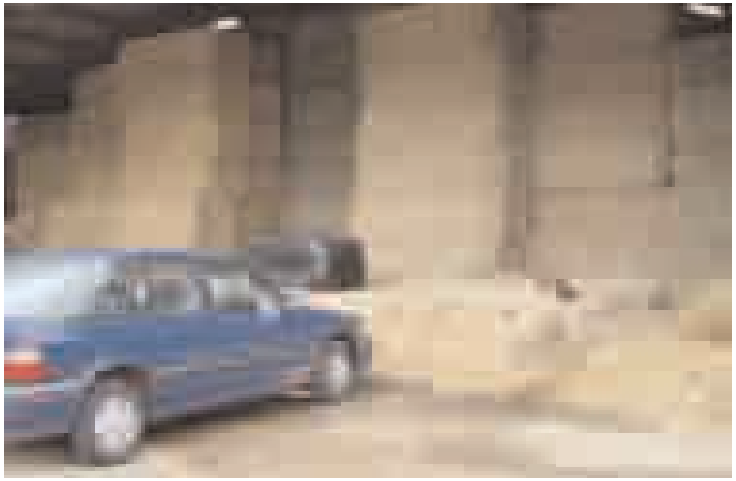
Depending on the proximity of the washing facilities it may be advisable to have additional washing stations or at least sources of antibacterial wash in these areas for those coming into contact with the horses.

HAY/STRAW/BEDDING STORAGE AREAS

These storage areas tend to be larger than other storage areas because of the bulk nature of the products used for horses eg bales of hay / haylage, bags of wood shavings. Some premises will have purpose built barns while others will rely on partial cover. The main hazards occur in relation to falls from height (see later section on preventative measures in this context) and steps must be taken to protect staff and in particular members of the public such as children. Whilst it is great fun to climb bales of hay and straw, accidents do frequently occur as a result. Ideally there would be physical separation to prevent children obtaining access. Where not feasible provision must be made, by way of signage and supervision requirements, to prevent access.

Other hazards relate to the diseases transmitted by pests such as rats which may nest in the area. (see section on COSHH)

These areas are clearly a high priority area with regard to the fire risk assessment due to the combustible nature of the products stored. They are likely to require clear signage and fire extinguishing equipment.



MUCK HEAP

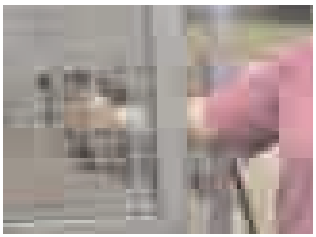
The muck heap is the area where the soiled bedding is stored. It can grow to a considerable size, as each horse may be responsible for one or two wheel barrows full of muck per day! This soon accumulates where a large number of horses are kept. Careful consideration must be given to the location of muck heaps with regard to contamination of drainage courses, given the high nitrogen content. Similarly they should be sited as far away as possible from nearby residential accommodation to prevent smell nuisance and the problems caused by flies, particularly during hot weather. Some premises arrange for muck heaps to be removed on their behalf while others may-illegally or otherwise-burn them. There are obvious implications with regard to fire safety here.

Depending on the size, it may be possible to load from the ground using implements such as garden forks (although there may be manual handling implications), or it may only be possible to load by walking onto the heap itself. Whilst some proprietors take pride in the condition of their muck heap, making an art of ensuring it is neatly stacked in the shape of a 3D box, others do not. The latter may result in a pyramid shape with unstable areas and increase the risk of falls from anyone walking over it. In order to access the top of muck heaps, it is fairly common practice to provide some form of ramp arrangement using planking. Again the risk assessment must take into account factors such as the strength and stability of the ramp, its height and ability of user.

HORSE WALKER

Horse Walkers are a useful aid provided in some larger premises to assist with exercising horses. They work on similar principles to roundabouts, the horses being placed in an enclosed metal pen and then made to walk in a circular movement by the motion of the machinery. Anyone required to operate them must be adequately trained to do so. The equipment is regulated under the provisions of the Provision and Use of Work Equipment Regulations (see other section under Part C of this chapter) The main hazards to people relate to entanglement between the moving parts and the fixed areas and there should be adequate guarding to safeguard against this. There are also potential hazards from electricity and from lightening strike.

There should be clearly visible and accessible isolator switches to enable the machine to be stopped quickly in the event of emergency.



TRACTOR PARKS

Although vehicle safety is referred to at a later stage it is worth noting that it is important anyone not trained or authorised to use tractors/all terrain vehicles are not allowed access to them. Under no circumstances should operators leave keys in the ignition when unattended.

INDOOR SCHOOL

In most establishments there will be some form of riding area, often known as a school or manege. Where these are under some form of cover they are known as an indoor school. The riding surfaces can be made of a number of materials ranging from sand to rubber. A well designed indoor school surface will have a relatively level surface of even thickness. However such facilities can be very expensive, and will need adequate maintenance.

A well run establishment will have arrangements in place for the surface to be visually checked on a daily basis and perhaps raked to ensure that accumulations in corners and along the edges are smoothed out. The philosophy behind an indoor school is to be able to ride all year round, and, if electric lighting provided, both during the day and evenings.

However, many schools are not fully enclosed, and the rain may drive in from certain areas or from leaks in the roof, causing pooling of water and an increased likelihood of horses slipping. If this is the case, the risk assesment may still deem it safe for the lesson to continue with appropriate control measures, examples being walking exercises only or restricting access to areas considered too slippery.

The risks arising from riders being injured in the event of a fall or their legs crushed against a wall when mounted can be minimised through careful design. There should be no upright supporting columns within the school area. Upright wall posts or the equivalent should either be located externally to the inner riding area or protected by smooth

boarding. Some indoor schools use mirrors along the walls to help riders assess their riding positions. These must be securely placed at appropriate height and in good condition.

Gates and access points can be a concern. In some instances heavy sliding barn doors may be present and these in particular must be maintained to ensure they are not unduly difficult to open and close. Other entrances must also be sufficiently wide to allow horses and riders through and with no protruding catches or objects which could injure a horse or rider. All entrances should be kept closed whilst horses are being ridden, with systems to safely permit opening.

It is important that there is adequate spectator separation when horses are ridden, particularly where members of the public and children are concerned. Some indoor schools have purpose built seating areas. Non riders within the arena should be kept to a minimum, only people such as riding instructors or assistants being permitted.

Suitable access equipment should be used for maintenance eg changing light bulbs. In some instances ladders will be sufficient, which themselves are work equipment (see later section) and must only be used by adequately trained staff. In very high locations it may be necessary to employ competent external contractors for the tasks.

Many indoor schools will have the facility for show jumps (these are portable jumps which are called this irrespective of whether used for shows). They comprise of 'wings' at each end, which support long poles on 'jump cups'. Show jumps should be safely stacked when not in use to prevent the hazard of horses/riders tripping/falling over them. There may be hazards arising from the manual handling of these loads (see later section) or from the 'Jump cups' if poles are not in place. These protrude from the wings and can injure horses/riders. Consequently rules about their safe use and storage should be in

place. It is worth noting that the safe construction of show jumps is a growing commercial industry, driven by various show jumping associations. Many are now designed of more lightweight materials to aid lifting and manoeuvring. Some newer designs are constructed so that in the event of a horse hitting the poles, the jump cups give way. The poles then fall safely, rather than the horses becoming trapped over them, panicking and injuring the rider.

OUTDOOR SCHOOLS

As the name suggests, these are riding areas which are not under cover, also sometimes known as maneges. The riding surfaces range considerably, from sand to rubber to bark chippings and again careful design and maintenance are critical. The issues around drainage and protection from the effects of rain and water pooling are particularly pertinent. Post and rail fencing is the most common design and must be constructed so that upright posts are external, with the horizontal planks along the inside to protect riders.

There should be no other obstructions within the riding area, such as tree trunks or other natural obstacles.

Some outdoor schools have the

use of electrical floodlights to facilitate riding during dark mornings and evenings. Cabling must be encased and preferably routed underground to ensure protection from the elements. As with indoor schools it may be necessary to employ competent external contractors for their maintenance. The issues around show jumps, spectator segregation and gateways etc are similar to those of indoor schools.

RIDING FIELDS

Some establishments will not have indoor or outdoor schools but will rely on riding/exercising horses in fields or on the roads. Fields should be checked before use or on a daily basis to ensure that they are not too muddy or hard to use and thus more likely to result in the horses slipping. Often riders will use particular 'tracks' eg circular patterns to ride and these may become particularly slippery underneath. Control measures could include restricted access or only allowing horses to walk in certain areas. Other hazards may include overhanging branches rabbit holes, mole hills etc which can create serious tripping hazards. There should be an ongoing maintenance programme to remove such hazards.

Once again the issues of spectator separation, show jumps and gateways are pertinent as with indoor and outdoor schools.

It is imperative that riders are not allowed to ride in fields fenced with barbed wire or other inappropriate forms of fencing.

CROSS COUNTRY JUMPING AREAS

Some premises may have a small number of obstacles or a full cross country course of jumps/fences. Cross country jumps are of a more permanent nature than show jumps and usually in more open areas with fewer of the space restrictions of indoor and outdoor schools. Consequently horses can gather a faster pace between fences. The fences themselves vary in nature but often incorporate natural components such as logs, ditches and water courses. They should be designed/constructed by people competent to do so.

The condition of the ground around cross country obstacles is important in all cases, but particularly at the take off and landing points where surfaces are more prone to compaction and being slippery due to mud. Instructors/employees should make ongoing visual assessments and take appropriate steps including adequate reporting if they feel particular jumps are not usable due to the surfaces. More thorough checks should form part of a weekly or more frequent checklist by staff. Checks should also include hazards as with riding fields such as overhanging branches, litter and rabbit holes, with those of most significance removed/infilled.

Typical cross country obstacle

LOCAL BRIDLE PATHS/RIDING TRACKS

It would obviously be less reasonable to expect employees to check bridlepaths or verges outside of their control used for riding but simple checks eg by those at the front of a ride would be expected. Riders behind could be alerted to the sudden appearance of a significantly large animal hole or accumulation of refuse and the hazard later reported to others back at the stable yard.

Reasonable steps would include slower work such as walking or trotting over less even surfaces with faster work including cantering and jumping over more level surfaces.

FIELDS FOR GRAZING

Certain parts of the fields used for horses to graze are more susceptible to becoming muddy or slippery due to rain or ice than others. These would include the areas horses congregate eg around water troughs, gates and feeding areas. Staff expected to catch or turn out horses in such conditions may be more likely to slip as a result, particularly if they are not only leading horses but trying to manoeuvre others out of the way.

Control measures could include restricting use of fields, moving gates, provision of hard standing around gates etc.

Although not recommended, barbed wire fencing is often used to enclose fields. It is less of a hazard to horses and handlers if it is in good condition, however sagging wires and wire detached from posts can be very hazardous. In some cases electric fencing is used, energised by the mains or 12 volt car batteries.

Batteries should ideally be covered and kept out of the access of children to reduce the risk of electric shock/battery acid burns. Again the horizontal elements of the fencing should be taut, and the supporting posts should be firmly in position.

There should be adequate maintenance systems in place to check and repair damaged fencing or gates.
All too often fences are 'temporarily' repaired with pieces of baler twine (the string used to secure bales of hay or straw) and then forgotten. There may be implications with regard to the COSHH assessment (see later section) where wood preservatives are used during maintenance.

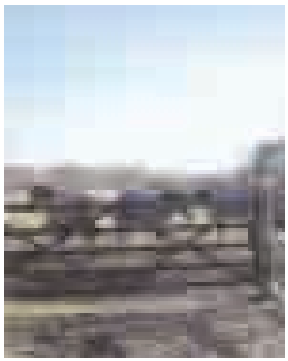
Gates sometimes become detached from hinges or have awkward fastening mechanisms which can be very difficult to manoeuvre, particularly when staff are also trying to restrain horses (see manual handling section). Hedges, fencing or gates in poor condition can lead to horses becoming trapped and endangering rescuers, or escaping and endangering themselves and traffic users/the general public.

There should also be simple precautions in place including signage and checks to ensure that gates are kept closed and if necessary locked, particularly those less visible from the stable yard or office.

WEATHER AND LIGHTING

During inclement weather eg heavy rain or fog or at certain times of the day eg dusk or dawn the ability of staff/riders to safely use external riding areas may be compromised. Similarly, many horses will react adversely to thunder or lightening episodes either when ridden indoors or outside. There should be precautions in place to take account of such factors.

part b



PART B
WORK PROCEDURE HAZARDS LESSONS

The main hazards associated with riding horses relate to falls from height and the consequence of injury. However injuries may also occur through being kicked, bitten or crushed by other horses or through being crushed against obstacles. As previously stated 'rides' (sometimes referred to as treks or hacks) and lessons may be given to members of the public or provided to employees at licensed riding establishments. The practice also occurs at many livery yards which unlawfully operate without a licence. The following paragraphs outline some of the main management systems, rules and procedures which may be seen as good practice and form an integral part of the risk assessment.

PRE ASSESSMENT

Prior to the first ride or lesson, a competent staff member should make an assessment of a client's weight, height, age and riding ability, to help ensure they are provided with a horse that meets their needs. Relevant medical information should also be obtained. Such information is often based on telephone conversations and will need to be substantiated when the client arrives. The strict insurance requirements of many companies now demand that clients complete a written form to this effect. Some riding schools give their 'rules' to clients in writing on arrival, eg procedures to follow and the need to obey instructions.

RIDING WEAR

Prior to the first session, but obviously re-inforced on sight, clients should be given advice about suitable clothing, particularly footwear. Trainers, sandals and even wellington boots with ridged soles are not suitable, as in the event of a fall from a horse they may become wedged in the stirrups. Organisations such as the Association

of British Riding Schools (ABRS) argue that such footwear can be worn where stirrups are fitted with 'toe stops', which prevent the foot sliding through the whole stirrup.Toe stops are commonly used by groups such as Riding for the Disabled but are not used on a wide scale. However it may be that their use increases over the next few years. In the absence of this practice it is surprising that very few establishments have supplies of suitable footwear for client hire or use, a practice which could be explored given its importance

In contrast most establishments supply hard hats for clients. The current standards recognised by the BHS, ABRS, Mark Davies Injured Riders' Fund and the Pony Club are shown in the addendum. Staff fitting hats should be suitably trained to do so. Organisations generally recommend hats are replaced after a severe impact and in any event every three to five years. However good practice is not always followed as hats cost a minimum of £30 each. Riding establishments should check that clients' own hats comply with their standards.

Good practice may involve clients being advised not to wear jewellery, in particular rings and earrings, long hair being tied back and the promotion of body protectors, particularly for jumping lessons. Eating and chewing gum etc should be forbidden.

“ a quiet horse is not always obedient, but an obedient horse is always quiet ”

miscellaneous quote

SUITABILITY OF HORSES

Clients should be matched with horses deemed suitable for their needs. The selection of suitable horses is discussed in more detail later but as a general rule, horses for beginners/novices and particularly children should be of a calm, kind temperament and capable of being lead by someone on the ground.

RIDING INSTRUCTORS

One of the key safety controls in the riding establishment environment is the competency of the riding instructor. A full list of instructor qualifications, approved by the BHS/ABRS is given in the appendix. This includes British Equestrian Tourism qualifications for those taking out rides and hacks rather than giving lessons.

However many people will argue that experience counts for more than qualifications, as in other walks of life. Some very experienced instructors with no qualifications give lessons and are perfectly competent to do so, however this is not always the case. Some proprietors may argue, with validity, that people training towards qualifications should be given the opportunity to teach.

They must however ensure that such people are adequately supervised. Riding establishment licence guidelines state that a person must be at least 16 but this is sometimes ignored.

Ultimately it is the responsibility of the person having control of the business to determine who is competent to teach and to what level. Formal qualifications can assist when attempting to substantiate the reason for decisions. Proprietors should ask to see certification or check with the relevant certification body where not available.

THE LESSON ITSELF

On commencement of the lesson clients should be advised of the potential hazards, and basic principles such as how to safely approach horses They must be advised to follow instructions. Close supervision to enforce this is essential. Beginners and some novices will need assistance to ensure they mount correctly and the girth of the saddle/stirrup leathers are adjusted as required.

As a general rule lessons or rides should have low ratios of pupil to staff. As a guideline one instructor could teach, as a maximum, a group of 8 experienced pupils in a large enough area. With groups of novice riders, children or beginners the ratios should be reduced. Ideally there should be enough people on foot to help with beginners, perhaps using a lead rein. This is simply a term for a rope attached to the bridle or a head - collar so an assistant can lead the horse with minimal or no reliance on the rider's use of the reins.

Attention to the dynamics of horses within a lesson is important. Where horses may try to bite or kick one another, to the detriment of a rider in between, the instructor could separate the horses. All riders should be taught not to ride too closely to the horse in front as many horses will kick out if they feel threatened from behind. The effective communication of the likelihood of such behaviour from individual horses is therefore fundamental.

As riders' ability progresses lessons will usually incorporate more work at speed eg cantering and jumping. Although there is unlikely to be assistance in the form of helpers

as with beginner/novice lessons, other control measures apply. This could include rules such as only one horse jumping at a time and safe use of jump wings/cups including positioning. The use of neck straps may assist novice riders. At all times the instructor has to strike a balance between asking a rider to challenge themselves and yet work within their individual capabilities, as well as those of the horse.

There should be systems in place for communication where lessons take place at some distance away from the main riding areas, eg on cross country courses. This could include radios or mobile phones.

Bareback riding, (without the use of a saddle) can be an important part of learning, as it helps the rider to develop a natural position and balance. However it should only be introduced when the instructors feel more experienced riders are ready, on suitable horses and in suitable enclosed areas. Hats should always be worn.

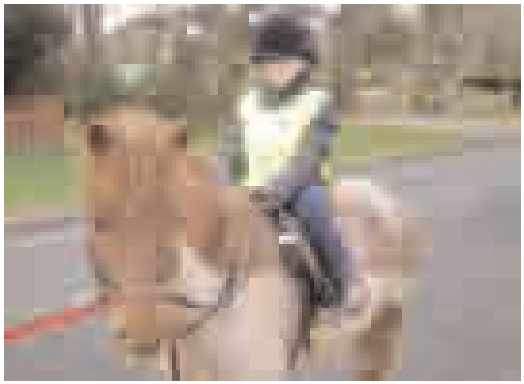
HACKS/RIDES/TREKS RIDING ASSESSMENT

In addition to some of the relevant factors in relation to attire, qualifications etc mentioned with regard to lessons there are other factors to consider when taking clients out for a ride or hack (a ride away from an enclosed area which may or may not include roadwork). Of primary importance is the need for the establishment to assess the rider's capability for themselves. All proprietors have stories about people who claim they ride regularly yet mean they once rode a donkey on Blackpool beach! This assessment should where possible take place in an enclosed area. Only if the assessment shows the rider to have basic control eg in how to halt and turn the horse, should they be considered able to participate in a hack. More control and experience would be necessary for faster rides incorporating trot/canter work. The route of the hack will be an important consideration.

The practice of allowing complete beginners on rides/hacks on the roads and lanes is prevalent in some holiday areas in particular, however should be strongly discouraged. It would be preferable to take such riders around the fields and tracks of the establishment if available, with assistance. Alternatively they should be given a lesson in an enclosed area.

Following the initial assessment, novice and experienced riders should be escorted by competent/qualified staff on rides. The risk assessment should take into account factors such as the amount and type of traffic they might expect to encounter, the temperament of the horses and capability of riders. Groups should be kept as small as possible, usually six or less. In many cases it will be necessary to have at least two competent escorts riding, one to ride at the front and one at the rear. Each should wear a high visibility reflective jacket. High visibility accessories, such as tail covers, and exercise sheets can also be worn by the horses. Ideally at least one escort would be a fully qualified first aider, and a mobile phone or radio should be carried as a means of summonsing assistance/an ambulance. They should carry a lead rope as a means of leading another horse/rider if necessary.

Child wearing high visibility jacket (although her hat appears to be incorrectly fitted)



The escorts should ensure any staff remaining at the yard/office staff are aware of the route to be taken and given an expected time of return. Escorts should ensure the ride is conducted in a safe manner throughout.

Bareback riding

In some areas staff and clients are fortunate enough to have access to areas of beach and can ride in the sea. Some premises will allow the exhilarating experience of bareback riding. This should always be undertaken on suitable horses with riders deemed experienced. Riders must wear hats and the horses should have bridles not head-collars. An assessment should be made of the riding surface and the proximity of roads to ensure the risks are reduced as far as practicable.

With all instruction and rides allowance should be made for environmental conditions and adjustments made as necessary. It would not for example be safe to take a group of riders out on the roads where there is thick fog.

Verification

In verifying the adequacy of these procedures the inspector or proprietor could check the booking system, usually a paper diary, for a typical busy day, usually a Saturday or Sunday. They could then ask for a summary of relevant processes, checking factors such as the horses used for particular riders, instructor or assistant numbers and experience.

RIDING BY EMPLOYEES/UNSUPERVISED CLIENTS

Many of the factors relating to client lessons and rides will equally apply where riding establishment/livery yard staff ride horses as part of their role or where establishments allow clients to take their horses out unsupervised, eg in relation to riding wear, riding on the roads and bareback riding.

Any client or employee allowed to take out a horse without supervision must have an assessment by a suitable person to ensure that they have adequate capability. They must also be advised of any relevant procedural matters and significant hazards. As with clients

under supervision it is important that clients are asked to ride horses suited to their size, experience and capability. Any formal qualifications/certificates held by such individuals can help to inform the process. For example, some may hold the British Horse Society Riding and Road Safety Certificate which means that they have obtained a recognised level of road safety/riding ability.

Less experienced staff or clients will need higher levels of supervision than those with more experience and are likely to require instruction to help them improve

In some instances eg when riding young or difficult horses (see section below) clients/employees may need assistance from others or to be accompanied by another horse and rider. Consideration should be given to communication methods, particularly where individuals exercise horses on the roads or on cross country courses on their own. The rider may need to carry a mobile phone or radio for this purpose. There should be appropriate systems in place to ensure that others are aware of their location/proposed route and raise the alarm if necessary.

Radio which can be used for communication

SELECTION OF SUITABLE HORSES FOR CLIENTS AND STAFF TO RIDE

Fundamental to any risk assessment is the process of matching horses with riders/handlers of appropriate age, capability and experience. Although most establishments will routinely do this on an quick, informal basis eg when deciding whether client/staff member A should ride horse A or B, a more formal approach would be to devise a simple list of each horse summarising their various merits/weak points eg in relation to ridden work, grooming, catching (see addendum). This would be used in conjunction with records or information about client/employee experience and capability.

Such an approach is particularly useful as part of the induction process for new staff and when advising others such as vets. Simple records can be kept which relate to the list, eg the name of the horse against each rider's name in the diary of lessons/horses exercised.

As discussed, for riding school work there will usually be a range of horses to meet client requirements. The majority of premises will offer lessons to beginners. In these cases the horses/ponies should have a calm temperament and thus be more tolerant of situations such as riders losing balance/ unpredictable movements. They should also be tolerant of being lead by a person at their side. Young and/or inexperienced horses are more likely to be a poor match for inexperienced riders or beginners than older, more experienced horses. These principles equally apply to any staff member expected to ride as part of their duties or allowed to ride as a reward for assisting.

However many horses suitable for beginners are less suitable for riders wishing to progress. More advanced lessons will include an element of faster work such as cantering or jumping and a different type of horse will be required.

The perfect all-rounder for all ages and abilities is very difficult if not impossible to find.

For a variety of reasons many horses have 'vices' or bad habits which they may display either when being ridden or at other times. Vices which may affect the safety of riders include; bucking (as seen in cowboy situations where horses round their backs and kick their back legs, often with their heads positioned down); rearing (where they stand on their back legs, raising the front legs);napping (eg trying to get back to other horses or the gate);bolting (rushing at speed in a manner not desired). The degree and severity of the particular vice will be very relevant to the assessment of the situation. An occasional excited small buck as a horse prepares to canter is very different to a horse which is intent on displacing a rider and careers around a school bucking until successful!

It is often possible to avoid the risks altogether, for example some horses only rear or buck if they are asked to go in the opposite direction to others. Such horses could very usefully be part of a group ride on a daily basis. A horse which rears excessively when asked to jump fences may be completely suitable for work not involving jumping.

Many riding establishments and livery yards will be asked to 'break in' horses (teach them to wear tack and accept a rider) or 'school' (help train and improve) horses on behalf of clients. Similarly some will make arrangements to use the horse in lessons in lieu of payment (described earlier as a working livery arrangement). Prior to asking a staff member to ride the horse, as much information as possible about its history and the circumstances in which it is likely to exhibit poor behaviour should be obtained, so that adequate control measures can be put into place. The experience and capability of the staff member will be an important consideration.

It would not be appropriate to put a horse new to the environment/establishment into a lesson situation, without experienced staff first undertaking a thorough assessment.
In many circumstances it is acceptable and indeed desirable for staff and riding school

clients to ride horses with known vices, so that they can make improvements to the horse and/or their riding ability and skills. Many riders will be very experienced-even international competitors of all riding disciplines have lessons to enhance their skill. However, in addition to trying to ensure riders and horses are suited, the riders should be advised about the main characteristics of the horse if considered to be a significant risk. Again, the checklist referred to earlier may be a useful tool for this.

SUITABILITY FOR THE ROADS

The suitability of horses to be ridden on the roads is a key factor in any management assessment, both for those to be ridden by livery yard/riding establishment staff and by clients. Horses are sometimes referred to as 'bombproof' with regard to traffic and ideally all horses would be of this nature. However, regrettably, too many have had bad experiences of traffic. Some will be complacent about cars but react strongly to lorries, tractors or motorbikes.

The degree of their reaction will be a key component of the assessment. A horse which jogs for a step or two is very different to one which bolts in the opposite direction when it encounters a lorry.

Most horses are more confident and thus better behaved in groups and this may be a relevant factor. However it would be very difficult within any risk assessment to justify taking clients out on the roads on horses which are known to react adversely to traffic.

ASSESSING THE HORSE USING TACK AS A GUIDE

Some information about the effectiveness of the management system with regard to the suitability of horses can be ascertained from the type of tack worn by particular horses. The part of the bridle known as the bit, which the horse has in its mouth, can give an indication. In lay-person terms, milder bits known as 'snaffles' are more likely to be worn by quieter horses, perhaps more suitable for beginners and novices. Many horses suitable for more experienced riders will also wear snaffle bits.

However horses which are stronger and perhaps, although not always, less suitable for beginners/novices may wear stronger bits such as 'pelhams', 'gag snaffles' or kimblewicks'. Similarly, horses which place their heads high in the air to avoid the effect of the bit may wear gadgets such as 'martingales'.

Picture left:
Selection of bridles

Picture right:
The way the reins are attached to the bit on the left of the picture indicates the horse is 'stronger in the mouth' than the horse which wears the bridle on the right

Clearly enforcement officers would not need to have in depth knowledge about the names of bits and specialist items of tack but should expect proprietors to take account of such factors when matching riders with horses under their risk assessment criteria.

HANDLING HORSES

Although significant under reporting occurs, the data available and reports in equestrian journals show that many accidents involve un- mounted staff/riding school clients. The hazards arise from kicks, bites, being crushed or falling/being knocked to the ground. Whilst the majority of horses can be trained not to display such vices there is never room for complacency. In stressful situations, such as when in pain or frightened, even gentle horses can display uncharacteristic behaviour. Other horses,

either through lack of training or other reasons, may be more prone to bad behaviour. Sometimes their temper is aimed primarily at other horses, but people in the vicinity can get hurt, while others will deliberately try to frighten or hurt people.

Fundamental therefore to any management system is the communication of information about individual horses as discussed with regard to the checklist approach (see addendum). The nature and frequency the vice is displayed will be a key factor. A horse which occasionally 'pulls faces' and pretends to bite when its girth is fastened is very different to a bad tempered horse which always tries to attack anyone entering its stable. Where horses cannot be trained out of a particular vice, avoidance of the causative situation should be the aim. Where avoidance is not possible careful consideration as part of the risk assessment process should be given to the task, the person required to undertake it, their training and supervision etc. Where it is considered that a particular horse represents a significant danger to staff, which cannot be overcome, consideration should be given to its retirement.

Experience and qualifications in handling and dealing with horses

There are simple rules and procedures which can be applied in riding establishments and livery yards and which should form the basis of staff training. In addition to learning through experience, many staff are likely to have learnt these stable management skills through organisations such as the Pony Club (currently catering for those aged up to 25), local riding clubs or through taking formal qualifications such as those run by the British Horse Society. However employers should ensure that staff are up to date, and provide adequate supervision for those less experienced etc. Furthermore staff will often take short cuts through complacency, and poor practice should be challenged.

Basic stable management rules include;

- Ensuring horses are not startled, by talking to them on approach, slow controlled movements, reassuring calm behaviour etc
- Minimising the times when necessary to walk or stand behind horses
- Tying horse to suitable places with lead ropes attached to breakable string/baler twine etc so that in an emergency the horse can release itself rather than panic
- Ensuring horses are tied up when grooming, tacking up, mucking out stables etc
- Not sitting/lying/kneeling on the ground next to horses to ensure a person can quickly get out of the way if the need arises
- Using headcollars or bridles to lead, (not just grabbing a handful of the mane and hoping for the best!)
- Ensuring handlers do not wrap lead ropes or the reins tightly around their hands, to ensure they can quickly release if necessary
- Awareness of external factors likely to frighten horses eg tractors, bags blowing in the wind and taking appropriate action
- Safely applying tack, leg bandages etc and ensuring there are no trailing stirrups, headcollars, bandages etc in which horses could get caught and then panic
- Not causing pain through misappropriate use of whips or other gadgets
- Ensuring environmental conditions are adequate for the task in hand, eg not grooming in confined spaces, allowing sufficient lighting
- Safe methods of grooming and 'picking out the feet', (cleaning the underneath of the hooves from mud, stones and other dirt)
- Careful use of appliances such as electric clippers, to be used in conjunction with residual current devices (RCD's)

Certain events can be particularly stressful for horses, eg when their feet are being attended to by the farrier or blacksmith, during the administration of treatment to wounds, when clipping to remove hair. In these situations some horses may be more likely to injure those around them than under more mundane routine circumstances. To minimise risk it may be necessary for more experienced staff to be present, or for additional staff to assist. The activity may need to be carried out in a separate enclosed area to the day to day activities. Patience and understanding are often key aspects. Under very difficult situations short term measures such as 'twitches' which restrict the movement of the horses' muzzle may assist. Occasionally horses will require a veterinary sedative to facilitate treatment.

LOADING HORSES INTO HORSE BOXES OR TRAILERS

It is often necessary to transport horses and horse boxes or trailers may be used for the purpose. Some horses dislike travelling itself or being asked to enter the box or trailer and may resist. Hazards to people in the vicinity include kicking, biting, or injury arising from crushing or being struck as the horse rears in the air. Some people have also been badly injured or even killed as a result of the rear doors, which are hinged at the bottom, falling onto them or by horses barging through the doors when they

have been standing behind. One of the key components to minimise risk is adequate training of both horses and those handling them. Where loading and unloading is incorporated as part of a horse's basic training they are more likely to accept it and be compliant. Where they are less familiar and asked to load or where they have had a bad experience and become frightened or hurt they are more likely to be resistant on future occasions.

This is a situation where bystanders or young people are sometimes asked to help, and they may be inadequately trained for the purpose.

Travelling for horses can be stressful, they are in a confined space and asked to balance. If they fall they may find it difficult to stand. Therefore careful driving practices are also important.

KEY CONTROL MEASURES THEREFORE INCLUDE;

- Adequate training for horses in loading, unloading and travelling
- Training for staff in loading/unloading to ensure they do not place themselves in a position of danger
- Staff training in driving the vehicles
- Appropriate maintenance of vehicles to ensure roadworthiness and compliance with the law
- Use of headcollars or bridles to control horses
- Wearing hard hats, gloves and protective toe capped footwear
- Securing partitions or breeching straps behind horses prior to tying them within the compartment. Assistance is usually required for this purpose or there are new devices available which enable the person who has lead the horse in to also close a bar behind the horse
- Ensuring people stand to the sides of rear doors hinged at the base when opening or closing
- Controlled use of aids such as anti rearing bits, lunge lines, whips
- Careful selection of assistants for the tasks required
- Ensuring people travel in proper seats fitted with seatbelts, not in the horse travelling areas

CATCHING/TURNING OUT HORSES

Most horse are allowed access to field or paddocks either to graze or for exercise. Some horses can become very excitable at the prospect of such 'freedom' and pull free from the person leading them, which can result in injury. Others will display behaviour ranging from a calm walk away to a fast gallop, kicking their rear legs high in the process.

People can become injured either directly as a result of the horse in question or the effect of their behaviour on others in the field.

Similarly some horses become excitable at the prospect of being caught and taken back to their stable, anticipating feed. Some horses object to being caught and may exhibit aggressive behaviour such as biting or kicking towards the person trying to catch them.

Basic control measures when catching/turning out horses;

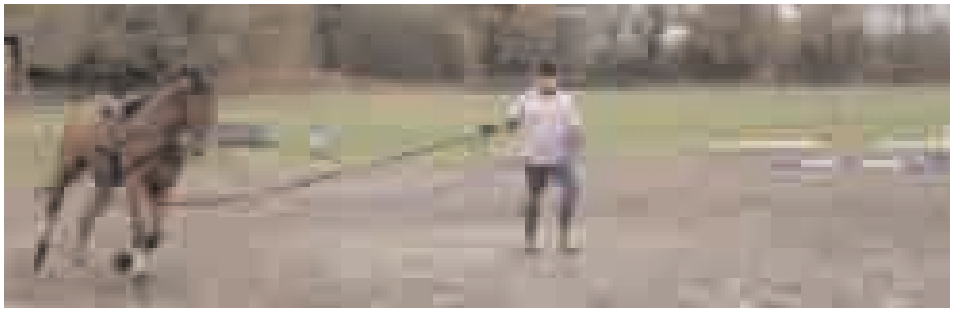
- **Leading using headcollars with leadropes attached, or bridles**
- **Leading a small number of horses at a time, usually one or two**
- **Ensuring entrance gates are closed and the horse is facing the gate before release**
- **Controlled use of incentives such as feed to entice horses to be caught when other horses present in a field**
- **Staff should always wear suitable footwear and gloves/hard hats may be deemed necessary under the risk assessment**
- **High visibility reflective jackets should be worn when leading along roads to and from fields**
- **Ensuring staff/clients/volunteers are adequately trained/experienced/supervised for the task.**

LUNGEING

Lungeing is the term used to describe horses exercised by attachment to a long lunge line. The handler stands in the centre and controls the horse circling around them through use of the lunge line, a lungeing whip and voice aids. It is often used to calm excitable horses before allowing a rider on or to give general exercise without a rider. It can also be used to teach a rider, the benefit being that the person can concentrate on their position in the saddle as the instructor controls the horse.

The hazard arises from the fact that some horses may buck, rear, work at an uncontrolled speed, come towards the centre etc and injure the person lungeing as a result. The risk

may be increased if the horse and/or person lungeing are not sufficiently experienced or trained, or if the horse becomes frightened.



Person lungeing a horse

LUNGEING CONTROL MEASURES INCLUDE;

- **Adequate experience/training/supervision of the person lungeing**
- **Selection of suitable horse with regard to rider and/or person lungeing**
- **Suitable, properly used equipment for lungeing eg bridle, lungeing cavesson, side reins**
- **Checks to ensure tack secure, eg if no rider the stirrup leathers secured to prevent the stirrups banging against the horse's sides**
- **Lungeing in an enclosed area. Some establishments now use purpose built pens**
- **Use of suitable footwear, hard hat and gloves by person lungeing.**

TACK

The quality and maintenance of the tack (the equipment worn by horses including saddles and bridles) is an important part of the management system. Enforcement officers should not unduly concern themselves with knowing the intricacies of this but should rely on the systems in place and records thereof.

The traditional material for saddles and bridles is leather, although synthetic alternatives are becoming increasingly more common. The areas prone to break or likely to rub/pinch are of importance, as they may result in horses panicking and/or riders or handlers having less control/fall off.

Areas of stitching are of concern, particularly where there is likely to be additional stress such as a rider pulling on the reins or bearing down on stirrups, placing pressure on the stirrup leathers. Similarly the straps and girths which hold saddles in place are of importance. Every time tack is put on the horse and straps etc are secured the person doing so should be making a visual assessment and reporting any defaults as appropriate. A more thorough check should take place on a weekly basis, often when the tack is cleaned. Cleaning is necessary to remove build ups of mud/ hairs/grease which can cause localised pain and chafing to horses. This can result in adverse reactions, which may cause injury to people Although it is usually a recommendation that leather tack is cleaned daily and more thoroughly on a weekly basis in order to prolong its life, the reality is sometimes less frequent. The frequency of use of the tack would be a relevant factor within the risk assessment. It is good practice to maintain a simple written tack check list.

Checks should also include an assessment of the bit to ensure that it is not wearing and thus likely to cause pain to the horse.

TACK DESIGN

Most saddles are designed so that the stirrups leathers can slide off the stirrup bars which secure them in the event of rider fall. Riders or instructors/assistants should check to ensure the stirrup bars are open where of such design.

The design of the stirrups themselves can be an important factor in reducing the impact of falls from horses. 'Safety stirrups' can be fitted which are designed to facilitate the rider's foot easily coming out in the event of a fall. Although not every rider would require them, they are useful for riding establishments teaching beginners or children in particular where a range of abilities and sizes of rider are catered for. Stirrups fitted with toe stops, discussed in relation to client lessons, may be beneficial in some circumstances.

Stirrups should be suitable for the individual rider as, if too small, a rider's foot is more likely to become wedged, and if too large, more likely to slip through.

Saddle with a safety stirrup

Stirrups fitted for a very small child would not generally be suitable for an adult rider.

The tack chosen should be suitable for the horse in question and well fitting. This may mean a qualified saddler undertaking the initial fitting where a saddle is being purchased for the first time. There are relatively simple guidelines for day to day tack fitting, which should be included in staff training. These include the correct placing of the bit, tightness of straps etc.

USE OF WORK RELATED VEHICLES

After falls from height, the second biggest national cause of fatal accidents at work involves vehicles. Work vehicles hitting or running over people account for over 40% of all workplace transport injuries per year with high numbers also attributable to falls from vehicles, vehicles overturning and objects falling from vehicles.

A number of employees of riding schools or livery yards will be required to drive vehicles as part of their jobs. The main ones of relevance are;

- Horse Boxes (Sometimes known as lorries) ,primarily used to transport horses eg to shows and competitions.
- Vehicles pulling horse trailers to transport horses
- Tractors to pull trailers for transportation of hay, manure etc or with attachments such as rollers or chain harrows for field maintenance.
- Quads or All terrain vehicles (ATV's). For general transport or to pull attachments as for tractors

Any vehicle used on the road must meet the relevant criteria regarding roadworthiness, tax, insurance, MOT tests. In addition work vehicles come under the remit of the PUWER Regulations which specify provision, maintenance, access and safety provisions (see Part c of this chapter)

The other key elements relating to workplace transport are training of the driver/operator and a safe system for using the vehicle . The following outlines some of the main criteria to be taken into account.

HORSE BOXES AND HORSE TRAILERS

There is an anomaly with regard to horse trailers in that the vehicle pulling the trailer has to meet the tax, MOT and insurance requirements whilst the trailer itself does not. However the insurance company of the towing vehicle may have certain requirements with regard to this aspect.

In order to meet health and safety requirements etc both the trailer pulling vehicle, trailers and horseboxes should be incorporated in regular maintenance programmes to ensure that electrics, brakes, tyres, floors etc are in good condition.

It is worth noting that the tyres of some trailers may appear to have sufficient tread in them but the side walls in particular are actually cracked and in poor condition. This is because many trailers are not used for prolonged periods of time, and when used are not placed under as much pressure as the towing vehicles themselves. It is not uncommon to see trailers broken down where tyres have burst as a result of this.

Daily checks before use should include those included in the Highway Code where relevant including for example electrics such as lights, brake lights and indicators, (in particular where trailers are concerned as the power source for these comes from the towing vehicle). In addition the safety wire which attaches the trailer handbrake to the towing vehicle should be checked. This is designed to pull on the handbrake in the event that the towing vehicle and trailer become separated

To tow any vehicle on the public highway a full driving licence must be held. In addition, to drive certain horse boxes a full Heavy Goods Vehicle (HGV) licence must be held.
Anyone passing their driving test after 1997 will need to pass a separate test to drive either horse boxes of more than 3.5 tonnes (which most are) or trailers over 750 kg. Conversely those passing their test before such a date can drive them without passing such a test (unless a HGV licence is required). In either case the skills to drive these forms

of transportation can be very different to 'standard' forms of transport. By nature of the horse world staff often find themselves driving down single track lanes, or across fields to access shows, veterinary practices etc.

Employers should therefore satisfy themselves that staff are suitably qualified to drive the vehicles in question. They should then arrange for relevant training where employees have not previously driven the particular vehicles or where it has been some time since training took place. There are commercial companies available which offer such training if in house training is not deemed sufficient.

Safe systems of work should also be employed, particularly where reversing is necessary or visibility is restricted for other reasons. This may include the segregation of vehicles and pedestrians and the assistance of others, permanently positioning mirrors in car parks etc. Once vehicles are moving all passengers should be properly seated with seatbelts in position.

TRACTORS

Many riding establishments and livery yards will use tractors. Some may use a vehicle known as a compact tractor, which, as the name suggests is a smaller version of a conventional tractor.

On average ten people a year die as result of accidents involving tractors and there are many other injuries associated with their use.

Many of the incidents relate to drivers being inadequately trained and /or failing to follow basic

operating principles. It is therefore imperative that drivers are given appropriate training. In addition they should be fully trained for the particular tractor they are driving, which includes reading the operator's manual. The Health and Safety Executive is working with a number of partners to campaign for safer use of all vehicles, but in particular farm vehicles such as tractors, as a result of the high number of accidents .

Anyone driving a tractor should ensure they are appropriately dressed-usually this would include safety boots and clothing such as overalls which cannot become caught in moving parts. Jewellery which may become snagged should be removed.

Many accidents occur where drivers fail to apply the principles of 'Safe Stop' and are either hit themselves or hit/run over another person. Safe stop is a process which the Health and Safety Executive (HSE) advocate and should be used whenever the driver needs to leave the seat, when someone approaches, or when someone else is working on the machine. The driver should ensure the handbrake is fully applied, ensure all controls and equipment are safe, stop the engine and remove the key. Drivers should be especially vigilant where children are in the vicinity. This will often be the case with riding establishments/livery yards. Training also shows drivers that controls-internal or external must only be operated from the correct position, and that the engine should only be started when seated. Particular care has to be taken when driving on slopes or across uneven ground.

There are a number of basic inspection checks which should be carried out on the tractor itself prior to use in addition to more in depth maintenance routines. A useful guidance document, 'Farm Vehicle Health Check Scheme', devised as a cross industry initiative with partners such as the HSE, National farmers Union and British Agricultural and Garden Machinery Association(BAGMA) is available which includes checklists. More detailed maintenance programmes will include the braking system, steering mechanism etc.

There is a legal requirement for most vehicles to have a Roll over Protection System (ROPS) eg a roll bar or roll cage. In some cases, these will need to be retro fitted. However, operators should also wear a suitable restraint eg seat belt. Seat belts are a legal requirement on all tractors where there is a risk of over turning and where one can reasonably practicably be fitted.

Safe routes should be used for tractors. Many riding establishments will require tractors to be used in small yard areas and through narrow gateways etc which may render it more difficult for the driver to notice any hazards. Assistance may be required, especially when reversing. The driver should ensure that both themselves and anyone assisting can clearly hear any instructions and should use the horn where appropriate. Overhead power lines may be a hazard on some premises. A HSE guidance sheet is available which discusses safe working methods near power lines. This includes drivers ensuring they are aware of the location and height of power lines, and being aware of the height and reach of the vehicle

The power take off to the tractor must be adequately guarded. Training programmes will include how to effectively use the braking system particularly where trailers are attached. Trailers should not be overloaded eg with bales of hay or soiled bedding and the load should be evenly distributed.

Trailers should be securely coupled to the tractor with any securing pins in place. Passengers should only be carried on tractors if a proper passenger seat is fitted. It is in any event illegal to transport children under the age of 13 on tractors. Where staff or the public are transported on a trailer on a regular basis, permanent seating should be provided with protected sides, tailboard and headboard and with maximum permitted number signs clearly visible. Where transported on an occasional basis people should be able to sit down unless the sides are high enough to safely stand. There should be sides, tailboards and headboards to prevent falls and people should not sit on the top of these

with their legs dangling over the edges. In all cases the driver should drive sensibly and avoid passengers being thrown around inside the trailer

ALL TERRAIN VEHICLES

All terrain vehicles/ATV's (sometimes known as quad bikes) are sit on vehicles designed for off road use, although some can be made road legal. Their principal purpose has traditionally been to transport people around land and fields but nowadays they are often used with attachments such as mowers, paddock cleaners, small trailers, harrows. The hazards are similar to those of tractors including overturning, falling from and hitting/running over people on the ground. On average 2 people a year die as a result of ATV accidents. The HSE have guidance on use of ATV's. The use of head protection is vital. Different types of helmet may be appropriate depending on the circumstances, eg motorcycle helmets, ATV specific helmets or equestrian riding hats, provided each conform to appropriate standards. Helmets should be capable of being worn with appropriate eye protection against insects, branches etc. In addition, safety boots and clothing which cannot become caught in moving parts should be worn. Many of the training and maintenance issues are similar to those of tractors eg around the principles of Safe Stop and effective route planning to avoid steep slopes, ditches and rocks. Passengers should only be carried if the ATV is specifically designed for the purpose. Some have long seats but this is to allow for operator movement not additional passengers. The HSE guidance and checklists referred to with regard to tractors above may be a useful reference.

SAFE USE OF AGRICULTURAL MOWERS

Between 1986 and 1996, the HSE investigated over 50 serious accidents involving tractor-mounted and towed agricultural mowers. Eight of these were fatalities. Some riding establishments/livery yards will use mowers on their fields or employ sub contractors to undertake the work.

MAIN HAZARDS:

- **Ejected blades, flails or attachments**
- **Ejected debris**
- **Moving blades or flails**
- **Moving drive mechanisms**
- **Clearing blockages while the machine is in motion**
- **Crush and other hazards while moving the mower between the work and transport positions**

As with any machine, training and awareness are essential

The employer should ensure all operators are provided with the instruction manual. They should know about the risks and understand the procedures necessary for safe operation. Especially important is knowledge of the manufacturers' recommendations for safe use and how to clear blockages safely. The principles of safe stop are essential

Employers should make use of relevant training courses (such as those run by Lantra NTO Ltd, agricultural colleges and manufacturers)

Many accidents have occurred when working beneath the raised machine while replacing blades or carrying out other maintenance or overturning when mowing slopes and banks

MAIN CONTROLS:

- **Training and awareness**
- **Maintenance under PUWER: should identify and rectify faults that are developing and will ensure the correct operation of safety devices (eg slip clutches)**
- **Ensure other parts, such as conditioners are guarded to the same standard as the rest of the mower**
- **Make sure all guards are in position and correctly fitted before starting work and**

while work is being carried out

- Make sure that any device to stop projectiles is in place and well maintained
- General tractor controls such as 'safe stop'
- Take care when working on steep ground, particularly when turning and especially with mounted mowers
- Ensure that maintenance is only carried out if the machine is supported by a purpose made prop or stand
- Consider the need for protective gloves when changing blades and carrying out similar maintenance

Tractors and ATV's will also be used to pull machinery such as chain harrows, to spread droppings evenly across the fields and even out riding surfaces. The main hazards relate to ejected debris and employees becoming caught in moving parts.

The Health and Safety Executive will give advice and guidance to proprietors and inspectors regarding any other attachments, agricultural machinery and equipment. There are also a number of useful HSE references given in the reference section.

CONTRACTORS

Routine visitors to riding establishments and livery yards are likely to include vets, farriers or blacksmiths, horse dentists, and increasingly others such as back specialists. These people will all have direct contact with the horses. It is crucial that they are provided with suitable working areas. Vets for example will often wish to see horses in walk and trot. They will require a relatively level, slip free surface for the purpose. Most professionals will require adequate natural or artificial lighting for the purpose of inspection/treatment and suitable hand washing facilities.

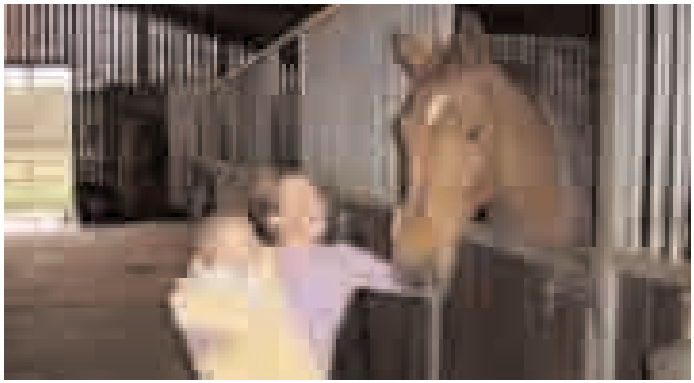
Effective communication methods regarding individual horses are crucial. Although it is reasonable to assume that vets and other professionals have an adequate level of experience and training with regard to horses, they should be advised of any relevant habits or vices which could affect them . Use of the checklist in the addendum could assist with this. Other visitors will include people making deliveries, eg of hay or feed. Assumptions should not be made about their experience of dealing with horses. Most will not need to come into direct contact with the horses but may need to be alerted if a horse becomes loose etc. Again the areas they have to work in should have suitable surfaces, adequate lighting provision etc.

There will also be contractors who may visit to carry out general management tasks eg the application of fertiliser, grass cutting or topping, electrical repairs. A general requirement exists on proprietors to ensure that the proposed working methods of contractors are safe. Those involved with building maintenance must be advised of any Asbestos Containing Materials under the Control of Asbestos at Work Regulations (see later section) and appropriate steps taken prior to work.

MEMBERS OF THE PUBLIC/SPECTATORS

The issues around members of the public and spectators are covered in a number of sections eg relating to protection from falls from height in storage areas, and separation between horses being ridden/handled. The overriding principle is that where possible there should be physical barriers such as fencing and clear signage to prevent access to areas of risk. To support this appropriate supervision is necessary, particularly around vehicles, horses and storage points. The risks may be considerably increased where events are held.

Many adults are completely unaware of the potential danger they place both themselves and children in, eg pushing prams and pushchairs around the back legs of groups of horses waiting to compete. Systems to enforce horse/pedestrian separation should be in place where possible and effectively enforced.



There should be adequate supervision of members of the public, particularly near horses - unlike the situation demonstrated in the photograph

The public may need to be reminded not to undertake seemingly inoffensive tasks such as shaking out carrier bags or opening umbrellas in the vicinity of horses, each of which can cause panic. Non smoking rules etc may also need particular enforcement.

Many parents will leave their children on riding school/livery yard premises without clear communication to the proprietor. Arrangements should be made to ensure that supervisory responsibility is clear and that emergency contact details are available.
Depending on individual circumstances eg numbers of children, supervision arrangements, structure of lessons, proprietors may be wise to have basic guidelines in place with regard to child protection/welfare issues. All riding instructors registered with the British Horse Society must have attended a child protection training course and this will afford some degree of reassurance. Risk assessments can incorporate basic principles eg staff training, and instructors to advise/ask children before touching them to place them in the correct riding position.

It is not yet mandatory to require Criminal Record Bureau checks for those working in and around children on riding establishments/livery yards as it is with others such as The Scout Organisation and other voluntary groups. This however would clearly represent good practice and the British Horse Society in particular are promoting this issue.

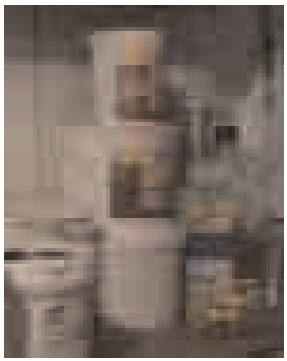
part c

PART C
RELATED SAFETY PROCESSES

The following part of this chapter deals with hazardous activities that have been identified as important in relation to all workplaces and as such there are legal requirements specifically tailored to address them. Such controls are generally captured under regulations and more specifically Approved Codes of Practice. The ones dealt with include :

EXPOSURE TO MANUAL HANDLING HAZARDS
CHEMICALS THAT ARE HARMFUL TO HEALTH
ELECTRICAL APPARATUS THAT MAY CAUSE INJURY
FALLS FROM HEIGHT
FIRE

The section is however written with reference to the premises in question.



THE MANAGEMENT REGULATIONS

The Management Regulations are the regulations which have been discussed in broad terms elsewhere in this guidance as they require the organisations to systematically manage health and safety. They also require employers and the self employed to make suitable and sufficient assessments of risks to their employees and others affected by their work. Where there are five or more employees, including part time workers, the significant findings of the assessment must be recorded. It is still good practice to document the assessment where less than five employees.

The risk assessment required under these regulations is often described as the 'generic risk assessment', ie of a general nature. More specific risk assessments may be a legal requirement in relation to other areas as described in the following sections. In some smaller establishments a generic risk assessment may be sufficient. If specific risk

assessments have been carried out these do not need to be repeated under the generic assessment. Proprietors should ensure that they take into account shows and events held as part of the general risk assessment process.

Under The Management Regulations consideration has to be given to new and expectant mothers and to young persons/children. There is a high probability that such groups will be employed in riding establishments/livery yards and therefore specific risk assessments will be necessary to take into account their needs.

NEW AND EXPECTANT MOTHERS

Employers must carry out risk assessments of the specific risks to the health and safety of pregnant women/new mothers and then take steps to avoid those risks. The HSE publish a booklet, New and Expectant Mothers at Work-A guide for Employers' which is a useful reference. In relation to riding establishments/livery yards some of the main areas which should be taken into account include manual handling issues, exposure to biological hazards such as the E coli bacterium and exposure to extreme hot or cold conditions.

With regard to riding, the advice of the GP/midwife is important which will take into account the individual circumstances. Many women continue to ride until the very late stages of pregnancy through choice. There are however sensible precautions which can be taken if this is the case. This would include careful choice of horses, ie those of calmer temperament, less likely to result in rider fall, and reduction of exposure to the higher risk elements of riding such as cross country jumping, particularly towards the end of pregnancy. Similar decisions should be made with regard to the horses pregnant women handle when not riding.

CHILDREN AND YOUNG PEOPLE

Under the Management Regulations employers must make an assessment of the risks to the health and safety of young people, defined as anyone under the age of 18. Similarly they must assess risks to children, ie those under minimum school leaving age. Such individuals must be protected from any risk as a result of their lack of experience, absence of awareness of existing or potential risks, or lack of maturity. In addition employers should specifically take into account the capability of young people and children when allocating tasks to them.

Clearly however, one young person, eg a 17 year old that has always been around horses and perhaps competed to a high level, would need a different level of protection to another, eg a 17 year old on a week's work experience that has never around horses before.

PROVISION AND USE OF WORK EQUIPMENT

Under the Provision and Use of Work Equipment Regulations 1998 (PUWER), a specific risk assessment is not required but an employer may find it helpful to follow the risk assessment process in order to ensure compliance. Within the Regulations there are a number of general requirements which equally apply to riding establishments/livery yards. Work equipment must be;

- Suitable for its intended use
- Safe for use, and maintained in a safe condition
- Used only by people who have received adequate instruction, information and training
- Accompanied by suitable safety measures, eg protective devices and warnings
- Examples of work equipment on these premises would include; tractors, ATV's, trailers, horse boxes, horse walkers, ladders, the tack and other equipment used with horses, tools for mucking out stables, ladders

FIRST AID/INCIDENT MANAGEMENT

Under the Health and Safety (First Aid) Regulations 1981, employers are required to make adequate provision for first aid in the workplace. The riding school or livery yard proprietor should ensure that an appropriate assessment of first aid needs is undertaken and that there are adequate equipment and facilities available for the purpose.

As with some other elements of Health and Safety law the assessment does not have to be in writing but it would be good practice to do so, and would also help the employer to prove the basis on which they have deemed adequate provision to have been made.

THE ASSESSMENT SHOULD TAKE INTO ACCOUNT FACTORS SUCH AS

- **the hazards and risks in the workplace**
- **the size of the organisation**
- **the history of accidents**
- **the nature and distribution of the workforce**
- **the distance from the workplace to emergency medical services**
- **travelling, distant and lone workers' needs and requirements**
- **employees working on shared or multi occupied sites**
- **annual leave and other absences of first aiders and appointed persons**

The assessment of hazards and risks falls under the general requirement of the Management of Health and Safety at Work Regulations 1999 and much will relate to the previous sections. In situations where there is deemed to be a low risk to health and safety it may be sufficient to have a suitably stocked first aid container and an 'appointed person' to look after the arrangements/take control in emergencies. Where the risks are deemed to be greater the employer may have to consider having suitably trained 'first aiders', a first aid room, written advice to local emergency services about the relevant aspects of the work activity.

Self employed people should also ensure adequate provision to enable them to administer first aid to themselves/summons assistance.

The nature of hazards and risk associated with livery yards/riding establishments have been discussed extensively in this guidance. To a large extent the overall assessment with regard to first aid provision will be dependent on the nature of the undertaking and the number of horses in addition to the number of employees. A large riding establishment/livery yard with horses used for most disciplines including cross country and show jumping would have a greater need for first aid provision than a small livery yard where staff had minimal direct contact with the horses. The assessment should take into account the previous accident history although it should be noted that many accidents, particularly to staff as opposed to the public, may not be recorded.

Although the legislation is designed to protect employees many businesses/activities make first aid provision for members of the public. Given the nature of horse riding it is good practice to make adequate provision for members of the public receiving lessons/going for hacks or rides

PROVISION OF FIRST AIDERS

The term 'qualified first aider' is applied to staff holding a current first aid at work qualification following attendance on a course/passing an examination run by a Health and Safety Executive approved organisation. The initial training course usually takes four days to complete and has to be renewed within three years, subsequent training courses usually lasting two days. If the assessment has shown there to be a need for first aiders on site these are the staff which fit the criteria. They must hold an up to date certificate.

The term 'appointed person' is used to describe someone responsible for looking after the

first aid provisions eg ensuring first aid boxes are maintained, and organising assistance in an emergency eg summonsing an ambulance. Appointed persons do not have to attend specific training although there are very good 'appointed person' training courses available covering some aspects of first aid. They cannot however replace qualified first aiders eg to cover absences and may only administer first aid in temporary, exceptional and unforeseen circumstances. An example of this might be to administer first aid to the first aider themselves in the event of an accident.

Some confusion occurs within the riding world as there are equine specific first aid training courses available facilitated by the BHS. These comprise an initial two day course followed by a one day refresher course every two years. They are very good in that they deal with the issues more likely to affect those working with horses than the generic first aider training courses, but attendance does not mean that a person is able to call themselves a qualified first aider.

Instructors on the British Horse Society Register either have to be fully qualified first aiders or have to have attended regular equine specific first aid courses. Inspectors should ensure that proprietors do not mistakenly think the latter have the full HSE first aider qualification.

RATIOS OF FIRST AIDERS

There is no legislative requirement to provide a certain ratio of first aiders to employees although there is guidance available. Many yards will have small numbers of employees but still deem it necessary to have at least one first aider available at all times.

Provision should be made to cover when first aiders are on leave or absent due to sickness, and so some yards will need at least two qualified first aiders. For establishments covering provision to the public it would be reasonable to expect to have a first aider present at all such times.

Employers should ensure that they have an adequate system to monitor the location of first aiders as many staff will use numerous areas within an establishment. Systems should be devised to ensure that, if for example a first aider is instructing clients and is required elsewhere, the safety of the clients is not compromised by their departure.

THE CHARACTER AND DISPERSION OF THE WORKFORCE/LONE WORKERS

The layout of the establishment can significantly affect the time for a first aider to reach an incident. In some yards staff will be working in fields/schooling areas/on tracks etc considerable distances away from the main office or yard. Staff will often work alone eg when catching horses from remote fields. Instructors may be required to teach/lead rides at some distance away.

Employees at potentially higher risk eg pregnant women, young people or disabled staff will need special consideration. These factors should be incorporated in the risk assessment and may have an impact of the numbers of first aiders deemed necessary. Of paramount importance is the ability of personnel to summon first aid. Mobile phones can be of obvious assistance, provided they can pick up signals from all areas. Other devices designed to summon assistance in the event of an emergency may also rely on phone signals and these should be checked for reliability. Radio links are another option in some situations.

It may also be necessary to provide lone workers or staff working in remote areas with portable first aid kits.

DISTANCE FROM THE WORKPLACE TO EMERGENCY MEDICAL SERVICES

Where the premises are at some distance from emergency medical services it may be necessary to make arrangements to transport an injured person. Some field gates may be locked for security reasons and this may hinder the ability to transport an injured person working beyond these areas. It is therefore crucial that the appointed

person/proprietor is able to quickly locate keys or open combination padlocks.

Wherever workplaces are remote, the emergency services should be provided with detailed premise layouts/access points in writing. The appointed person should be aware of the postcode/grid reference of the premises in order to assist with the process.

Shared or Multi Occupied Sites

This may well occur on premises such as farms with a livery yard function or riding establishments within a holiday camp etc. There should be an agreement, preferably in writing, between all employers if first aid provision is to be shared. Effective communication eg if there are any changes to personnel between the two parties, is an important factor.

EVENTS

If small events are held eg dressage or jumping shows the risk assessment may well deem it appropriate to have on site ambulance cover eg through the St John's ambulance service or equivalent.

FIRST AID EQUIPMENT

The first aid equipment has to be in a suitable container, clearly marked with a white cross on a green background. Depending on the size of the premises and distance between areas it may be necessary to have more than one first aid container. Where possible this should be located adjacent to washing facilities. It may be appropriate for certain staff to be given portable first aid containers eg when escorting hacks or working in fields or woods some distance from the main buildings.

Containers for riding establishments/livery yards should contain general first aid

equipment eg sterile bandages of various sizes, triangular bandages which can be used to provide support to an injured arm or shoulder, sterile eye pads, individually wrapped sterile plasters, individual antiseptic wipes, disposable gloves, a basic first aid leaflet. The portable containers should contain similar items but in smaller numbers.

The appointed person is responsible for regularly checking and replacing the contents of the containers, ensuring all items are within date. The first aiders should notify them if they use or remove any items

Employers are under a duty to notify employees of the first aid arrangements. This is commonly partially achieved through a notice listing first aiders/appointed persons although other methods may be appropriate in smaller premises. All new staff should be made aware of the arrangements. Employers must also ensure that the first aiders/appointed persons themselves are made aware of the location of any first aid equipment-some employees are more likely to know where the equine 'veterinary cabinet' is than the first aid container for people! Staff must be notified of any changes to the arrangements.

First aiders should be encouraged to keep a record of any treatment administered including the date, venue, person's name and job, injury, treatment and/or advice, whether the person returned to work/went home/went to hospital etc. It would not usually be necessary to have a specifically designated first aid room in premises of this nature.

ACCIDENT REPORTING AND INVESTIGATION- RIDDOR

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) certain events have to be reported to the relevant enforcing authority, in this case usually the local authority. This can either be done by sending form F2508 to the local authority directly or via the Incident Contact Centre. For bureaucratic reasons the latter is often preferable. Contact with the Incident Contact Centre can be made as follows;

telephone (0845 300 9923)
fax (0845 300 9924)
e-mail (riddor@natbrit.com)
internet (www.riddor.gov.uk)
post (Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG)

The employer must keep records of any of these events for at least three years. This is in addition to the requirement under the Social Security (Claims and Payment) Regulations 1979 to maintain an accident book. In practice however many premises will use the accident book as the method of recording both.

The requirements cover employees, the self employed, trainees and any other person on premises under the control of another and therefore includes visitors, members of the public etc.

In the event of a fatality or major injury reporting must take place immediately. This would usually be by phone. The Regulations list in detail which major injuries would be included. Some of those more likely to occur in riding establishments/livery yards would be bone fractures (unless to fingers, thumbs or toes), dislocation of the shoulder, hip knee or spine, or an injury requiring hospital admittance for over 24 hours.

However, if a visitor, member of the public, riding school client etc sustains any injury arising in connection with the work activity, which results in them being taken from the site to hospital for treatment, this must also be reported by the quickest means practicable.

For example this would apply to clients falling off a horse, sustaining suspected concussion or fractured limbs and being taken by car or ambulance to hospital. This would be the case even if they were found not to have any injury and discharged within 24 hours. Conflicting advice is sometimes given about this issue but the 'safest' solution would be to report if in any doubt.

The enforcing authority have a wide range of powers associated with accident investigation including interviewing witnesses, removing evidence from the scene. It is therefore advisable that investigations of fatalities and very serious injuries take place without delay. The proprietor should be advised of the need to leave the scene intact to assist with this purpose. This should always be the case in the event of a fatality or very serious injury.

An element of common sense should prevail. Advice should be sought from the local authority or Incident Control Centre . In the event of a client falling from a horse whilst participating in a group lesson, resulting in a suspected broken wrist and taken to hospital the incident should be reported without delay, but the advice may well be to continue with the lesson. This is understandable given that not all enforcing authorities would wish to attend the site at all and many would not attend immediately. However in the event of a fatality the instructor and other clients would be unlikely to wish to continue in any event.

In the event of an injury resulting in an employee being off work for more than three consecutive days (working or otherwise) after an accident a report should be made to the enforcing authority within ten days. Certain occupational diseases and dangerous

occurrences are also reportable. Those which are most likely to occur in this context include leptospirosis, tetanus and occupational asthma.

FALLS FROM HEIGHT

The Work at Height Regulations 2005 may have a significant impact on some riding establishments and livery yards. These Regulations have been brought into force as a result of the disturbingly high numbers of fatalities arising from falls from height. For example, there were 67 reported fatalities and almost 4000 major injuries during 2004.

The actual height of the working environment is not defined although the Regulations include any working environment where, 'if measures required by these regulations were not taken a person could fall a distance liable to cause personal injury'.

In this context the Regulations could be taken to include employees and the self employed when riding horses. Other more obvious work environments would include hay and straw storage areas. It is important to stress that there will undoubtedly be 'grey areas' and over time some of the interpretations of the regulations will be tested in case law etc.

The Regulations specify that employers shall ensure work at height is properly planned, appropriately supervised and carried out in a manner which is, so far as reasonably practicable, safe.

The risk assessment should determine whether there are alternatives to working from height. If there are not, suitable and sufficient measures must be taken to prevent, so far as reasonably practicable, any person falling a distance liable to cause personal injury. This may include appropriate work equipment or provision to minimise the consequences of a fall. In addition, if there is any risk of a person at work being struck by a falling object liable to cause personal injury, the employer should take reasonable steps to prevent unauthorised entry and indicate the hazardous area.

Typical hay and straw storage

Many of the issues covered under the sections regarding horses being ridden will be relevant. The measures discussed aim to prevent falls happening in the first instance and include selection of appropriate horses, staff training, experience and supervision. In addition personal protective equipment chosen to minimise the consequences of a fall are relevant, eg hard hats and body protectors.

Most premises will store bales of hay, haylage and/or straw for feed and bedding, usually under some form of cover to prevent weather damage. This may include barns, with either full or partially enclosed sides or stacks with simple tarpaulin or plastic covers. Employees accessing bales may be exposed to the risk of fall from height and there may be hazards from bales falling.

The first principle of the regulations would be to avoid the practice necessitating work at height. However it would be difficult to obtain this in many instances as storing bales in single or double layers only to reduce height is unlikely to be a feasible option. Invariably it is more expensive to take more frequent, smaller deliveries than to take less frequent larger ones. There may be other alternatives eg the use of rubber matting as beds in stables as opposed to straw, although this is a relatively new concept to which many are opposed. Many people now use wood shavings as bedding which is supplied in compressed format in sacks. They may use less bedding and thus less storage space. Some premises will have their own front loading tractors which they will be able to use to stack

or unstuck bales and thus negate the need for staff to work at height. This will not always be the case. Tractors are expensive pieces of equipment and the frequency and duration of accessing bales alone would not justify purchase. The employer should undertake an assessment and give consideration to all options, ensuring that other implications such as manual handling or COSHH (see later sections) are also taken into account.

If the work practice cannot altogether be avoided work equipment or methods which minimise the height and consequences of any fall should be considered.
When stacking or unstacking bales by hand this might be be achieved through use of a 'step system' using the bales themselves. This means that when reaching for a bale from the top layer, the person can stand on the penultimate layer with 'steps' of bales between them and the ground, rather than reaching from a sheer side. Should a fall occur the person is cushioned by the bales forming the steps.

When using bales the top layer should always be used first. People should not randomly pull out bales from the stack. The stack itself should be stable provided safe stacking mechanisms have been used. When stacking bales a secure base should be created on firm level ground, with bales next to each other. Stacks should not be created which are higher than 1.5 times the shortest baseline measurement. Bale layers should be rotated at regular intervals to ensure that overlap occurs.
If for any reason bales split or become loose from the securing strings they are less stable. They should not be relied on to support other bales and should be used first.

It is also necessary to ensure others such as visitors and children cannot fall from stores of hay, straw etc. Where feasible access should be restricted through a physical barrier eg the door to a barn or gate leading to a storage area. Employers may need to consider enforcement of supervision rules in addition to signs.

Other storage areas may present similar risks and again where possible the work practice should be avoided. Where ladders are necessary safe systems of work, eg use of an assistant should be employed depending on the assessed risk. Ladders will need to be incorporated in equipment checklist and maintenance programmes

In all cases staff should be given adequate information, instruction and training to ensure that they can undertake the tasks. There may be occasions where it is necessary to employ competent external contractors for work at height, eg to repair floodlights to riding areas.

PERSONAL PROTECTIVE EQUIPMENT

Under the Personal Protective Equipment at Work Regulations 1992 employers must formally assess the personal protective equipment requirements of employees and provide suitable equipment where required. This should be as a 'last resort', ie where the work practices and systems are not sufficient to protect employees from the hazards.

Falls from height in this context are a good example. Management arrangements such as training, selection of suitable horses and riding areas will help to reduce but not eliminate the risk of a fall from a horse. Personal protective equipment such as a suitable riding hat should therefore be provided.

Any personal protective equipment provided must be suitable for the purpose it is intended, maintained and replaced as necessary. Employees must be given appropriate information and training in its use and employers must ensure that it is correctly used. Similarly, employees must wear any personal protective equipment provided.

The generic risk assessment under the management regulations and more specific risk assessments under other regulations such as COSHH form an important part of the process in determining which equipment is required and under which circumstances.

RIDING HATS

Hard hats complying with the standards shown in the addendum should always be required when staff/clients are riding horses. It is important that any staff fitting hats for clients have been adequately trained to do so. There are still some very old fashioned hats to be seen secured only by pieces of elastic which would not comply with modern day standards! Hats should be routinely checked and replaced following impact or damage. Clients' own hats should meet the same standards.

Poor practice!

There are circumstances other than riding when the risk assessment might require hats to be worn, lungeing and loading being example when it would be good practice. However the individual circumstances are important factors to take into consideration.

BODY PROTECTORS

Body protectors, which fit around the upper body and are of semi rigid design to ,protect against crushing/impact injuries from falls are currently required for various elements of competition eg Pony Club cross country events. The particular event will stipulate the level of protector required, eg Level 3. However, they are less commonly used in every day riding situations eg by riding school employees. It would be good practice to require them whenever staff or clients are 'jumping' horses but again this should form part of the risk assessment and management processes. The British Equestrian Trade Association can provide further advice on this issue.

FOOTWEAR

The correct footwear is important. Any rider using the stirrups of the saddle (as opposed to eg bareback riding) must have footwear with a smooth sole, and small heel (eg long riding boots or jodhpur boots) or a sole otherwise designed to slide out of the stirrups. The purpose of this is to prevent the whole foot from passing through the stirrup when the rider is mounted and becoming caught, again the potential being for the rider to be dragged if a fall occurs. This also relates to the size of stirrup (see section on tack). Consequently footwear such as trainers, ridged wellington boots etc are unsuitable for riding with most stirrup designs even for short periods of time. As discussed earlier the exception might be stirrups fitted with toe stops.

For un mounted work with horses the traditional design of riding/jodphur boots is more likely to lead to slips and falls depending on the surface underneath. Concrete yards often become very slippery during icy conditions and therefore footwear with ridged soles is more appropriate.

For staff with limited direct contact with horses, eg those employed to muck out, or keep the yards swept, standard ridged sole footwear will be appropriate. For those directly working with horses or heavy objects, where there is an increased risk of crushing injuries, footwear with steel toe caps is recommended. The modern day designed boots (see

second from left on photo below) with ridged soles, steel toe cap and yet designed to slip through stirrups would appear to be a good solution.

GLOVES

Gloves to protect hands are also important. Good practice under British Horse Society guidance includes the wearing of gloves whenever horses are ridden, being loaded, lunged or lead. This is as a precaution against burn injuries, when ropes are pulled through the hands by strong horses, or to improve grip generally. However the wearing of gloves is not everyday practice in many establishments, particularly in summer.

COATS AND HIGH VISIBILITY CLOTHING

Suitable coats are required when working with horses to protect from the general elements of wind and rain etc. Coats which are to be used for riding are often designed accordingly in comparison with coats designed for more general stable work.

High visibility jackets should be provided for staff expected to ride on the roads or those expected to walk along roads or verges to catch or turn out horses etc, particularly if lighting conditions are poor, eg at dusk.

In areas where military helicopters undertake low flying exercises, high visibility clothing worn by both horses and riders has been shown to reduce the incidence of helicopters flying too closely, and thus decrease the risk of accidents

TROUSERS

For general stable work staff are likely to wear a range of different designs of trousers, from jeans to loose fitting track suit bottoms. However staff required to ride horses for reasonable periods of time will need to wear breeches or jodhpurs. These are designed to minimise chafing of the skin. Trousers such as jeans are uncomfortable for riding after even short time periods.

OTHER

Other areas of the risk assessment process could inform the need for other Personal Protective Equipment, eg safety helmets for staff employed to ride All Terrain Vehicles, gloves for those dealing with hazardous materials.

GENERAL

Enforcement officers should be aware that, although many proprietors and employers will have an awareness of the PPE requirements for staff when riding /handling horses, the prevailing culture is that employees provide these for themselves. An educational role is therefore particularly likely with regard to this aspect.

MANUAL HANDLING - GENERAL

Manual handling is defined as 'any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force'. Loads include any person or any animal.

Injuries arising from inappropriate manual handling or poor technique cause a significant number of days to be lost from work. Injuries range from back pain to general joint strain and muscle fatigue.

In a similar manner to other work environments, proprietors are required to carry out

individual risk assessments under the Manual Handling Regulations 1992 (as amended) where, so far as reasonably practicable, manual handling tasks with a risk of injury cannot be avoided. Where the task cannot be avoided the remaining operations must be assessed, with the risk levels reduced to a reasonable level. Where manual handling is undertaken general indications, and where possible, specific indications, should be given regarding the weight of the load and its weight distribution (eg if one side is heavier than another)
Assessments will need to be undertaken of each employee as factors such as their physical capability, knowledge and training etc need to be taken into account.

The HSE produce a Manual Handling Assessment tool which assists organisations to conduct initial screening of possible high risk manual handling operations. This may assist with the risk assessment process. They also have an advisory document about suitable manual handling training courses (see reference section).
The following highlight some of the typical manual handling situations which may be encountered in the riding establishment/livery yard environment;

MANUAL HANDLING - HORSES

Horses themselves may come under the definition of loads under manual handling and so safe practices should be considered for leading and in particular dealing with more stressful and thus unpredictable situations such as vet examinations. Without condoning such practice, many experienced riders will have observed or participated in situations where people try to pull horses in a direction they are reluctant to go, eg towards ditches or into horse boxes.

Similarly it is not uncommon (albeit poor practice) for people to be asked to push horses from behind to assist in such situations. Bridles give better control than head-collars and good practice arising from risk assessments may include rules about handlers wearing gloves and hard hats even when not mounted.

In general however, practices which involve pulling horses or pushing them should be avoided both from the perspective of other risks of injury eg being crushed or kicked, and from the fact that horses are usually much stronger than people and hence practices are worthless anyway!

Sensible alternatives to avoid the manual handling task include, for example, longer term strategies and training to encourage reluctant horses to load into horse boxes. Training is better applied in calm surroundings at the yard rather than at 8 pm at night when everyone else has left a show and staff are still trying to get one horse into its box to go home!

MANUAL HANDLING - FEED AND BEDDING

Everyday loads, which should be incorporated in the risk assessments as appropriate include bags of feed , hay, straw and other stable bedding. A typical feed sack weighs around 20 kg . Hay is typically either supplied in small rectangular bales, or much larger cylindrical bales. Straw is usually supplied in rectangular bales of similar dimensions to hay bales, and other stable bedding such as bags of wood shavings come in a range of sizes. Most bales and bags do however tend to be rather large and cumbersome to lift.

The design of the storage facilities, stables and proximity of fields can greatly assist in reducing/avoiding handling of such loads. Where possible deliveries should be as near as possible to the relevant storage area, typically barns or feed rooms, to reduce the need to transport significant distances. Feed bags are often opened and placed inside large containers such as metal dustbins and provision should be made to ensure adequate space to facilitate lifting these on an individual basis. Thereafter feeds for individual horses are usually made up into separate containers or buckets, which should not be unduly heavy for staff to take to stables or the relevant feeding areas.

MANUAL HANDLING - DELIVERIES

Some staff will be expected to help unload and stack deliveries of bales of hay and straw. The tasks should be organised to minimise twisting of the trunk or lifting through restricted areas/above head height and where possible mechanical assistance, perhaps from the delivery vehicle should be used. There should be clear communication about the hazards and safe practice, particularly if less experienced helpers are asked to assist.

The much larger cylindrical bales are only possible to move through mechanical means. Some staff will be required to take whole bales of hay, straw or bags of shavings etc to individual areas of the yard or fields. Where long distances are involved the use of tractors pulling trailers or equivalent should be a consideration.

For shorter distances trollies are a useful aid and their use should be encouraged. In many cases however it is likely that wheelbarrows will be used for this purpose. Bales are held together by nylon string often known as 'baler twine' which can be used to assist lifting and staff may find it much easier to grip these when wearing gloves. Clearly the frequency and duration of such tasks will be an important part of the risk assessments. Where staff are not taking whole bales of hay they will often separate the hay into smaller 'wedges' or 'sections' and place into individual hay nets. The assessment should take into account that, where the hay within haynets is dampened, to reduce respiratory problems for the horses, the nets are much heavier than when dry.

MANUAL HANDLING - TACK

Saddles and some rugs can be relatively heavy, and the task of manoeuvre made more difficult by poor layout of tack-rooms. In some cases lightweight synthetic saddles may be an acceptable alternative, but not everyone likes to use these.

There should be sufficient space, adequate lighting etc to allow staff to handle saddles and rugs and where possible racks should not be above head height.

MANUAL HANDLING - RIDING AND JUMPS

Many staff will be expected to give clients or colleagues a 'leg up' to assist them to mount the horse. Experienced riders being assisted should know how to minimise the risk through correct use of their own body weight and flexibility but many less experienced riders will rely solely on the force of the assistant.

Lifting a person's weight is a considerable force which can easily cause injury if the person is not strong enough or the 'load' unpredictable. Therefore the task should be avoided, eg through 'mounting blocks', typically concrete or movable steps for the rider to mount from. Riders should also be taught how to mount safely without the use of a mounting block.

One load often overlooked is the components of show jumps, including the jump uprights or 'jump wings', which are used to support the poles. Many of these are wooden and are heavy and cumbersome. There are inexpensive plastic jump wing alternatives now available, which could be a more suitable alternative. Again, where the jump wings and poles are to be moved long distances, mechanical assistance should be considered.

MANUAL HANDLING - DOORS AND GATES

Sometimes the design of doors and partitions to horse boxes and trailers, and doors and gates to barns and fields mean that they are particularly difficult to manoeuvre. It could be possible to replace them with lighter alternatives or to ensure that enough people can assist with them. Effective maintenance eg of the hinges will often be an important factor.

MUCKING OUT

Other manual handling tasks relate to 'mucking out' , where stables are cleaned and soiled bedding removed. Risk assessments should particularly take account of good practice with suitable tools and techniques involving minimal twisting of the trunk.

The transportation of the dirty bedding should be for as short a distance as possible, with wheelbarrows, trollies etc in good repair used on reasonable surfaces. Where staff unload the wheelbarrows etc onto 'muck heaps' or trailers, there should be minimal lifting over head height. Any ramp arrangements should be properly secured in place.

DESIGN

Good design can minimise the need to transport buckets of water. Many premises now use automatic refilling systems within individual stables. Water can be piped to individual troughs within fields and either filled on an automatic basis or by manually operating a tap.

Where such facilities do not exist, hosepipes can be used to reach individual areas to minimise the carrying of buckets. Where not feasible or for shorter distances, simple training eg ensuring an even distribution of weight through carrying one bucket in each hand, can be adequate.

MORE SPECIFIC INDIVIDUAL MANUAL HANDLING ASSESSMENTS

Given the fact that there may be a number of young people or pregnant women working for the premises in question the issues around individual assessments and capacity will be particularly pertinent to the area of manual handling.

ASBESTOS IN RIDING ESTABLISHMENTS / LIVERY YARDS

Some of the buildings such as barns and stables associated with the premises may contain asbestos. The most common types of asbestos are crocidolite, chrysotile and amosite (known as blue, white and brown asbestos respectively). Materials which may contain asbestos are known as 'ACM's'

When large numbers of asbestos fibres are inhaled in the lungs, usually over prolonged periods of time, damage to the lung alveoli or tiny air sacs may occur, decreasing lung capacity and ease of breathing. This is known as asbestosis and may lead to death. Asbestos is also associated with mesothelioma, cancer of the outer lung surface and with lung cancer. The risks associated with exposure to asbestos fibres in isolated incidents are much smaller although not necessarily insignificant.

There are a number of regulations, codes of practice and guidance notes associated with asbestos but those of most relevance are the Control of Asbestos at Work Regulations 2002, primarily designed to protect workers employed to maintain and refurbish buildings. These place a duty on employers to protect employees and anyone affected by the work activity.

A suitable and sufficient risk assessment has to be undertaken to ascertain whether asbestos is present or likely to be present. Factors which should be taken into account include the nature of construction, age of buildings etc. The assessment should be documented and maintained in a readily accessible form for anyone that might need it. Its purpose is to advise and inform decision making about work practices of those that may be affected eg maintenance workers. If ACM's are present or likely to be present, an up to date record must be maintained (sometimes known as the asbestos register). This will include the form in which it is present, locations, condition of the material. It may be necessary to commission a laboratory sample based test to ascertain the type of asbestos.

Wherever ACM's are present a documented plan to manage the health risks should be produced. For day to day purposes this may be as simple as labelling their location provided they are not in a condition likely to be a significant health risk, with provision for routine and emergency maintenance works. However if any works are to be undertaken which may involve disturbance eg laying new cables, further steps will need to be introduced. Depending on the type of ACM this may necessitate the employment of licensed asbestos contractors to remove the materials. Proprietors may need to contact the Asbestos Removal Contractors association (ARCA).

The materials should not be disturbed without effective control measures in place. Before anyone is engaged to work on the buildings they must check whether there is a possibility that ACM's will be affected or disturbed, usually by checking the register. They must be trained as to relevant safe working practices.

The asbestos register records should be kept up to date, which will mean incorporating visual and other checks of the ACM's as part of maintenance checklists

ELECTRICAL SYSTEMS

Electrical shocks occur as a result of electric currents flowing around the body. Incidents have the potential to cause major and minor injuries such as burns, affect the body's organs such as the heart or cause fatalities.

As with all workplaces, riding establishments and livery yards are covered by general health and safety requirements and the specific criteria included in the Electricity at Work Regulations 1989.

There is a general requirement under the regulations that the main electrical installation and any associated equipment is constructed and maintained so as to prevent danger. The installation does not legally have to comply with the current Institute of Electrical

Engineers (IEE) Regulations, but it would obviously be advantageous if this were the case. In any event it may be necessary to prove the safety of the installation through the provision of a current test certificate. There is no legal requirement as to the frequency or need for any such inspections, but many employers would find it hard to demonstrate the safety of their system without one. A recommendation of 5 yearly testing is usually given.

In some premises the general lighting and power circuits may have been extended to other areas such as additional stabling, and test certificates for the element in question are advisable. Only qualified personnel, usually contractors, should be allowed to work on the installation.

In any event, as part of the overall management system, there should be regular visual checks of the visible components of the electrical system eg light fittings, switches and sockets. Any defects should be reported and acted on.

All switches should be mounted in areas protected from the weather or enclosed in suitable materials if not possible. Switches should not be located within reach of horses. Cables between areas should be wall or ceiling mounted or laid underground, suitably sheathed to protect from damage.

Portable electrical equipment such as kettles and horse clippers (to remove horse hair in a similar manner to shaving) should be included in regular Portable Equipment (PAT) testing programmes by qualified personnel. Clippers are often used outside and should always be used in conjunction with a residual current device as should equipment such as electrical grooming appliances.

Horse walkers to which horses are placed and then walked in a circular movement by a machine will be found in some of the larger premises. In addition to compliance with the Provision and Use of Work Equipment Regulations (PUWER), these will need to be fitted with a separate isolator switch for use in an emergency to comply with electrical safety requirements.

Some yards will have solarium lamps and areas to warm the muscles of the horses.These should be installed by a competent person. Any replacement bulbs should be of the correct wattage and they should be included in visual maintenance checklist programmes. A separate isolator will also be required for these.

Many premises use electric fencing to section off certain areas, usually within fields. These are designed to prevent horses from straying, through intentionally giving a small shock. The effect is the same when touched by people. Although unpleasant, injury should not result. They are not always mains powered, but can be powered by batteries, typically car batteries. These should be covered and kept out of everyday reach.

Poor practice!

SUBSTANCES HARMFUL TO HEALTH

In the UK exposure to hazardous substances, such as bleach, is regulated via controls on those who manufacture and distribute such chemicals and those who use such chemicals. In the riding context many of the chemicals will not be harmful in normal concentrations but will still be subject to regulation under the Control of Substances Hazardous to Health Regulations, as amended in 2002 (The COSHH Regulations)

These Regulations include provision to assess the risks to health from hazardous substances, and this includes micro-organisms such as viruses, bacteria, mould. The duty relates to risks both to employees, the self employed, and, so far as reasonably practicable, to anyone else who may be affected by the work carried on including for example contractors and members of the public. There are some basic principles that must be applied in using hazardous substances, these are:

(a) Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.

(b) Take into account all relevant routes of exposure- inhalation, skin absorption and

ingestion- when developing control measures.

(c) Control exposure by measures that are proportionate to the health risk

(d) Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.

(e) Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.

(f) Check and review regularly all elements of control measures for their continuing effectiveness.

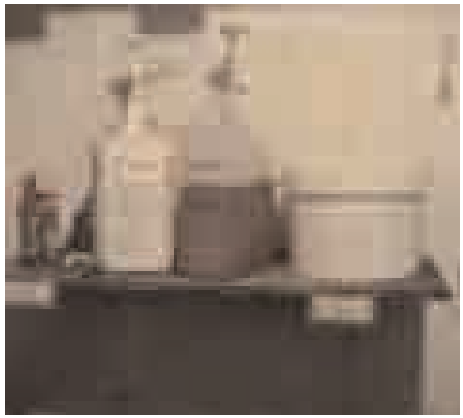
(g) Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.

(h) Ensure that the introduction of control measures does not increase the overall risk to health and safety."

In determining whether any hazardous substances are used in the riding environment the person undertaking the risk assessment should systematically consider all of the substances used. Substances to consider include veterinary medicines (which may include hydrogen peroxide), cleaning materials, battery acid, horse treatments such as hoof oil, fly repellent, pest control chemicals.

The hazard data sheets should be obtained from the supplier and then relevant control measures implemented as listed above. In many cases this will mean ensuring the substances are kept in secure locked containers with access only by competent personnel trained in their use, provided with appropriate personal protective equipment.

Where the data sheets suggest immediate washing if the substance comes into contact with a person, it is sensible to ensure the substances are used near to washing facilities. Gloves and other personal protective equipment should be kept in the area the substance is used.



TYPICAL SUBSTANCES USED IN RIDING ESTABLISHMENTS / LIVERY YARDS

In relation to riding establishments and livery yards the main zoonoses or diseases which may be transmitted as a result of contact with micro-organisms are;

- **Leptospirosis**
- **Ringworm**
- **Esherichia Coli (E.coli)**
- **Salmonella**
- **Tetanus**

In addition, some people will be susceptible to illnesses caused by dusts present on feedstuffs, hay and straw. This is sometimes known as Farmers Lung

LEPTOSPIROSIS

The form of leptospirosis which most commonly affects those involved with horses is Weils disease, caused by the bacterium Leptospira icterohaemorrhagiae, carried by rats. Although it can be fatal, the usual symptoms include one or more of fever, headache, vomiting and muscle pain. It can lead to jaundice, meningitis and kidney failure. Infection usually occurs through cuts and grazes when in contact with the

urine or water contaminated with the urine. Employers can assume that rats will be attracted to the premises of riding establishments and livery yards given the type of environment ie fields, ditches, bedding materials, feed stuffs. They should therefore take steps to prevent or reduce the likelihood of contamination, at least around the principal building areas.

Good housekeeping practice is an important element, including for example storing horse feeds in enclosures with tightly fitting lids and ensuring spillages are cleared. It may be necessary to instigate a rat treatment programme and a separate risk assessment will be necessary regarding the deployment of any poison (see above).

Employees can follow basic principles to control the risk of exposure, eg ensuring cuts and grazes are thoroughly washed and then covered. When necessary to walk through ditches, streams etc employees should wear appropriate footwear and clothing, and should avoid being splashed in the face. Hands should always be washed prior to smoking, drinking or eating. Again the HSE provide information about this area and can supply packs of employee information cards.

RINGWORM

Ringworm is a fungal disease of the skin which can be transmitted between horse and humans or vice versa. It is very contagious and will also spread through indirect contact eg through grooming, on fences, rugs and saddles. It is recognised by raised areas on the skin or circular scabs.

Good practice would include ensuring that if any horse becomes infected it is kept away from others and receives appropriate veterinary treatment. Its rugs, saddle and bridle etc should also be kept separately and should be kept scrupulously clean. Anyone dealing with the horse or its equipment should wear gloves, thoroughly wash after contact and disinfect their boots etc Even where horses do not have ringworm it is good practice to minimise cross contamination through the use of separate grooming kits, rugs and tack .

E COLI/SALMONELLA

The E.coli 0157 bacterium lives in the guts of many animals including farm animals, horses and birds and is transmitted to humans through ingestion following contact with the dung. It can cause very severe illness including diarrhoea and may be fatal in some cases.

The salmonella bacterium is carried by most types of farm animal and birds and, as with E Coli, can be transmitted through contact with the dung. It can cause diarrhoea, fever, abdominal pains.

In some riding establishments/livery yards staff pick out individual droppings from stables (known as skipping out). They should always wear gloves to do this. Usually those dealing with the droppings in other ways eg mucking out stables or tidying muck heaps, will use tools such as farm forks and shovels. In these cases it will not usually be necessary to wear gloves.

All employees should however routinely wash their hands and arms with antibacterial soap and warm water after contact with horses/droppings, particularly prior to eating, drinking or smoking.

TETANUS

The tetanus bacterium is found in soil or manure and is transmitted to both horses and people through cuts and grazes. Transmission through accidental puncture wounds eg from standing on nails or stable forks has occurred, as it has through injury on barbed wire fencing. The disease is very serious and can be fatal.

Most children are routinely immunised against tetanus. Historically in the UK people received booster vaccinations every five or ten years. However current Department of Health guidance suggests that if anyone has had 5 tetanus vaccinations in the course of their lifetime there is little justification for further preventative boosters. Employers should ask staff to ensure their vaccination programme is up to date.

In the event of a cut or graze being sustained it should be thoroughly washed and covered. Where any doubt exists medical advice should be sought.

DUST IRRITATION/FARMERS LUNG

Some people are particularly susceptible to irritation from the dusts and mould spores present in hay, straw and some horse feeds. Symptoms include redness of the eyes, sneezing and coughing.

Farmers lung is the name for the illness that may be caused when the smaller mould spores enter the lungs. In the short term it can cause irritation as with dusts but it can also cause fever, headache, chest tightness, breathlessness, asthma symptoms including wheezing. Longer term effects can include chronic asthma, persistent chest tightness and wheezing, chronic bronchitis with phlegm and shortness of breath or even heart damage.

Employers of riding establishments and livery yards can help prevent or minimise exposure to the dusts through buying good quality hay and straw. Problems of mould spores are more likely if the bales have been harvested in damp conditions. Where possible staff should handle the products in the open or in areas with good ventilation. Many working practices can be designed to reduce the amount of dust generated, eg through hosing yards before sweeping. Staff should ensure their work clothes are regularly laundered and left at work to change into where possible.

Where employees are regularly exposed to dust and may be particularly susceptible or have any symptoms of respiratory illness, employers should change work

methods/routines or otherwise improve control measures. There are alternatives to the traditional products available eg 'haylage' which is stored in plastic sacks and does not emit dust when opened, although it can be more expensive than hay. Many yards soak their hay before feeding which reduces the dust in circulation. Dust free alternatives to straw for bedding include rubber matting and shredded newspaper.

When all other reasonably practicable means of controlling exposure to dust have proved inadequate, respiratory protective equipment (rpe) might be appropriate.

Suitable rpe includes a disposable filtering face piece respirator to BS EN 14 or a half mask respirator to BS EN 140, with particle filters to BS EN 143.

The equipment must properly fit the person and they must be given adequate instruction information and training in its use. It should be stored away from dust sources, fully inspected on a regular basis with checks recorded and examined for defects prior to each use.

DISPLAY SCREEN ASSESSMENTS

As mentioned previously many riding establishments/livery yards use paper based systems and may not have use of computers. Computers are more commonly used in larger premises. The Health and Safety (Display Screen Equipment) Regulations 1992 were brought into force to try and reduce the risk of associated hazards such as muscle fatigue, upper limb pains, eyesight effects, general fatigue.

Suitable and sufficient risk assessments are required in relation to 'users' or 'operators'. These assessments would not therefore be necessary in premises where computers are used so infrequently or for such short periods of time that the person using is not defined as a user/operator.

The assessments take into account factors such as the height of the workstation and ability of the operator to adjust the chair/angle and height of screen. Time spent at the work station is an important consideration. Where proprietors deem it necessary to undertake an assessment under the Regulations HSE guidance and sample checklists are available (HSE.gov.uk)

FIRE SAFETY

The legislation with regard to fire safety is due to change in the near future. When the Regulatory Reform (Fire Safety) Order 2005 comes into force it will be a requirement that all persons in charge of riding establishments/livery yards must undertake a risk assessment. The local fire authority, not the local authority, are responsible for enforcing the legislation but the general principles are outlined here for the sake of completeness.

They are in fact very similar to other risk assessment formats, including the requirement to identify the hazards, consider those at risk, evaluate the risk , implement control measures as deemed appropriate, review. Where there are five or more employees the findings of the assessment must be recorded.

Specific hazards will usually include potential ignition sources such as portable/radiant heaters, faulty electrical appliances. Combustible materials will be present, ranging from hay, straw and chemical storage to the building structures themselves. Particular provision must be made for anyone required to sleep at the premises, eg live in staff and the potential for arson attack should be considered.

Control measures will include safe storage of flammable materials, provision of fire detection and warning systems, appropriate means of escape and fire fighting equipment. Additional advice can be obtained from the local fire authority or relevant publications such as one published by the British Horse Society (Guidelines for Fire safety in Equine and Agricultural Premises, by Harry Paviour)

COMPETENCY AND TRAINING

As discussed in other sections of this guidance, The British Horse Society (BHS) have a universally recognised examination system for those dealing with horses and involved in providing instruction, as shown in the table in the addendum. The Association of British Riding Schools also offer an examination structure for these aspects. Many people will have qualifications relating to riding and handling horses obtained through the Pony Club. Evidence of these qualifications should be required. Many staff will have gained their qualifications years previously and proprietors should be asked what they do to ensure staff are up to date with current methods and practices.

Instructors on the British Horse Society register must hold appropriate qualifications along with up to date first aid training, Continuing Professional Development training and attendance on Child Protection training. However the CPD requirements are not particularly onerous (minimum of one training day every two years) and may need to be supplemented. Others will not be on this register. The Pony Club now have similar requirements with regards to CPD of instructors they employ, and such instructors often also work for riding establishments. Many instructors however are not on the register and do not teach on behalf of the Pony Club. There are no CPD requirements for non instructing staff

In addition to ensuring that staff are up to date with appropriate riding/teaching/'stable management' techniques, proprietors must ensure that they advise staff of the main findings of their risk assessments and relevant areas of the safety management system eg control measures. Appropriate training should be undertaken. This might range from training to drive a vehicle and trailer (assuming an appropriate licence is held), to using electric clippers with residual current devices (RCD), to correct techniques under manual handling. Ongoing training both on a practical and theoretical basis is important.

Many staff will not wish to study for formal qualifications but others should be supported, within overall budgetary constraints, if they wish to do so

Appropriate induction training is essential. An example would be to discuss the horse checklist referred to earlier and to explain any safety procedures and systems eg arising from risk assessments as discussed above. Ideally these would be available in documented form. Significantly the 'volunteer' group, which often includes children, are unlikely to have received induction training. Their needs are of particular relevance within risk assessment and training programmes. Their tasks should be taken into account –typically including catching/turning out horses/grooming/mucking out, tacking up, assisting with lessons

With regard to all staff, certain activities eg loading horses, lungeing, may require higher levels of supervision than eg sweeping yards. Tasks should be allocated according to individual experience and ability. All staff should be given appropriate training in emergency procedures.

COMMUNICATION

One of the key issues with regard to the effective implementation of health and safety controls is that of communication. Systems should be used which are appropriate to the size and nature of the establishment and degree of assessed risk.

In a small livery yard with one employee it is likely that verbal communication is used and this may well suffice. However, the more complex the individual work patterns, and the greater the number of employees, the less reliable such a system might be. Some establishments may employ staff to work at different times to one another which renders communication more difficult. As few employees will use the computer as part of their role in contrast to the typical office environment e- mail will not usually be appropriate!

Alternatives might include employees checking a 'work book' or a 'black/white' board on a daily basis, to determine whether there are any relevant matters of health and safety

concern eg relating to a particular horse or cross country jump. The work book method would be preferable as records would be maintained and staff could be asked to sign and acknowledge reading. The pre cursor is that there must be an effective system for staff to report issues of concern and for these to be actioned and recorded in an appropriate manner. In larger premises it will be necessary for certain individuals to take responsibility for certain areas. Some of these will have been specified in the general arrangements for meeting the health and safety policy commitments.

It may be possible to hold regular staff meetings where information can be passed on, with significant points recorded, but in many small yards this will neither be the cultural norm or practically feasible. However key staff members could hold smaller meetings and then have responsibility for cascading information to other staff. The difficulty for enforcement officers attempting to ascertain the effectiveness of communication systems is where there are limited or no written records. Similarly a proprietor attempting to prove that certain points were communicated, eg following an accident would find it difficult where communication is primarily of a verbal nature. As discussed earlier some premises provide clients and members of the public with written summaries of policies and procedures.

part d

Part D
MANAGEMENT RELATED SAFETY PROCESSES

Having reviewed the working environment, processes and procedures, and undertaken any relevant risk assessments it is important that appropriate management related safety processes are implemented. The three main areas relate to monitoring, audit and review.

MONITORING AND AUDIT

Many of the assessments will have identified the need for regular maintenance checks, eg of the structural components of the premises or of the work equipment. These checks do not have to be onerous and in many cases can be carried out by generalist employees. Proprietors may find it useful to draw up checklists relating to their premises and to ensure that these are completed at intervals suggested by the risk assessments and other processes. Written checklists are preferable. At various stages of the guidance checklists have been referred to, eg the farm vehicle checklists devised by the British Agricultural and Garden Machinery Association (BAGMA) with suggested intervals between checks.

Some checks might be required on an annual basis or even less frequently, eg those relating to the electrical installation For many aspects of monitoring, monthly checks might suffice, eg in relation to fencing, RCD's, gates, condition of car parking areas and stabling, cross country jumps. Weekly checklists may be appropriate in certain circumstances, eg the condition of the tack and hats provided for clients.

None of these checks negate the need for ongoing visual checks by all staff and appropriate methods for reporting. A staff member observing a significant area of stitching undone on a stirrup leather or a show jump in dangerous condition should take action eg take it for repair/cone off to prevent use/report the same day. Similarly the employer should ensure that significant issues of concern are dealt with and that there

are mechanisms to prioritise repair needs.

There should also be effective monitoring systems in place to ensure that policies and procedures are adhered to. There may be comprehensive rules about how to safely ride/deal with horses but these must be enforced. An employee 'turning a blind eye' to a staff member riding a horse with no hat or bareback on the roads renders the organisation, and potentially themselves as an individual, liable to serious criticism and potential litigation, particularly if an accident arises.

It is always useful to maintain records of staff qualifications/copies of certificates and records of training. These can be simple in nature, eg Staff member x given induction training on procedures 1,2,3,4 by Staff member y, dated...

REVIEW

Review of the safety management system should happen both as a result of reactive and proactive processes. The main factor here is to carry out a review to determine whether the processes and procedures in place are actually doing what they should do. In contrast an audit would simply determine organisational compliance with stated processes and procedures .

For example after every accident a review should be made as to whether there is anything which should be put into place to reduce the risk of a similar accident. However the organisation may also audit whether procedures were followed at the same time.
A person injured as a result of placing themselves between two horses kicking one another in a field may have ignored procedures and rules but alternately could be deemed to require additional training/supervision. It could be possible to separate the two horses or to otherwise change practices. Many riding establishment/livery yard proprietors will automatically undertake such reviews as an intrinsic part of running the business but others may not.

Following significant changes to work practices/systems eg the introduction of a new piece of work equipment such as a horse walker or a hazardous substance it is a legal obligation to revise the risk assessment. In addition the organisation may wish to review the existing management arrangements to determine if they remain suitable and sufficient. Similarly, the organisation must consult employees about any changes in safety procedures, equipment etc

It is good practice to hold an annual review where the proprietor/managers etc plan for the following year. During this meeting they can collate all relevant information about the past year, eg accident data and compare it with previous years to determine improvements or risks reduced. The organisation should analyse whether the existing controls have been as effective as they thought and whether new controls should be introduced. This may then have an impact on the budget, staffing resources etc for the next year.

The review may highlight the need to change certain practices even where accidents have not occurred. Legislative changes, insurance company requirements or good practice highlighted by equine associations may be of relevance. There may be a need to alter responsibilities for various aspects in light of staff changes/attendance on training programmes. The views of staff and if applicable clients should be taken into account during the review. Again it is important not only to review the system but to ensure that any changes are effectively implemented. Suitable and sufficient training and communication will usually be important elements.

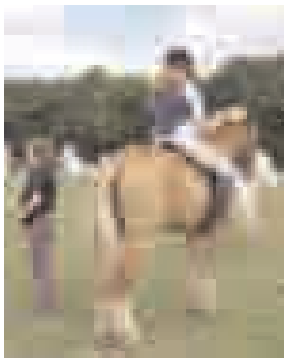
Inspection checklist

An example of a checklist which enforcement officers may wish to base their inspections on is included in the addendum. Proprietors of livery yards and riding establishments may also find this a useful tool

ADDENDUM

TABLE OF BHS TEACHING QUALIFICATIONS - 2005

LEVELS OF BHS INSTRUCTOR CERTIFICATES AWARDED	OTHER TERMINOLOGY UTILISED	LEVEL CAN TEACH TO	RECOMMENDED TRAINING TIME
BHS Fellowship	BHS Fellowship	International expert	Not specified
BHS Equitation and Teaching Examination (BHSETC)	BHSETC+ Stable Manager's certificate gives title BHS Instructor (BHSI)	Independent master instructor all levels dressage, jumping etc	Minimum 6 years
BHS Intermediate Instructors certificate (BHSIIC)	BHSIIC + riding/stable management examinations gives title Intermediate Instructor (BHSII)	Independent instructor with responsibility for all aspects of teaching to high level	Minimum 4 years
BHS Assistant Instructor (BHSAI)	BHSPTC + min. 500 hours teaching experience and riding/stable management examinations	Basic instructor for riding schools, Pony Club etc	Minimum 2 years
BHS Preliminary Teacher (BHSPTC)	Need to pass riding/stable management examinations	Basic instructor with some supervision	Minimum 2 years



Association of British Riding Schools

The ABRS also run an examination and qualification system-designed as vocational ie for those in training or work with horses. Some instructors holding BHS qualifications may also hold qualifications under this scheme.

Teaching Qualifications

The ABRS Initial Teaching award-a foundation qualification which would demonstrate the instructor could teach basic levels within the riding school environment

The ABRS teaching certificate is for a teacher with more experience, minimum age 19. This person would be able to teach to a higher standard than someone holding the initial teaching award

The ABRS Advanced Teaching diploma is for those who ride and teach to a high level and can train young, spoilt or problem horses

The Riding School Principal's diploma is a high level qualification for riding school proprietors who are members of the Association

Riding for the Disabled

This Charitable organisation organises riding for disabled people and has its own requirements for instructors (RDA Group Instructors) to ensure that not only can they teach to a satisfactory level, but that they can communicate effectively with disabled clients and prepare progressive plans suited to their disabilities.

Non teaching qualifications-

Both the British Horse Society and the Association of British Riding Schools offer stable management and riding qualifications. These are useful both to riding school

and livery yard proprietors in demonstrating levels of knowledge and experience and ascertaining supervision levels necessary. These examination syllabi include safe practices when dealing with horses.

The British Horse Society qualifications includes S/NVQ's Levels 1-3 and Stages 1-4 Horse Care and Knowledge (with Stage 1 being the basic level) along with the highest level of award, the Stable manager's Certificate.

The ABRS qualifications include the Preliminary Horse Care and riding Certificate levels 1&2 (2 being the higher standard). They also offer the Grooms Certificate for people deemed basically capable of working with minimal supervision, and the groom's diploma for those deemed capable of taking sole charge of a yard. In addition, many colleges and institutions now offer degrees in Equine Studies and the equivalent.

STANDARD	PONY CLUB	ASSOCIATION OF BRITISH RIDING SCHOOLS	MARK DAVIES INJURED RIDERS FUND	BRITISH HORSE SOCIETY
BS EN 1384:1997	Yes (with kitemark)	Yes	Yes	Yes
BS EN 1384:1996	Yes (with kitemark)	Yes	Yes	Yes
PAS015	Yes (with kitemark)	Yes	Yes (will have kitemark anyway)	Yes
Snell 2001	Yes (with label and no.)	Yes	Yes	Yes
AZ/NZS 3838	Yes, 1998 or 2003 with SAI	Yes (only refers to 1998)	Not tested by them but believed ok	Not referred to
ASTM F1163	Not referred to	Yes	Yes (with SEI)	Yes

Table to show riding hat standards accepted by each organisation 2005

Suitable Protective Headwear

Headwear suitable for ATV/Quad bike protection (HSE) includes; BS 6658:1985 or UN ECE Regs 2Z.05 Equestrian hat EN 1384:1997 Cycle helmet BS EN 1078:1997

AVAILABLE GUIDANCE/REFERENCES

Association of British Riding Schools (ABRS), 2005, **'Risks' aide memoir for the proprietor and other aspects of safety, (document for members),** ABRS

ABRS, 2005, **Safety guidelines for conducting a hack including road safety and procedures in the event of an accident, (document for members),** ABRS

ABRS, 2004, **50th Anniversary review 1954-2004,** David and Charles UK

Tish Adams, 1999, **A working notebook-'C' riding and care,** Tish Adams, Pony Club

Julie Basil, 1992, **After the AI, a guide to taking the stage 1V and intermediate teaching examinations,** Kenilworth Press

British Agricultural and Garden Machinery Association (BAGMA), Agricultural Engineers Association, National Association of Agricultural Contractors, National Farmers Union Scotland, National Farmers Union England and Wales, 2005, **Farm vehicle health check scheme code of practice,** BAGMA

British Horse Industry Confederation/DEFRA, 2005, **Draft strategy for the horse industry in England and Wales**

British Horse Society (BHS), 2005, **Approved livery yard scheme,** BHS

BHS, 1998, **British Horse Society complete manual of stable management,** Kenilworth Press Ltd

BHS, September/October 2005, British Horse magazine article, **Kelly Ann rides again,** BHS

BHS, 2004, **British Horse Society members' yearbook,** Fellows Media Ltd

BHS, 2005, **BHS Stages 1-4 syllabi,** BHS

BHS, September/October 2005, British Horse magazine article, **BHS to administer CP checks,** BHS

BHS, September 2005, Safety department, **verbal information regarding road traffic accidents involving horses**

Abigail Butcher, 21/4/05, Horse and Hound article, **Under 14's can work on yards suggests BHS,** ipc

Yolanda Carslaw, 05/05/05, Horse and Hound, **Riding schools turn away budget hats,** ipc media

Daily Telegraph, August 17 2005, **Madonna in hospital after fall from horse**

DEFRA, 2003-2005, **Papers for DEFRA horse working party meetings** (unpublished)

DOEMP, 1972, **Safety and health at work-report of the committee chaired by Lord Robens,** DOE, London, HMSO

DVLA, undated booklet, **What you need to know about driving licences**

Mark Holden, June 2005, **Above and beyond, working at height,** Safety Health Practitioner, CMP

Horse and Hound, 13,20,27 January 2005, **news items about horse deaths on roads,** ipc media

Horse and Hound, 9/6/05, **Another riding school shuts,** ipc media

Horse and Hound, 18/8/05, **Buyers warned to beware of second hand hats on e-bay,** ipc media

Horse and Hound, 16/06/05, **Cheshire woman dies in training fall,** ipc media

Horse and Hound, 28/04/05, **Drivers make £150,000 loose horse claim,** ipc media

Horse and Hound, 14/07/05 2005, **Judge lucky to survive kick,** ipc media

Horse and Hound, 28/04/05, **Mare killed in crash with motorbike,** ipc media

Horse and Hound, 31/03/05, **Payout for groom in wheelchair,** ipc media

Horse and Hound, 16/06/05, **Somerset coroner rules 'freak accident',** ipc media

Horse and Hound, 11/08/05, **Tragic accident at Gatcombe event (atv),** ipc media

Horse and Hound, 30/06/05, **Trainer died after horse slipped, inquest hears,** ipc media

Horse and Hound, 28/04/05, **Two riders die in tragic accident,** ipc media

Health and Safety Executive (HSE), **2005, Agricultural Prosecutions 1 April 2004-2005,** HSE

HSE, **Number of injuries enforced by local authorities allocated the code 'horse' in 2003/2004,** HSE Statistics Unit

HSE, 1993, **Guidance on health and safety in riding establishments,** out of print

HSE, 1997, **HSG65 Successful Health and Safety Management,** HSE

Sarah Jenkins, Horse and Hound 21/04/05, **Back into L plates,** ipc media

Edward Jenner, 1996, **Immunisation against infectious disease,** DOH, Welsh office, Scottish office, Dept. of Health, DHSS, HMSO

Joint publication 2002, **Equine industry welfare guidelines compendium for horses, ponies and donkeys,** ADAS Consulting

Marie-Claire Kidd, 08/04/05, Environmental Health News, **Safety at height,** Chadwick House Group

Ministry of Defence / British Horse Society **Military helicopter low flying safety a guide for riders** MOD / BHS

Terry O Neil, May 2005, **Fire risk assessment, the modern approach to fire safety,** the May Series:International fire Expo, NEC Birmingham, Running Man Publishing Ltd

Harry Paviour, 2004, **Guidelines for fire safety in equine and agricultural premises,** BHS UK

Pony Club, rep.2000, **The manual of horsemanship,** Westway Offset

Royal College of Veterinary Surgeons (RCVS) /British Veterinary Association (BVA), January 2004, **Guidelines for local authorities and their riding establishment inspectors,** RCVS/BVA

Riding for the Disabled Association, 2005, **Group instructor profile,** (internal document), RDA

Karen Sinclair-Williams, February 2005, **Changing horses,** Environmental Health Journal, Chadwick House Group

Karen Sinclair-Williams and Dr Mike Sinclair-Williams, March 2005, **A Safe Ride,** Environmental Health Journal, Chadwick House Group

Society of Master Saddlers (SMS) leaflet, undated, **Safety in the saddle,** SMS

Tolley's, health and safety at work handbook 2005, LexisNexis UK

Jane Wallace, 2002, **Teaching children to ride, a handbook for instructors,** Kenilworth Press

Warwickshire College, 1996, **Health and safety for the horse business,** Warwickshire College publication

HSE Free leaflets and information sheets

www.hsebooks.co.uk

Infoline 0845 3450055

All terrain vehicles

Basic advice on first aid

Carriage of passengers on farm vehicles

Common zoonoses in agriculture

Consulting employees on health and safety, a guide to the law

COSHH:A brief guide to the Regulations. What you need to know about the Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Falls from height

Farmers Lung

Five steps to risk assessment

Getting to grips with manual handling, a short guide for employers

Guide to using tractors safely

Handling and stacking bales in agriculture

In the driving seat

Introduction to health and safety

LPG:safe use of gas cylinders

Managing and working with asbestos

Managing asbestos, your new legal duties (in conjunction RICS, Fed. Small Businesses, Asbestos Testing and Consulting division of ARCA)

Managing vehicle safety at the workplace

Manual handling:solutions you can handle

Manual handling assessment chart (MAC) tool

New and expectant mothers, a guide for employers

Personal protective equipment at work.

Preventing slips and trips at work

Retrofitting of roll-over protective structures, restraining systems and their attachment points to mobile work equipment

RIDDOR explained

Safe use of agricultural mowers

Work at Height Regulations 2005, a brief guide

Workplace transport safety, guidance for employers

Work with Display Screen Equipment

Legislation

Animal Welfare Bill 2005

Control of Asbestos at Work Regulations 2002

Control of Substances Hazardous to Health Regulations 2002

Electricity at Work regulations 1989

Health and Safety at Work etc Act 1974

Health and Safety (Display Screen Equipment) Regulations 1992 as amended

Health and Safety (Consultation with Employee) Regulations 1996

Health and Safety (Enforcing Authority) Regulations 1998

Health and Safety (First Aid) Regulations 1981 as amended

Health and Safety Information for Employees Regulations 1989 (as amended)

Health and Safety (Safety Signs and Signals) Regulations 1996

Management of Health and Safety at Work Regulations 1999 (as amended)

Manual Handling Operations Regulations 1992 (as amended)

Personal Protective Equipment at Work regulations (as amended)

Provision and Use of Work equipment Regulations 1998 (as amended)

Regulatory Reform (Fire Safety) Order 2005

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Riding Establishments Act 1964

Riding Establishments Act 1970

Work at Height Regulations 2005

Approved Codes of Practice and Guidance

HSE 2002, Control of Substances Hazardous to Health Regulations 2002 (as amended), 5th edition Approved Code of Practice and Guidance, HSE, Suffolk, UK

HSE 2002, Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous amendment) Regulations 2002, Guidance, HSE, Suffolk, UK

HSE 2001, Management of Health and Safety at Work. Management of Health and Safety at Work Regulations 1999, Approved Code of Practice and Guidance, HSE Books, Suffolk, UK

HSE 2004, Manual Handling, Manual Handling Operations Regulations 1992 (as amended) Guidance on Regulations, HSE Books, Suffolk, UK

HSE 2005, Personal Protective Equipment at Work. Personal Protective Equipment at work Regulations 1992, Guidance on Regulations, HSE Books, Suffolk, UK

HSE 2001, Safe Use of Work Equipment. Provision and Use of Work Equipment Regulations 1998, Approved code of practice and guidance, HSE Books, Suffolk UK

HSE 2002, Workplace Health, Safety and Welfare. Workplace (Health Safety and Welfare) Regulations 1992, Approved code of practice and guidance, HSE Books, Suffolk

Contacts/Useful Sources of Information

Association of British Riding Schools (ABRS)

office@abrs.org www.abrs.org 01736 369440

Amanda Smith-TUI Equestrian Ltd (device to help safely load horses)

tuiequestrian@hotmail.com 0118 988 8013

Asbestos Removal Contractors Association

www.arcaweb.org.uk 01283 531126

British Agricultural Machinery Association

(BAGMA)info@bagma.com www.bagma.com 0870 2052834

British Equine Veterinary Association (BEVA)

info@beva.org.uk www.beva.org.uk 01223 836970

British Equestrian Trade Association (BETA)

info@beta-uk.org.uk www.bef.org.uk 01937 587062

British Horse Society (BHS)

enquiry@bhs.org.uk www.bhs.org.uk 01926 707700

British Veterinary Association (BVA)

bvahq@bva.co.uk www.bva.co.uk 020 7636 6541

Chartered Institute of Environmental Health (CIEH)

www.cieh.org cieh@dial.pippex.com 020 7928 6006

DVLA/driving licence info

www.dvla.gov.uk/www.ntta.co.uk

Ian Wright Organisation-Car and Trailer Training

info@thewrightevent.co.uk 01732 529511

Incident Contact Centre

riddor@natbrit.com www.riddor.gov.uk 0845 300 9923

Institution of Occupational Safety and Health (IOSH)

www.iosh.co.uk 0116 257 3100

Local Authority Co-ordinators of Regulatory Services (LACORS)

www.lacors.gov.uk 0207 840 7200

Mark Davies Injured Riders' Fund (hat safety standards etc)

www.mdirf.co.uk 01483 277344

Ministry of Defence (Helicopter Traffic Information)

www.mod.uk/issues/lowflying 0800 515 544

Royal College of Veterinary Surgeons (RCVS)

admin@rcvs.org.uk www.rcvs.org.uk 0207 222 2001

Riding for the Disabled Association

rdahq@riding-for-disabled.org.uk www.riding-for-disabled.org.uk 0247 669 6510

Society of Master Saddlers

mastersaddlers@talk21.com www.mastersaddlers.co.uk 01449 711642

Worshipful Company of Saddlers

Clerk@saddlersco.co.uk 020 7726 8663

INSPECTION CHECKLIST

Riding Establishment/Livery Yard Inspection Check List

Inspection by:			Date of inspection:		
Establishment Name and Address Contact details			Name of proprietor/manager		
			Contact details		
			BHS or ARBS approved?	Y/N ☐	
	No. of employees		No. of Employees under 18yrs No. of employees below Minimum School Leaving Age		
	No. of clients with horses at livery		Average No. of clients per week (Riding Est.)		
Nature of business	Livery (Full)	Y/N ☐	Lessons	Y/N ☐	
	Livery (part)	Y/N ☐	Rides/hacks	Y/N ☐	
	Livery (DIY)	Y/N ☐	Events/shows	Y/N ☐	
	Livery (working)	Y/N ☐	Hire of facilities	Y/N ☐	
	Livery (grass)	Y/N ☐	Other*	Y/N ☐	

Ref N°.	Required Actions	Date	Action by Who

Signed .....

Complete only relevant sections

N°.	Subject	Yes	No
1	DOCUMENTARY EVIDENCE		
1.1	Has the proprietor developed a suitable Safety Policy, recorded where 5 or more employees?		
1.2	Has the Safety policy been communicated to staff?		
1.3	Do written arrangements exist for implementing the policy commitments?		
1.4	Is a copy of Health and Safety poster displayed and appropriate boxes completed/ have staff been issued with leaflet?		
1.5	Are procedures evident for key safety tasks/controls?		
1.6	Are copies of public liability and professional indemnity displayed?		
1.7	Are records of accidents maintained?		
1.8	Has generic risk assessment been documented (5+employees)?		
1.9	Have specific risk assessments under other Regulations been documented?		
1.10	Are copies of qualifications in instruction/stable management/first aid etc. available?		
1.11	Are training records maintained?		
1.12	Are inspection records maintained e.g. electrical installation, plant and equipment where applicable?		
1.13	Are checklists maintained e.g. of condition of hats and tack, premises, ladders, RCD tests?		
1.14	Are records maintained of audits/reviews?		

N°.	Subject	Yes	No
	ENVIRONMENTAL CONTROLS		
2	ACCESS AND CAR PARKING ARRANGMENTS		
2.1	Is the establishment safe to access and egress?		
2.2	Is there clear separation between horses, traffic and people?		
2.3	Are suitable and sufficient signs in place?		
2.4	Is the surface suitable?		
3	OFFICE AREA		
3.1	Is the floor free of tripping hazards ?		
3.2	Is all electrical equipment safe?		
3.2	Is there adequate lighting?		
4	PROVISION OF WCs		
4.1	Is there an adequate number of WCs?		
4.2	Are there adequate hand washing facilities?		
4.3	Are the facilities maintained in a hygienic condition?		

N°.	Subject	Yes	No
5	REST AREAS		
5.1	Is the floor free of tripping hazards?		
5.2	Is there adequate lighting?		
5.3	Is there adequate and safe heating provision?		
5.4	Is there access to drinking water?		
5.5	Is all electrical equipment safe?		

Notes

N°.	Subject	Yes	No
6	**FEED ROOMS**		
6.1	Is the floor free of tripping hazards?		
6.2	Is the layout conducive to good manual handling practice?		
6.3	Is there adequate lighting?		
6.4	Is there freedom from spillages to minimise presence of pests?		
6.5	Is all electrical equipment safe?		
7	**TACK ROOM**		
7.1	Is the floor free from tripping hazards?		
7.2	Is the layout conducive to good manual handling practice?		
7.3	Is there adequate lighting?		
7.4	Is all electrical equipment safe?		
8	**STABLES**		
8.1	Is there adequate lighting with electrical components out of reach of horses?		
8.2	Do the doors freely open outwards?		
8.3	Are there appropriate places to tie horses (if applicable) and space to handle horses?		

N°.	Subject	Yes	No
10	**STABLE YARDS**		
10.1	Is the surface suitable, with adequate drainage provision and free from tripping hazards?		
10.2	Are there appropriate tying rings and space to handle horses?		
10.3	Is the layout conducive to good manual handling practice eg watering arrangements?		
10.4	Are fire escape routes accessible?		
11	**HAY/STRAW/BEDDING STORAGE**		
11.1	Are there physical barriers/signage to prevent unauthorised access?		
11.2	Is there evidence of problems with pests?		
11.3	Are suitable storage/stacking mechanisms employed?		
11.4	Are there appropriate fire precautions in place?		
12	**MUCK HEAP**		
12.1	Is the muck heap in a suitable location, with adequate disposal arrangements?		
12.2	Is the muck heap in a suitable, stable condition?		
12.3	Are access ramps suitable and in good condition?		

Notes

N°.	Subject	Yes	No
13	**HORSE WALKER**		
13.1	Is it suitable for the purpose, adequately guarded against trapping hazards?		
13.2	Is the isolator switch readily accessible?		
14	**Outdoor School**		
14.1	Is the surface suitable and free from obstruction?		
14.2	Is it free from hazards such as columns and upright posts?		
14.3	Is there adequate spectator separation?		
14.4	Do entrance rails and gates open freely?		
15	**INDOOR SCHOOL**		
15.1	Is the surface suitable and free from obstruction?		
15.2	Is it free from hazards such as columns and upright posts?		
15.3	Is there adequate spectator separation?		
15.4	Is there adequate lighting?		
15.5	Do entrance doors and gates open freely?		
15.6	Are wall mirrors in safe condition?		

N°.	Subject	Yes	No
16	**RIDING AREAS IN FIELDS**		
16.1	Is the fencing suitable, ie no barbed wire?		
16.2	Is the general surface condition adequate?		
16.3	Is there adequate spectator separation?		
16.4	Is there freedom from significant hazards eg tree roots and holes?		
16.5	Do gates open freely?		
17	**CROSS COUNTRY JUMP AREAS**		
17.1	Is the general surface condition adequate, particularly at jump take off and landing points?		
17.2	Are the jumps in adequate condition?		
18	**FENCING GENERALLY**	**Notes**	
18.1	Is fencing in good condition, with batteries for fencing covered/away from general access?		
18.2	Do entrance rails and gates open freely?		

N°.	Subject	Yes	No
	PROCESSES		
19	Lessons		
19.1	Are clients given pre-assessment advice eg on riding wear, verified on arrival?		
19.2	Are suitable riding hat standards required? (see end)		
19.3	Are there rules around appropriate footwear or are toe stops used?		
19.4	Are other rules enforced eg around the wearing of jewellery, use of body protectors for jumping?		
19.5	Are instructors adequately qualified/competent (eg BHS/ABRS qualified)		
19.6	Are processes to match riders with horses of suitable size, temperament etc adequate?		
19.7	Are processes adequate to assist clients with altering girths and stirrups?		
19.8	Are appropriate ratios applied, eg maximum 1 instructor to 8 experienced riders if area large enough?		
19.9	Are appropriate rules and systems in place during lessons including circumstances bareback riding permitted?		

N°.	Subject	Yes	No
20	**RIDES AND HACKS**		
20.1	Is appropriate pre arrival advice given eg around riding wear?		
20.2	Do assessments take place in safe area to ensure adequate riding experience/ability before allowed on hack?		
20.3	Are riding hats of suitable standard required? (see end)		
20.4	Are clients required to wear suitable footwear or are toe stops used?		
20.5	Are other rules enforced, eg around the wearing of jewellery, use of body protectors?		
20.6	Are the instructors/escorts suitably competent/qualified (qualifications including BHS, ABRS, BET)		
20.7	Are processes adequate to match clients with horses of suitable size/temperament etc to match their ability?		
20.8	Are clients given assistance with adjusting girths/stirrups?		
20.9	Are appropriate ratios applied eg at least one escort, two where less experienced riders. (max.recommended 6 horses including escorts)		
20.1	Are adequate rules and procedures applied during hacks eg road use, circumstances bareback riding permitted?		
20.11	Are escorts and assistants provided with high visibilty, fluorescent tabards, lead ropes, means of summonsing emergency assistance, mobile first aid kits?		
20.12	Are procedures enforced to advise staff at the office/yard of route/timescales etc?		

N°.	Subject	Yes	No
20	**STAFF/CLIENTS RIDING NOT UNDER DIRECT SUPERVISION eg schooling/exercising**		
21.1	Are rules enforced around appropriate riding wear eg hats, footwear, high visibilty fluorescent tabards etc?		
21.2	Are procedures adequate to ensure staff/clients are suitably experienced/qualified (eg BHS/ABRS/Pony Club/Riding and Road Safety certificates)?		
21.3	Are adequate rules and procedures in place?		
21.4	Are there adequate systems in place to summons assistance in an emergency, with office/yard staff aware of location/timescales?		
21.5	Are processes adequate to ensure staff/clients ride horses of suitable size/temperament etc?		
22	**SUITABILITY AND CONDITION OF TACK**		
22.1	Are there adequate processes to ensure the tack is clean and in good condition especially stitching, pressure points, bits fit the horses properly?		
22.2	Are toe stops or safety stirrups used?		
22.3	Are there adequate processes to ensure the tack fit the horses properly?		

Notes

N°.	Subject	Yes	No
23	**GENERAL HANDLING OF HORSES (EG GROOMING, LUNGING, LOADING)**		
23.1	Are there adequate areas and tying rings etc for general handling/grooming etc?		
23.2	Are there appropriate systems to ensure employees deal with horses of appropriate size, temperament etc?		
23.3	Are processes to ensure employees adequately competent/qualified in 'stable management' sufficient? (include eg BHS, Pony Club, ABRS qualifications)		
23.4	Are there safe areas for loading, lunging etc?		
23.5	Are there appropriate rules and procedures in place eg for grooming, catching, loading, lunging?		
23.6	Are there appropriate procedures around the wearing of personal protective equipment (suitable footwear, toe cap protection when handling horses), riding hats, gloves, high visibilty fluorescent jackets etc?		
24	**SUPERVISION ARRANGEMENTS**		
24.1	Are supervision arrangements adequate for everyone, but particularly inexperienced employees, children and young people?		
24.2	Are there adequate procedures in place for lone working?		
24.3	Are CRB checks undertaken of those working with children?		
24.4	Have employees been given child protection training where relevant?		
25	**CONTRACTORS**		
25.1	Are suitable arrangements in place for safe working e.g. vets, farriers, maintenance contractors, delivery personnel?		

N°.	Subject	Yes	No
26	**USE OF WORK RELATED VEHICLES**		
26.1	Are vehicles such as horse boxes/horse trailers/tractors/ATV's/mowers used?		
26.2	Are pre use and maintenance checks carried out?		
26.3	Do relevant staff hold appropriate licences for road use (law changed January 1997)?		
26.4	Have staff been adequately trained with regard to each work vehicle?		
26.5	Are vehicles safely parked when not in use?		
26.6	Is appropriate PPE worn (eg helmets, suitable footwear for ATV)?		
26.7	Are safe systems and procedures applied eg pedestrian/vehicle separation, lawful carrying of passengers?		

Notes

N°.	Subject	Yes	No
	RELATED SAFETY PROCESSES		
27	**Management Regulations**		
27.1	Have generic risk assessments been undertaken?		
27.2	Have specific risk assessments been undertaken-young people/children, new and expectant mothers?		
27.3	Are risk assessments made in relation to events and shows held?		
28	**FIRST AID**		
28.1	Has an appropriate assessment been made to ensure satisfactory first aid provision?		
28.2	Are there an appropriate number of qualified first aiders/appointed persons?		
28.3	Are first aid kits accessible and fully stocked, including use of portable kits where relevant?		
29	**ACCIDENT REPORTING**		
29.1	Are accidents reported as appropriate under RIDDOR? Are all accidents to staff recorded and reported in addition to clients?		

N°.	Subject	Yes	No
30	**FALLS FROM HEIGHT**		
30.1	Are there alternatives to working at height? Include e.g. storage hay and straw, muck heaps		
30.2	Is work properly planned, appropriately supervised, conducted in safe manner?		
30.3	Is any equipment provided suitable e.g. ramps and ladders?		
30.4	Are competent external contractors employed where necessary e.g. indoor school lighting/roof maintenance?		
30.5	Are there adequate physical barriers/signs to prevent unauthorised access to key areas?		
31	**PERSONAL PROTECTIVE EQUIPMENT EMPLOYEES**		
31.1	Is appropriate PPE provided for employees riding/handling horses?		
31.2	Has other PPE been provided where appropriate eg for ATV's, gloves for handling hazardous substances?		
31.3	Is PPE provided/monetary allowance given, replaced as appropriate?		
32	**PROVISION AND USE OF WORK EQUIPMENT**		
32.1	Is work equipment suitable for the purpose, adequately maintained and inspected as appropriate? Has account been taken of vehicles, horse walkers, ladders, tools for mucking out, clippers, and tack etc?		
32.2	Is work equipment guarded where necessary?		
32.3	Are staff given appropriate information and adequately trained in its use?		

N°.	Subject	Yes	No
33	**MANUAL HANDLING**		
33.1	Have appropriate assessments been undertaken to take account of individual physical capability, load etc?		
33.2	Has account been taken of tack, hay/straw/bedding/watering/feed arrangements/show jumps/mucking out/doors & gates/mounting horses?		
33.3	Has appropriate training been given?		

Notes

N°.	Subject	Yes	No
34	**CONTROL OF ASBESTOS**		
34.1	Has an assessment of ACM's been made and records maintained?		
34.2	Are safe systems of work in place where ACM is present?		
34.3	Are adequate processes in place to advise contractors where relevant?		
35	**ELECTRICAL SYSTEMS**		
35.1	Are electrical installations safe/tested with certification where appropriate?		
35.2	Are individual items of equipment PAT tested?		
35.3	Are clippers etc used with RCD's?		
36	**COSHH**		
36.1	Have assessments been undertaken?		
36.2	Has account been taken of veterinary medicines, fly repellants, hoof oils, pest control chemicals, pesticides and herbicides, wood treatment chemicals etc?		
36.3	Have appropriate control measures been implemented eg appropriate labelling, safe storage, hand washing facilities?		
36.4	Has account been taken of leptospirosis, ringworm, E.coli, salmonella, tetanus, dust irritation?		
36.5	Are checks in place to ensure staff have up to date immunisation eg against tetanus?		

N°.	Subject	Yes	No
37	**DISPLAY SCREEN EQUIPMENT**		
37.1	Are assessments required/have they been undertaken?		
38	**FIRE SAFETY**		
38.1	Has a suitable assessment been made?		
38.2	Are appropriate measures in place e.g. escape routes/extinguishers/water supplies/signage?		
39	**COMPETENCY/TRAINING**		
39.1	Are the person(s) undertaking the risk assessment competent to do so?		
39.2	Have competency requirements for teaching staff been established?		
39.3	Have competency requirements for non-teaching staff been established?		
39.4	Are copies of certificates available on site (see under documentation)?		
39.5	Is adequate induction training given to employees and volunteers?		
39.6	Do employees/volunteers receive adequate update/CPD training?		
39.7	Is other training adequate eg use of vehicles, equipment, manual handling, emergency procedures?		

N°.	Subject	Yes	No
40	**COMMUNICATION**		
40.1	Are adequate methods in place to communicate relevant health and safety issues to employees/members of the public?		
40.2	Are adequate methods in place to communicate relevant health and safety issues to contractors/part time employees etc?		
41	**MONITORING, AUDIT, REVIEW**		
41.1	Are there adequate arrangements for auditing systems, rules and procedures?		
41.2	Are adequate arrangements in place to check eg tack, riding hats, fencing, electrical equipment, riding areas?		
41.3	Are the safety arrangements reviewed in an appropriate way/within adequate timescales (eg following an accident, after changes to working practices, following introduction of a new piece of equipment)?		

Notes

Acceptable Riding Hat Standards

PAS 015
EN 1384
Snell 2001
ASTM F1163
AS/NZS 3838

Ref:

Suggested checklist format to assist with staff induction and when allocating clients/employees with horses. Can help to advise contractors such as vets

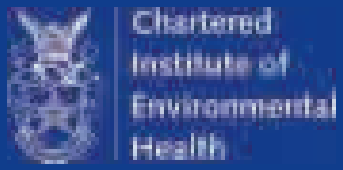
Description and Name of Horse	General handling	Grooming	Tacking up	Catching/turning out	Loading & Unloading	Shoeing	Clipping	Lunging	Hacking	Riding and flatwork	Riding Jumping
Chester 148 cm Chestnut gelding, 4 white socks.	Good	Good	A little headshy but generally OK	Kicks other horses – need assistant at all times	Very poor particularly in dark or shadow conditions. Need experienced employee with assistance	Good	Good	Good	Very nervous especially lorries and loud noises. Should not be ridden or lead on roads	Good	Good
Bramble 158 cm bay mare with star	Good	Can be difficult when feet picked out. Need experienced employee	Good	Good	Good	Poor, will not stand and attempts to rear. Need to advise farrier and assistance is required	Poor, as with shoeing	Good	Good	Good	Good

NOTES

"This guidance is a valuable tool for enforcement officers, vets, representatives of professional equine organisations and those responsible for complying with health and safety legislation in riding establishments and livery yards. The diagrams and photographs clearly illustrate the key points for those people less familiar with horses and these types of premises"

Percy Smith, HSE

PRODUCED BY



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