

## Broadlands Equine Therapy and Riding for the Disabled

### Health and Safety Policy

#### A. Purpose & Background

The Health and Safety of all our Participants, their families and/or carers, staff, volunteers, supporters and other individuals who come into contact with the BETRDA (Broadlands Equine Therapy and RDA).

The purpose of this policy is to enable BETRDA to:

- comply with the law in respect of Health and Safety.
- complete, monitor and action the requirements of risk assessments.
- follow current best practice.
- protect BETRDA's participants, volunteers, staff and other individuals.
- protect the Group from the consequences of a breach of its responsibilities.
- obtain the appropriate insurance for the operation of the BETRDA.

#### B. Scope

This policy applies to all activities that have been identified as a hazard which require a risk assessment and the subsequent implementation of appropriate actions to control that risk.

Ensure all volunteers and staff are trained to spot hazards and report them to the centre manager or trustee member.

Ensure all near misses and accidents are reported in a timely manner.

Health and safety will be reviewed at each meeting of the committee and trustees.

#### C. Policy Statement

BETRDA will:

- appoint a trustee who responsible for ensuring implementing this policy
- comply with both the law and good practice
- monitor health and safety incidents at each committee and trustee meeting
- ensure that all volunteers, staff and visitors are aware of this policy
- provide training and support for staff and volunteers
- ensure the correct reporting of all accidents, incidents including near misses

BETRDA recognises that its first priority is to protect the health and safety of all Participants, volunteers, staff and visitors. In the main this means:

- keeping information on health and safety up to date and relevant
- holding good quality information on risk assessments and monitoring and recording implemented actions.

#### D. Health and Safety Responsibilities

**BETRDA Group Trustees** – are responsible for health and safety. The Group Trustees will appoint a Trustee responsible for Health and Safety - Tony Williams (Trustee)

##### Appointed Trustee for Health and Safety

The appointed Trustee will be responsible for ensuring that the BETRDA.

1. complies with the law, good practice and RDA National H&S Guidelines.
2. reviews, maintains and implements this policy and risk assessments annually, or more frequently if required.

## Broadlands Equine Therapy and Riding for the Disabled

3. provides reports to trustee at each committee meeting.
4. centre manager or other staff member will be required to report to the appointed Trustee of any breaches of this policy, incidents and any concerns that have been raised.

**BETRDA Group coaches (Coaches)** – session organisers are responsible for safe riding procedures at BETRDA. In line with the RDA National Health Safety Guidelines and this policy they are required to maintain written records of each ride which will be reviewed by the head coach who will report and concerns to the centre manager and or the Trustee responsible for Health and Safety.

**BETRDA Group Coach** – is responsible for;

1. ensuring BGRDA Coaches maintain records of each ride and provides a summary report to the Appointed Trustee for review;
2. recruiting coaches/Coaches, volunteers and helpers;
3. keeping available and/or distributing all relevant documents received from RDA National Office, Region or County;
4. ensuring Coaching Committee requirements are met.
5. ensuring their personal First Aid training is up to date as required by RDA National
6. all external Contractors must comply with BETRDA Health and Safety policy and possess their own relevant insurance.

### Areas of responsibility

**A. VENUE** - all aspects of the venue used by BETRDA, including riding and carriage driving area should be approved by the RDA Regional/County Instructor or other person nominated by the RDA Region, when a group is set up.

The BETRDA Venue/Premises Venue Risk Assessment for BETRDA activities should be completed and kept up to date and checked. Copies are kept in the BETRDA records.

COSHH risk assessment, where applicable should be carried and kept up to date.

**B. EQUINES** – should not be used until they have been fully assessed by the Coach/Carriage Driving Assessor and passed as of good temperament, sound, in good condition and suitable for BETRDA purposes. They must be a minimum of 5 years old. Only RDA Green Carded Volunteers should handle them.

**C. TACK.** All tack/harness and special equipment should be inspected on a regular basis to ensure that it has been maintained, is in good condition and that it fits the equine on which it is being used. Coaches to check condition and fit before every session.

### D. COACHES

All Coaches should hold an up to date RDA National passport and should have completed the review process in accordance with the requirements of RDA National UK.

- Newly recruited Coaches will be issued with RDA National Passport after attending a Pre-Coach training session and completed all the units required. In this process they will be familiarised with the BGRDA Health and Safety Policy.
- A programme of training should be discussed and planned, appropriate to the coach's experience and qualification.
- An assessment form should be added to the coach's RDA passport when completed by a RDA Regional/County Coach, Coach Developer, Vaulting Assessor or Carriage Rep/Assessor.

## **Broadlands Equine Therapy and Riding for the Disabled**

- All RDA groups are responsible for safe riding, vaulting, driving and non-riding activities that involve equines, in safe places and should keep up to date records.
- A programme of training should be discussed and planned appropriate to the new Coach's experience and qualifications.

### **E. Volunteers**

All volunteers must fill in a new volunteer form before joining the BETRDA. They must provide references which should be checked and complete an enhanced disclosure application (if aged 16 or over). All volunteers must be given induction training when they first join the Group which must be recorded on their Volunteer Training Record Card (Green Card), including location of Fire Assembly point, Defibrillator and the First Aid Kit locations. They should be capable and trained for all duties they are asked to perform and should be briefed by the Coach at the beginning of each riding session.

### **F. PARTICIPANTS (RIDERS AND CARRIAGE DRIVERS)**

- No person may be allowed to ride or drive with BETRDA until they have produced a fully completed Application Form which has been seen by their Coach.
- All participants should be assessed by a coach before they are allowed to ride.
- If more medical information is needed to enable an assessment to be made, or if there are doubts, the group can request a medical professional's input using the proforma on the RDA National website.
- Participants can only be accepted if they can be accommodated safely by the BETRDA. If this is not possible, their application should be rejected, using the Rider Rejection Form.
- Participants must make their Coach aware to any changes to their medical condition immediately.

### **G. HATS.**

(1) All Participants must wear proper protective headwear which conforms to the current standards - PAS 015 (2011); ASTM F1163 with SEI stamp; SNELL E2016 or VG1 01.040 (2014-12). If riding in their own helmets, it must be compliant to current standards, Group Coaches are to check this before the participant mounts.

(2) In some cases, where a standard hat is not suitable, alternative headwear can be worn providing RDA National alternative hat wear rules are followed as detailed below:

- (1) Non-standard hats (including specially made, by a reputable manufacturer, riding hats, other kite marked helmets e.g. ski, cycle, skateboard), where there are no medical issues could be assessed by RDA Regional or County Coach or someone who has been approved by the RDA Regional Coach. Anyone assessing hat suitably MUST have been on a BETA Hat checking Workshop.
- (2) Consent signed on the "Alternative Hat Assessment Form" by the Participant/Driver/Parent/Guardian/Carer, confirming they understand that it is a non-standard hat.
- (3) Participant and hat to be re-assessed annually.
- (4) The hat must not be used by another participant without an assessment.
- (5) Under no circumstances can Participants take part in BETRDA sessions without wearing an approved hat.
- (6) There may be exceptional circumstances when a carriage driver has to drive without a hat. Before this can happen the "No Hat Form" must be completed and sent to the Carriage Driving Co-ordinator at National Office, along with a written request stating why the driver needs to drive without a hat. This request will then go to the Carriage Driving Lead for approval, before any driver without a hat can drive.

## Broadlands Equine Therapy and Riding for the Disabled

- (7) Children or adults of the Sikh religion are exempted from any hat ruling while they wear a turban.
- (8) Non-riding/driving activities which involve participants coming into contact with equines must be risk assessed in order for the coach to ascertain if it would be safer for the participant to wear protective headwear.

**H. CLOTHING AND FOOTWEAR.** Participants and helpers should wear comfortable and suitable clothing (long trousers), Jackets and anoraks if worn, should be fastened. It is recommended that jewellery is removed, and long hair should be tied back. Gloves are essential if leading horse in an BETRDA session. The footwear of all participants must be checked before they are allowed to ride. Helpers should wear sturdy shoes or boots.

Religious headwear (hijabs, yarmulkes etc) can be worn providing they will not come undone or are not fixed to the head by a hard object e.g. brooch or could present a danger to the participant. There are various balaclavas/rising snoods as an alternative, the participant should be given the choice.

### I. HIPPOThERAPY.

Hippotherapy must only be undertaken by a physiotherapist or occupational therapist who has the appropriate training. They are responsible for the hippotherapy session, including their own insurance.

### J. FIRST AID

- (1) No BETRDA activity may take place without the presence of a person holding an up to date First Aid Certificate. Appointed First Aiders should be identified at the start of each session. There must be a First Aid Box readily available for each BETRDA session, with a list of those holding First Aid qualifications, this should be someone other than the coach taking the session. The BETRDA first aid policy must be read in conjunction with this document. There must be a First Aid Box readily available for each BETRDA session.
- (2) It is recommended that if a participant is being taken out for a hack or drive, a small first aid pack should be carried and any medication that may be needed during the session brought by the school or centre for a particular rider should be carried by the teacher, escort or carer. A mobile telephone should be carried at all times and the organisers should know the post code (GU34 5PX), what three words: dicusses.ankle.rejoiced or grid reference of the area.

### K. RIDING/CARRIAGE DRIVING ON PUBLIC ROADS

- (1) Wherever possible riding should not take place on public roads.
- (2) If it is however accepted that sometimes there may be a need to use a road to access premises, field, tracks and bridleways.
- (3) If groups need to go on a public road, they must provide adequate helpers and leaders and ensure the time on the road is kept to a minimum. Participants/drivers and helpers MUST wear fluorescent tabards when crossing and using roads.
- (4) Groups must provide adequate helpers and leaders. It is Mandatory to wear fluorescent tabards when crossing roads for short road work and for those "holding" traffic.
- (5) Participants and Helpers must be briefed on the hazards of using the roads if riding on the roads cannot be avoided. A strict safety routine needs to be followed at all times in the risk assessment.

### L. FIRE DRILL

Everyone working or attending the Group on a regular basis must be instructed on procedures in case of fire. This is to include the location of fire points, use of different types of fire extinguishers, fire alarm method, evacuation plan

## **Broadlands Equine Therapy and Riding for the Disabled**

for both humans and animals, location of master switch, water stop tap and telephone. Regular practice drills must take place.

### **M. ACCIDENT & NEAR MISSES**

**Accident – an event that results in injury or ill health**

**Near Miss - is where any incident occurred that has the potential to cause injury or ill health.**

All accidents and near misses must be recorded immediately in the Accident or Near-Miss Book and signed as required. These are important documents and must be retained in group files.

This is an important document and must be retained, when replaced.

Serious accidents must be fully investigated, a written report generated that includes both immediate and contributing factors, establish learnings and recommend actions to reduce or prevent reoccurrence. If required reported in accordance with RIDDOR (see separate guidance on RIDDOR) and if a doctor or vet is involved the accident must be reported to RDA National Office.

It is important that all accidents that may give rise to a claim are reported as soon as possible after the event. The accident must be reported to the RDA insurance provider (Howden Insurance) and Director of Finance at RDA HQ.

This includes all accidents that involve:

A fatal accident

An injury involving either a referral to or actual hospital treatment.

An injury is defined for insurance is: Any head injury that requires medical treatment, a fracture (other than fingers or toes), amputation, dislocation, loss of sight, resuscitation, loss of consciousness or hospitalisation for more than 24 hours.

### **N. GROUP RECORDS & UP-TO-DATE INFORMATION**

- (1) The BETRDA should have all up to date information and completed Participant and Volunteer Application forms available for reference. All relevant information received from RDA County, Region or National Office should be passed on to appropriate members of BETRDA, especially Trustees, Coaches and group organisers.
- (2) BGRDA Coaches should keep their Passport up to date. Important information is regularly added to Passport. Participant profiles and rider reports should be kept regularly, and any changes should be recorded. Pre-session Risk Assessments should be made and the attention of all BGRDA Members drawn to them. On-going risk assessment by the Coaches should be maintained throughout every session.
- (3) Up to date weight charts for all horses and ponies should be kept and adhered to. Weight Chart and Guidance Notes are available to order from RDA National Office via the Group Order Form.

### **O. SPECIAL EQUIPMENT**

RDA National policy is that, wherever possible, regular riding equipment should be used.

However, some participants cannot manage without special equipment. RDA National Office can provide advice only.

### **USE OF LIFTING PLATFORMS**

Everyone must be properly trained before operating the platform lift. Only Coaches are to mount participants from the lift. Operators must conform to the hydraulic platform's maximum load. The horses must also have been trained until they are familiar with the noise and movement of the platform lift are safe to use with this method of mounting/dismounting.

## **Broadlands Equine Therapy and Riding for the Disabled**

Advice should be sought from the RDA National Special Equipment Advisor before a hoist/hydraulic platform is purchased.

To meet the requirements of "Lifting Operations and Lifting Equipment Regulations" 1998 (LOLER), Section 9, Groups are required that all lifts/hoists/platforms, when in use, should be thoroughly examined:

- after substantial and significant changes have been made.
- at least every six months if the lift is used at any time to carry people, every 12 months if it only carries loads, or in accordance with an examination scheme (the hoist company must confirm in writing that the written statement of examination states that it is only required every 12 months); and following 'exceptional circumstances' such as damage to, or failure of, the lift, long periods out of use or a major change in operating conditions which is likely to affect the integrity of the equipment.
- BGRDA need to maintain a schedule of maintenance examinations along with the reports received and clearly displayed the date of the last and next scheduled visit.

The inspection must be undertaken by a "competent" person, who is defined as "A competent person is someone who has sufficient technical and practical knowledge of the lift to be able to detect any defects and assess how significant they are. It is also important that the competent person is sufficiently independent and impartial to allow them to make an objective assessment of the lift".

The lifting platform is inspected (LOLER certificate) every 6 months by our insurers competent engineer and reports are maintained by BETRDA records.

The lift is also maintained and serviced annually by our nominated external competent contractor. Reports are maintained by BETRDA records.

The "competent" person is legally required to send a written and signed report of the thorough examination as soon as practicable. This should normally be within 8 days, but if there is a serious defect which needs to be addressed you should expect to receive the report much sooner.

BETRDA need to maintain a schedule of maintenance examinations along with the reports received.

NOTE: RDA National UK accepts no responsibility for and gives no warranties or guarantees in respect of any equipment, either in terms of its suitability or safety and no supplier holds either exclusive or preferred supplier status.

### **P. OTHER EQUIPMENT**

#### **Mounting & Dismounting**

All mounting equipment should comply with current guidelines or regulations. All mounting and dismounting teams should be familiar with the procedures used in mounting and dismounting (see separate guidelines).

#### **Carriages**

Carriages must undergo a pre use inspection any issues found to be reported to the Coach before commencing loading and harnessing a pony. Carriages will undergo an annual inspection and maintenance service.

#### **Electrical Equipment**

## Broadlands Equine Therapy and Riding for the Disabled

All electrical equipment should only be used in accordance with manufacturers' recommendations and should be checked for safety on a regular basis, portable electrical appliances will be PAT tested every two years. A full electrical installation test and certification to be completed every five years. These checks must be recorded.

### **ATV**

Only trained and certified persons can operate the ATV. The ATV will undergo an annual service and inspection by an external competent service engineer.

### **Power Tools**

All tools to be visual inspected before each use.

### **Ladders**

If a ladder/step ladder is used on site then it must be suitable for the task, in good condition and not damaged or modified in anyway. All ladders must undergo an annual inspection.

### **Q. DOGS**

It is preferable to keep dogs separate from all BETRDA activities. If in the vicinity of Riding, dogs should be kept on leads at all times.

### **R. EVENTS/SHOWS**

A nominated person must be identified who is responsible for each event/show on or off site, the responsible person must complete a Risk Assessment for each event.

**S. SHOWJUMPING** These Guidelines also apply to Showjumping. Groups holding Showjumping sessions are asked in addition to note the specific guidance provided for Showjumping.

**T. RISK ASSESSMENTS** Must be completed for all activities including venue, participant sessions, on and off site events, carriage driving and therapy sessions. Reviews will be conducted at least annually.

### **U. COSHH**

BETRDA will maintain a list with associated MSDS of all chemicals, flammable items such as petrol, paint, white spirit and veterinary medicines that are required for the purposes of horse/pony health, maintaining and cleaning the stable and associated facilities i.e. toilets.

All items will be reviewed at least annually and ensure no unnecessary items subject to COSHH are kept and all MSDS for new items are reviewed and recorded.

COSHH (Control of Substances Hazardous to Health) is referred to in preparing the list of substances: chemical, flammable, medical and veterinary supplies.

Each item will be stored safely and securely to prevent access by unauthorised persons

END