



# **Health & Safety Guidelines**

**For**

# **Wenlo**

## **Riding for the disabled Group**

Address: Meadow School of Riding, Deans Lane, Nr  
Woodhouse Eaves, Loughborough, Leicestershire,  
LE12 8TE

Registered Charity No: 1073408

**PLEASE BE AWARE IN YOUR OWN ENVIRONMENT THAT HEALTH AND SAFETY IS 99% COMMON SENSE AND 1% APPLICATION**

**REMEMBER**

**! ALWAYS BE AWARE !**

**EVERYONE CONCERNED SHOULD LEARN HOW TO WORK SAFELY**

**ASK IF YOU DON'T UNDERSTAND AND REPORT ANYTHING THAT SEEMS DAMAGED, UNSAFE, DANGEROUS OR FAULTY**

1. Group Trustees are asked to note the direct link between Health & Safety and RDA Insurance arrangements.
2. Please note that an “approved RDA Activity” for the purposes of insurance cover is any RDA activity which conforms to and complies with these guidelines and which has been approved by RDA. If in doubt, please refer to RDA National Office.

### **3. WHO IS RESPONSIBLE?**

- a. **GROUP TRUSTEES** - are ultimately responsible for everything that goes on in their Group including Health & Safety.
- b. **RDA MEMBER GROUPS** - are responsible for recruiting instructors, volunteers and helpers. They are responsible for keeping available and/or distributing all relevant papers received from RDA National Office, Region or County. Up to date information and records are essential to Coaching Committee requirements. Any Group with more than 5 employees must have a written Risk Assessment/Health & Safety policy document.
- c. **GROUP COACHES (INSTRUCTORS)** – Group Instructors/Carriage Driving Session Organisers are responsible for safe riding/ carriage driving procedures in venues approved by County/Regional Instructors, or other Regionally nominated/appointed Assessor. Health & Safety Guidelines require written records and Coaches are responsible for making sure that these are kept. Groups should make sure that their Instructors’/ RDA Whips’ qualifications conform with Coaching/Carriage Driving Committees’ requirements.
- d. **GROUP PHYSIOTHERAPISTS** - Group Physiotherapists work as part of a team under the overall leadership of the Group Instructor, but are responsible for their own professional input. If in doubt, contact your County or Regional Instructor/Chairman or County/Regional Carriage Driving Representative. They in turn can contact the Coaching/Carriage Driving Committees through RDA National Office.

#### **4. WHAT ARE THEY RESPONSIBLE FOR?**

##### **a. VENUE**

All aspects of the venue used by RDA, including the riding/carriage driving area should have been approved by the Regional/County Instructor, Regional Driving Representative or other person nominated by the Region when a Group is set up. An RDA Venue/Premises Health & Safety Tick Form (see Log Book) should be completed initially, updated as necessary and checked with copies kept in Group records and Instructors' Log Books. Please also refer to COSHH (Control of Substances Hazardous to Health) eg.: chemical, medical and veterinary supplies.

##### **b. HORSES/PONIES/DONKEYS**

Should not be used until they have been fully assessed by the Group Coach/Carriage Driving Inspector and passed as of good temperament, sound, in good condition and suitable for RDA purposes. They must be a minimum of 5 years old. Only suitably trained helpers should be allowed to 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. Group Coaches/RDA Whips to check condition and fit before every RDA session.

##### **d. INSTRUCTORS/RDA WHIPS**

(1) COACHES (INSTRUCTORS). All Coaches should hold an up to date Log Book and should have completed the review process in accordance with the requirements of RDA UK. Newly recruited Coaches will be issued with Log Books in person by a Regional Instructor, a County Instructor or a person appointed by the Regional Instructor. At this point the new Coach should be advised on the contents and use of the Log Book and also on the RDA Health & Safety Guidelines. A programme of training should be discussed and planned appropriate to the new Coach's experience and qualification. An Assessment/Appraisal Form should be added to the Coach's Log Book when completed by the Regional/County Instructor. Following a Group Review, the

Coach Review form should be added to his/her Log Book. All Groups are responsible for safe riding in safe places and should keep up to date records.

- (2) RDA WHIPS. All RDA Whips should hold an up to date Log Book and should be assessed in accordance with the requirements of RDA UK. Newly recruited RDA Whips will be issued with Log Books in person by a Regional Chairman or Regional Carriage Driving Representative. At this point the new RDA Whip should be advised on the contents and use of the Log Book and also on the RDA Health & Safety Guidelines. A programme of training should be discussed and planned appropriate to the new RDA Whip's experience and qualification. An Assessment / Appraisal Form for the RDA Whip Log Book should be completed by the Regional Carriage Driving Representative at all visits. All RDA Whips are responsible for safe carriage driving in safe places and should keep up to date records.

**e. HELPERS**

All helpers must fill in a new volunteer form before joining a Group. They must provide references, which should be checked, and complete an enhanced disclosure application (if aged 16 or over). All helpers should be given induction training when they first join the Group which must be recorded on their Volunteer Training Record Card (Green Card). They should be capable and trained for all duties they are asked to perform and should be briefed by the Coach/RDA Whip at the beginning of each riding/carriage driving session.

**f. RIDERS/CARRIAGE DRIVERS**

No person may be allowed to ride or drive with RDA until they have produced a fully completed Application Form, which has been seen by their Coach. All riders/carriage drivers should be assessed by the instructor, ideally with a physiotherapist where appropriate, before they are allowed to ride or carriage drive. Riders/carriage drivers can only be accepted if they can be accommodated safely by the Group. If this is not possible, their application should be rejected, using the Rider Rejection Form. Application Forms should be renewed every 3 years, or sooner if it is felt there are changes in the rider's condition that could impact on their ability to ride or drive.

### ***g. HATS***

- (1) All riders and carriage drivers must wear proper protective headwear which conforms to the current standards - PAS 015, (BS) EN 1384 or ASTM F1163 (Trojel)
- (2) In some cases, where a standard hat is not suitable, alternative headwear can be worn providing RDA's alternative hat wear rules are followed as detailed below:
  - (a) 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 Regional, or County Instructors or someone who has been approved by the Regional Instructor. Anyone assessing hat suitably MUST have been on a BETA Hat Fitting Workshop.
  - (b) Consent signed on the "Alternative Hat Assessment Form" by the Rider/Driver/Parent/Guardian/Carer, confirming they understand that it is a non-standard hat.
  - (c) Rider/Driver and hat to be re-assessed annually.
  - (d) The hat must not be used by another Rider/Driver without an assessment.
- (3) Under no circumstances can riders take part in RDA sessions without wearing an approved hat.
- (4) There may be exceptional circumstances when a carriage driver wishes to drive without a hat. Before this can happen the "No Hat Form" must be completed and sent to the Carriage Driving Coordinator 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 Committee for approval, before any driver without a hat can drive.

### ***h. CLOTHING AND FOOTWEAR***

Riders, carriage drivers and helpers should wear comfortable and suitable clothing. Jackets and anoraks, if worn, should be fastened. It is recommended that jewellery is removed and that long hair should be tied back. Gloves are recommended. The footwear of all riders must be checked before they are allowed to ride. Shoes or boots without heels, or lighter types of footwear are not acceptable. Riders wearing these must use special equipment for safety or ride

without stirrups. Helpers should wear sturdy shoes or boots.

***i. BACK RIDING & HIPPO THERAPY***

- (1) Back riding must only be carried out under the overall supervision of a physiotherapist who has successfully completed Part 2 of the ACPTR Horse in Rehabilitation Course and who has experience in this field.
- (2) The Regional/County Instructor must approve the use of back riding within a Group. The requirements for safe practice are: a trained horse – Sound and able to carry the extra weight, a competent rider with an independent seat, a trained leader, two side walkers, an enclosed venue.
- (3) Back riding should only be used where it is seen as the best option to gain balance and head control prior to developing riding skills.
- (4) Hippotherapy must only be undertaken by a physiotherapist who has successfully completed Part 3 of the Horse in Rehabilitation Course or Part 2, with overall approval of a Part 3 qualified physiotherapist. The physiotherapist is responsible for the hippotherapy session.

***j. FIRST AID***

- (1) No RDA 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 RDA session, with a list of those holding First Aid qualifications. (See separate First Aid Policy)
- (2) It is recommended that if a rider / carriage driver is being taken out for a hack, a small first aid pack should be carried and also 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 during the hack.

***k. RIDING / CARRIAGE DRIVING ON PUBLIC ROADS***

- (1) Wherever possible riding/ carriage driving should not take place on public roads. Groups must provide adequate helpers and leaders. It is preferable to wear fluorescent tabards when crossing roads for short road work and for those “holding” traffic.
- (2) Riders/Carriage Drivers 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.

***I. 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 for both humans and animals, location of master switch, water stop tap and telephone.

***m. ACCIDENT & INCIDENT BOOK***

All accidents and incidents must be recorded immediately in the Accident and Incident Book and signed as required. This is an important document and must be retained in Group files even if it has been replaced by a new book. Serious accidents must be 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.

***n. GROUP RECORDS & UP-TO-DATE INFORMATION***

- (1) The Group should have all up to date information and completed Rider/ Carriage Driver and Volunteer Application forms available for reference. All relevant information received from County, Region or RDA National Office should be passed on to appropriate members of the Group, especially Coaches/RDA Whips.
- (2) Group Coaches should keep their Log Books up to date. Important information is regularly added to Log Books. Rider/Carriage Driver profiles and rider/ carriage driver reports should be kept regularly and any changes should be recorded. Pre-session Risk Assessments (See Log Book) should be made and the attention of all Group Members drawn to them. On-going risk assessment by the Group 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 National Office via the Group Order Form.

***o. USE OF HOISTS & HYDRAULIC PLATFORMS***

- (1) Only those who have been properly trained may be allowed to use a hoist/ hydraulic platform. The horses must also



have been trained until they are familiar with the noise and movement of the hoist and are safe to use with this method of mounting/dismounting. Coaches must conform to the hoist/hydraulic platform's maximum load. Advice should be sought from the RDA Special Equipment Advisor before a hoist/hydraulic platform is purchased.

- (2) 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.
- (3) The examination needs to 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". This "competent" person is legally required to send you 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. Groups need to maintain a schedule of maintenance examinations along with the reports received.
- (4) RDA 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. 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.

**q. LADDERS**

A copy of the Ladder User's Handbook produced by the Consumer Safety Unit is available from the Local Environmental Health Office. Particular attention should be paid to the manufacturers' recommendations.

**r. DOGS**

It is preferable to keep dogs separate from all RDA activities. If in the vicinity of Riding / Carriage Driving sessions dogs should be kept on leads at all times.

**s. ELECTRICAL EQUIPMENT**

All electrical equipment should only be used in accordance with manufacturers' recommendations and should be checked for safety on a regular basis. These checks should be recorded.