



Policy 3

Health & Safety Policy for Volunteers

For

Wenlo

Riding for the Disabled Group

Address: Bowleys Barn Farm, Stanford Road, Normanton-on-Soar
Leicestershire, LE12 5ER

Registered Charity No: 1073408

Revisions No Changes

1. 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 coaches, 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 for compliance with RDA standards.
- c. **GROUP COACHES** - Group coaches (all disciplines) are responsible for delivering safe sessions and safe riding procedures in venues approved by national or regionally appointed assessors. The Health & Safety Policy requires written records and coaches are responsible for making sure that these are kept.

2. WHAT ARE THEY RESPONSIBLE FOR?

- a. **VENUE.** All aspects of the venue used by RDA, including the riding area should have been approved the Regional/County Coach or other nominated person when a group is set up. Please also refer to COSHH (Control of Substances Hazardous to Health) e.g.: chemical, medical and veterinary supplies, where applicable.
- b. **EQUINES.** Should not be used until they have been fully assessed by the relevant Coach 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 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. All coaches must check condition and fit before every RDA session.
- d. **COACHES.** All coaches should hold an up to date passport and should have completed the review process in accordance with the requirements of RDA UK. All groups are responsible for safe riding and non-riding activities that involve equines, in safe places and should keep up to date records.
- e. **HELPERS. (Volunteers)** All helpers must fill in a new volunteer form before joining a group. They must provide two references

which should be checked and complete an enhanced disclosure application (if aged 16 or over) before getting involved in sessions. 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, competent 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). No person may be allowed to ride with RDA until they have produced a fully completed application form which has been reviewed by a coach.

g. HATS.

(1) All participants must wear proper protective headwear which conforms to the current standards - PAS015 (1998 or 2011) with BSI Kitemark; ASTM F1163 with SEI stamp; SNELL E2001/E2016 and VG1.

(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), can be assessed by a Regional or County Coach, or someone who has been approved by the Regional Coach.

Anyone assessing hat suitability MUST have been on a BETA hat fitting workshop.

(b) Consent signed on the "Alternative Hat Assessment Form" by the Participant/Parent/Guardian/Carer, confirming they understand that it is a non-standard hat.

(c) Participant and hat to be re-assessed annually.

(d) The hat must not be used by another participant without an assessment.

(3) Under no circumstances can riders take part in RDA sessions without wearing an approved hat.

(4) Children or adults of the Sikh religion are exempted from any hat ruling while they are wearing a turban

(5) Non-riding 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 headgear.

- h. CLOTHING AND FOOTWEAR.** Participants and helpers should wear comfortable and suitable clothing (long trousers and long-sleeved tops). Jackets and anoraks, if worn, must be fastened. It is recommended that jewellery is removed, and that long hair should be tied back. Gloves are recommended. The footwear of all participants must be checked before they are allowed to take part. Shoes or boots without heels, or lighter types of footwear are not acceptable for riding, unless toe caps are used. Helpers should wear sturdy shoes or boots.

Religious head wear (hijabs, yamulkes etc) can be worn providing they will not come undone or are not fixed to the head by a hard object e.g. broach or could present a danger to the participant. There are various balaclavas/riding snoods on the market which are made specifically to use under hats instead of hijabs or some other headwear. These are available from www.kramer.co.uk.

i. FIRST AID

(1) No RDA activity may take place without the presence of a person holding an up to date First Aid Certificate (Emergency First Aid at Work or equivalent). Appointed First Aiders should be identified at the start of each session – where possible, this should be someone other than the coach taking the session. There must be a First Aid Box readily available for each RDA session, with a list of those holding First Aid qualifications.

(2) It is recommended that if a participant is being taken out for a hack or endurance ride, 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 participant should be carried by the teacher, escort or carer. A mobile telephone must be carried during the hack or

endurance ride, and organisers should know the post code or grid reference.

j. RIDING / CARRIAGE DRIVING ON PUBLIC ROADS

(1) Wherever possible riding should not take place on public roads. It is however accepted that sometimes there may be a need to use a road to access premises, fields, tracks and bridleways. 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. Riders and helpers **MUST** all wear fluorescent tabards when crossing and using roads.

(2) 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 and included in the risk assessment.

k. FIRE DRILL Everyone working or attending the group on a regular basis must be instructed on procedures in case of fire. Regular (every 6 months) practices must take place.

l. ACCIDENT & INCIDENT BOOK

Accident – an event that results in injury or ill health

Incident – will include a “near miss” where the potential to cause injury or ill health is evident.

All accidents and incidents must be recorded immediately in an Accident and Incident Book and signed as required.

Serious accidents must be reported in accordance with RIDDOR (see separate guidance on RIDDOR).

It is important that all accidents that may give rise to a claim are reported as soon as possible after the event. This includes all accidents that involve:-

A fatal incident

An injury involving either a referral to or actual hospital treatment An injury is defined for insurance isany 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.

m. GROUP RECORDS & UP-TO-DATE INFORMATION

(1) The group should have all up to date information and completed participant application forms available for reference.

(2) Group Coaches should keep their passports up to date.

(3) Up to date weight charts for all horses and ponies should be kept, regularly reviewed and adhered to.

n. USE OF HOISTS & HYDRAULIC PLATFORMS

Everyone must be properly trained before using a hoist/ hydraulic platform with refresher training at least every 3 years. The horses must also have been trained until they are familiar with the noise and movement of the hoist/ platform and are safe to use with this method of mounting/dismounting. A list of current trained personnel and equines must be displayed, along with a “safe working load”.

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.

Groups need to maintain a schedule of maintenance examinations along with the reports received and clearly display the date of the last and next scheduled visit on the hoist/platform.

- o. 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.