



PARTICIPANT NAME: .....

## **Induction Manual & Risk Assessment Hills & Hollows Equi-Skills Certificate For Staff & Volunteers**

All staff and volunteers must have an understanding that horses are unpredictable and can be dangerous.

**STAFF AWARENESS IS KEY TO MANAGING RISK- Always be Careful: Horses are unpredictable and can be Dangerous.**

Please be aware of the risks of handling horses, and never take them for granted. By accident, or by bad experiences, they can kick, bite, strike or run you over. They are normally not being aggressive when doing these things but are responding to something which upsets or frightens them. You need to learn to understand their signs of frustration, anger or fear and how to respond to these as soon as possible. Please be aware of the risks of handling horses, and never take horses or ponies them for granted.

You must wear protective equipment when around horses: boots, hats and sunscreen, and helmets when riding. Keep a water bottle close by.

Please:

- Ask questions anytime you are unsure or don't understand something. We don't mind showing you something many times until you are confident you are able to complete a task safely and well.
- Report any injury or accident to management and complete an accident report
- Identify and report any hazard or dangerous objects or act to manage the hazard – eg: gate half open, loose horse, children in the wrong places.

**Chores might include:**

### **Level 1 Beginner**

1. Preparing feed buckets – minimise feed loss on floor and waste
2. Cleaning yards or stables (picking up manure)
3. Assisting with weed management and landcare
4. Cleaning of saddles, bridles, tack room and equipment
5. Cleaning water troughs
6. Collecting and cleaning buckets
7. Weed management and planting or mulching trees
8. Land Management and Trail Management

9. Arena set up
10. Picking weeds with the root ball attached
11. Fencing

### **Level 2 Medium level handler**

12. Catching and leading horses or leading horses to water or grass
13. Rugging and un-rugging
14. Grooming and Saddling up
15. Hosing, sponging & washing horses

### **Level 3 Advanced handler only**

16. Riding, working and handling with groundwork horses on the ground
17. First aid to horses, including assisting professionals (vet, farrier etc.)

Work ethic is very important to us – look for ways to be helpful. Please remember that chatting and texting with friends and taking extended breaks are not what you are at Hills and Hollows to do. Can you put things away, can you clean a water trough, some manure or the tack shed? Can you groom some horses, treat their skin conditions or hooves, clean the gater or feed room etc.

**Table 1.0 Risk Assessment**

<b>Level 1 novice</b>	<b>Risk Assessment-matrix 1- 6</b>	<b>Control Measure</b>
Preparing feed buckets – minimise feed loss on floor and waste	6. Low no horses dust	Horse free zone Buy dust free feed/shed fully open/awareness
Cleaning yards or stables (picking up manure)	6. slippage	Care/keep clean
Assisting with weed management and landcare	4-6. Use of tools	Tool awareness and levels Only 18+ for chainsaw or spray
Cleaning of saddles, bridles, tack room and equipment	6. low	Horse free zone
Cleaning water troughs	5-6. Low, water contaminant	Wash hands
Collecting and cleaning buckets	5-6. Low, fall, meet horse	If in paddock with horses have some experience
Weed management and planting or mulching trees	5-6. Low, fall, meet horse	Take care, let staff member know where you are or do together Take care, let staff member know where you are or do together
Land Management and Trail Management	5-6. Low, fall	
Arena set up	6. Low, fall, meet horse	
Picking weeds with the root ball attached	6. Low, fall	
Fencing	4-6.Low, fall, get zapped	
Catching and leading horses or leading horses to water/grass	4-5. Horse handling injury	Work together, induction training, experience level 2
Rugging and un-rugging		
Grooming and Saddling up		
<b>Level 2 Intermediate</b>	Ridden assessment independent control in group environment	Driving skills required and guardian approval
<b>Level 3 Advanced only</b>		
Riding, Coaching and working and handling with groundwork	2-4. Fall off horse, get kicked	Experienced only, supervised
First aid to horses, including assisting professionals	2-4. Fall off horse, get kicked	
<b>Level 4. Gater</b>	Drive Gater independently after training with parental acceptance of risk	
<b>Level 5 Limited Farm Work</b>	Farm Work – training on site for duties of land cand trail clearing, manure, land care, fencing, feeding.	Limit duties to include no ridden work, no work in areas occupied by horses, free of major hazards
<b>Level 6 Unsupervised Horse Feeding</b>	Feeding by gater, attend hay shed and drive between horse feeding areas but not in horses paddocks	Limit duties to include no ridden work, no work in areas occupied by horses, but otherwise unsupervised
<b>Level 7 Unsupervised farm work</b>	Limit duties to include no ridden work. Otherwise unsupervised farm work i	Limit duties to include no ridden work. unsupervised farm work is acceptable

## **Our expectations:**

### **Responsibilities for staff**

1. Be polite to staff and clients at all times
2. Being on time, signing daily sign in sheet, ensure you have a current disclaimer
3. Report any hazard you notice, any accident or injury to management
4. Minimise texting or phone calls during work time
5. Work and be working during nominated work hours
6. Put equipment back where it belongs when you are finished with it, and in the same condition also look to help others with putting things back in their rightful place. (Notify management of damaged equipment)
7. Remove manure from all arenas, driveways and pathways.
8. Looking for equipment and things to put away and keep tidy always

### **Daily Routine:**

Start at specified time

Feed horses (avoid entering paddocks when feeding as horses can be unpredictable at feeding time). Ensure hay is not placed on manure on the ground and that feed is not put in dirty bins. Collect any small bits of baling twine out of hay.

Check that the horses have water and run water.

Check that their rugs are in place (fix if necessary...remember to catch a horse to work with a rug). Remove and air rugs as required or requested.

Check fly veils are on properly.

Complete any odd jobs as required or requested (e.g. clean equipment?)

Catch horses, groom, pick feet & saddle (tie horses at wither with twine)

Pick up manure in tie up bays and arenas before using these!

### **Weekly Jobs:**

Clean inside of farm vehicles, Clean training room, Clean hay shed, pick up loose hay for mulching, Clean water troughs

### **Feedback**

**We need to hear from you!!!**

**Were you cold ? Hungry ? tired ? Injured ? upset ?**

**Please tell us we need to get better at listening. Use the induction form feedback section that follows or use our friendly feedback - post-it note.**

## Feedback:

Can we do it better ?

---

---

---

---

Were you cold ? Hungry ? tired ? Injured ? upset by something?

---

---

---

---

---

---

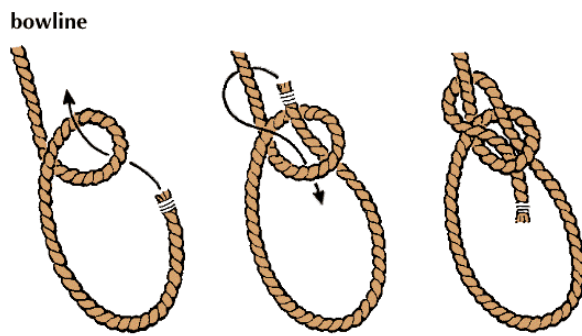
---

---

## Procedures :

**Catching a horse** –Approach the horse at its left shoulder, with the halter in your left hand and the lead and halter untangled, and the lead section ready to place over its neck. Place your right arm over the neck of the horse and feed the lead from your left to your right hand to secure the horse with the lead around its neck, then place the noseband of the halter over its muzzle, take the loose end of the halter behind its ears and tie through the loop/buckle (rope halter: secure with the half hitch as shown in your induction). The halter noseband should sit half way between its eyes and nostrils. The halter should be firm but not too tight, with a two finger gap between the noseband and the horse.

**Securing a horse** –Using release loop and baling twine or a bowline if at a rail with no twine.



The bowline does not pull tight and is ideal for this situation.

Not all businesses use the bowline knot tied to a post e.g. when dealing with complete beginners. In this case the horse business can choose to tie their horses to a single strand of hay string (baling twine) as it will break if a horse pulls back, and

there is no violent struggle - which can be dangerous to those nearby.

**Saddling a horse** - Saddle and saddle Cloth- After grooming and hand checking the girth area, the saddle pad (cloth) is placed on the horses back first. You then place the saddle on the top of the pad leaving the same amount of pad showing at the front of the saddle and the back of the saddle. You walk around the horse's rump (close by, with your hand in contact with the horse so it knows you are there, or well clear of the kicking zone). Lift saddle cloth at wither to ensure freedom from pinching. Prefer to use a sheeps wool numnar or gel pad. Do up the girth slowly from both sides, one at a time, check it is not twisted and then drop it down to enable it to be done up on the other side. Walk back around the horse's rump to do up the girth. – **never tight but snug.**

**Girth and gear check** – includes: The saddle must be checked that it is firm prior to anyone mounting the horse. Stirrup size - Check 1 finger width on either side of the riders boot in stirrup. Helmet fit – no movement, and chin strap cannot come over the chin. All tack is done up correctly and not worn through and with stitches coming away. When un-saddling don't drag the girths through the dirt when returning the saddles to the saddle stand.

**Rugs** – To place a rug on a horse: It helps to fold the rug at least twice (it can be folded as much as into a small square if you have a nervous horse or if it is very windy). Approach the near side, catch and hold or tie up the horse, and place the rug on the back of the horse. Stand at the side of the horse when doing up the leg straps, not immediately behind the horse. At the back end, place the leg strap inside the back leg next to you between the back legs and out the back, back around the outside (on your side) and attach it to the D at the back of the rug (with the clip pointing inwards).

### **Supervising children**

Have every child in your care in your vision at all times unless they are qualified medium level volunteers. Give clear concise instruction. Know and use names if possible. Encourage a buddy system for using the bathroom or leading a horse.

## **Safety with Gater – gater driving and riding by parent consent.**

1. Fuel is Diesel
2. Forward back and neutral in the gears – change only when stopped
1. DO NOT accelerate (rev) before placing it into gear.
2. Hand Brake is on the inside
3. Refuel when it is quarter full.
4. Parking area for cars and gater to be approached with caution and less than 5km/hr.

## **EMERGENCY EVACUATION POINT AND FIRST AID KIT:**

**First Aid Kit-** A First aid kit is available and is located in the training room.

**Emergency Evacuation Point-** The emergency evacuation point is located at the car park and this will be the meeting point in the case of a fire. There is also a list of contact numbers in the training room.

If there is a serious emergency that requires fire ambulance or police then call 000 and notify management as soon as you can.

## **THE WORKPLACE:**

We are committed to providing a safe work place; if for any reason you feel unsafe or do not want to handle or ride a horse then it is your responsibility to discuss this.

It is also your responsibility to ensure that before you get on a horse you check gear to ensure it is fit for purpose and properly done up. It is also your responsibility to gear check the horses that children at the riding school ride if you are the one supervising the mounting area or assisting.

If you are unsure or do not understand instructions given, please do not hesitate to ask questions.

Appropriate clothing must be worn at all times i.e. hats sunscreen long sleeve shirts and appropriate riding boots. Supervised children must also have appropriate clothing on.

Helmets are provided and must be worn when riding. These must be done up securely when on your head and must fit firmly but not be so tight as to cause a headache.

**STAFF/VOLUNTEER/PARTICIPANT \* DETAILS**

**NAME**.....

**HOME**

**ADDRESS**.....

.....

**MOBILE PHONE NO** .....

**EMERGENCY CONTACT DETAILS**

**NAME**.....**Relationship**.....

**PHONE NUMBER(s)**.....

**Medical information:**

Include any current medications, health issues and allergies.

**\*Type of staff member:** (CIRCLE)

**Full time / short term / casual / work experience / volunteer**

**other**.....

(DESCRIBE)

## INDUCTION RECORDS

Participant Name.....ASSESSOR .....

Complete the following risk assessment define which activities staff are competent to carry out and where restrictions are needed.

Item	(% OR ✓)	Sign ed	Assign task for competacy
Can work in horse free zones safely on uneven ground and with awareness to keep away from electric fences, moving vehicles, dams and free roaming horses.			
Can make feed buckets or work with another to prepare feeds being aware of dust and wastage.			
Can work independently to clean tack and clean riding spaces aware and with hearing and sight etc to identify possible dangers such as loose horse.			
Informed of horse safety and behaviours including: kicking zones, other risks -trampling, strike, head movements- blind spots, social behaviour, dominant behaviour, normal signs of health and sickness- (breaths per minute, gums, refill, dehydration, lame)			
Understands hazards on site, location of emergency contact list, general emergency procedures (accident, fire, road accident) , first aid procedures and location of assembly area; (procedures for hazard reports)			
Understands that injuries and accidents to people and/or horses must be reported to management immediately (procedures for accident reports)			
Demonstrates awareness of horse behaviour and blind spots, kicking zones etc. ABCD Always be Careful of Danger			
Approach and catch a horse with a halter			
Lead a horse through gates and near other horses			
Tie up a horse with release loop and bowline			
Un-rug and rug a horse			
Groom and move safely around a horse			
Clean hooves including safety procedures (whats happening about, bites, wind, teaching the horse, safe leg position)			
Saddle & unsaddle horse			
Bridle and unbridle a horse			
Hose down/ Sponge and cool off horse			
Position of unused horses			
Position of gates, equipment, rakes, jump wings			

Feeding procedures and distancing and separation			
Cleaning procedures for yards, site, manure removal etc.			
Aware of client communications and manners, the need for clear concise instruction, sensitive to client, avoid risks			
Equipment cleaning procedures – minimise loss, corners			
Ride as leader assessed 1-5, sand arena, open paddock, trail			
Riding skills assessed: <b>Intermediate</b> 20 levels 1 – 20 (rise trot, trot circle, trot figure 8, no stirrups rise trot, jump position, jump position over jump (2pts), canter, canter circle, canter correct lead, canter jump and change for jump, jump course (3pts each) 45cm, 65cm, 75cm course accurate <b>Advanced:</b> 20 levels Jump accurate course 80 - 90cm, Jump accurate course 1m-1.2, elementary - medium dressage, green horse ground skills, long rein, green horse ride)			
Notes and comments:			

# LOGBOOK

(to be maintained by participant during training until assessed and signed off in specific areas below)

ITEM	Regularity in term 1 -8								Comments
Approach and catch a horse using a halter									Use both webbing or leather headstall as well as a rope halter
Lead a horse (gates and near others)									You go through gates first and horse waits to follow! Keeping away from danger in groups
Tie up a horse									<b>Do not</b> tie to a rail, practice tying to string too, wither height
Un-rug and rug a horse (with horse tied up or held)									Try folding a rug twice before taking it off,; section...then remove the rug from horse If put on when folded like this, place it on the horse, unfold all, then do it up.
Groom and move safely around horse									Use at least 3 types of brushes
Clean hooves - safe leg handling									Use hoof pick on a variety of suitable horses
Saddle & unsaddle horses									Both stock and western saddles
Bridle and unbridle horses									Snaffle and other types of bits, breast plates
Hose down and cool off horse									Hose, bucket and sponge, use of scraper
Use of Gater									For various uses, not for leading horses
Client communications									Give clear effective and sensitive instruction
Feeding horses									Ensure safety of staff, ensure feeding area is clear of manure
Cleaning yards, stables, manure									Keep yards clean, manure removal
Equipment cleaning procedures									Regular maintenance, records kept
Cleaning troughs									Regular cleaning records kept
Horse first aid									Record details injuries and illnesses on page 9
Process for reporting incident									Use standard incident reporting
Assess risks to children and action									Safe procedures and understanding
Assess risks to horses and action									Safe riding , good horsemanship during this
Holding horse for professionals									E.G. Instructor, Vet, farrier, others

ITEM	Date of this activity and Horse ridden										
	Activity:	Date	Horse	Date	Horse	Date	Horse	Date	Horse	Date	Horse
Riding as Leader in arena/Assessment											
Comments (problems?)											
Riding as Leader in open/Assessment											
Comments (problems?)											
Riding as Leader on Trail/Assessment											
Comments (problems?)											
Riding Jump Course											
Comments (problems?)											

**First Aid Record:**

Date: ..... Horse : .....

Illness or injury: .....

Other people involved: .....

Treatment given.....

.....

Was any follow up needed? If so, what was it?.....

.....

**First Aid Record:**

Date: ..... Horse : .....

Illness or injury: .....

Other people involved: .....

Treatment given.....

.....

Was any follow up needed? If so, what was it?.....

.....