

Fantasy Saddle Club

POLICY AND PROCEDURES

Diary/Work Plans

Fantasy Saddle Club
www.StudyHorses.com

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Daily directives for staff and full-time students:

Priority List

Help customers, members of general public and co-workers to be and stay safe, to become educated and to enjoy their horse experience.

Highest priority

Ensure all customer activities are prepared and on time. Everything to be kept clean and tidy, including reception area. Have horse in day yards 30 minutes prior to the lesson booking.

High priority

Ensure that you are prepared and on time for own lessons and training.

High priority

Put out horses no longer required that day.

Important

Complete administration and book work required.

Important

Clean and maintain saddlery and equipment.

Important

Clean and maintain horse yards. (Pick up manure and replace shavings).

Important

Feed any horses kept in yard a small "meal" at approximately 4 hour intervals.

Important

Feed all horses

Twice Daily

Medicate horses

Twice Daily

Clean and tidy saddle sheds including inside all buildings.

Weekly

Tack/Saddlery/Gear thoroughly checked and cleaned

Weekly

Opening Checklist

Before the arrival of the day's first customers the following MUST be done:

- √ Horses brought into day yards and fed and medicated
- √ Reception checked for cleanliness
- √ Toilet checked for cleanliness and supplies
- √ Booking diaries and indemnity forms at reception counter
- √ Horses prepared for 1st lesson
- √ Gates and restricted areas closed
- √ Staff in uniform
- √ Arena prepared
- √ Staff allocated to respective duties
- √ Horse workload planned
- √ Day yards cleaned

Horse Feeding

- √ Catch all horses to be used later that morning/afternoon and release in day yards
- √ Feed any thin horses first
- √ Give horses hay before feed
- √ Prepare feeds as per list
- √ Feed horses closest to feed room before further away
- √ School horses to be thrown hay over the fence first
- √ Once each school horse has some hay, enter paddock (staying away from all horses) to give extra hay further down the paddock
- √ Undertake horse medications as per current list
- √ Check that horses have clean water available
- √ Change any rugs as required
- √ Top up feed for thin horses

Brushing & Soundness check

- √ Brush all horses required
- √ Check for injury especially eyes, legs, girth area, saddle area, for any cuts or bruises etc.
- √ Pick out feet

Saddling

- √ Check all saddles, saddle cloths & bridles required are available
- √ Check that the appropriate thickness and type of saddle cloth/blanket is appropriate for that horse.
- √ All necessary tack/saddlery/gear should be with the saddle, if not find it.
- √ Saddle, (and if required – breastplate, martingale and/or crupper) on first, girth should be secure but not tight.
- √ Bridle should go on as horse is ready to be led into the arena
- √ Remember to request permission to enter the arena
- √ Horses should be on the centre line at least five minutes prior to scheduled lesson time start.
- √ Any students who are learning how to saddle up must be supervised by an appropriately qualified person until they are assessed as competent to saddle up by themselves

Maintenance of tack/saddlery/gear

- √ All tack/saddlery/gear is to be checked every time prior to being used
- √ It is preferable that it is cleaned prior to being put away each day
- √ At least one a week the supervising instructor/coach inspects the tack/saddlery/gear for weaknesses, cleanliness and suppleness
- √ The supervising instructor/coach will organise the replacement of any tack/saddlery/gear that requires repair
- √ The supervising instructor/coach then records this inspection as well as any tack/saddlery/gear that has been replaced in the 'Tack/Saddlery/Gear Maintenance Log' which is kept in the office.

COMPETITIONS

Competition Dates

- 14th February – Gymkhana Day
- 25th April – Dressage Day
- 19th June – Show-Jumping
- 7th August – Dressage Day
- 24th October – Show-Jumping Day
- 11th December – Christmas Gymkhana

Safety Procedures

Instructor's Equipment (should be near the arena)

- √ Walkie Talkie and/or mobile phone
- √ First aid kit
- √ Baling twine
- √ Hoof pick
- √ Any customer medications
- √ Rider registration with medical advice (should be checked before lesson)

Riding Ability

- √ Assess riding ability and horse allocated constantly.
- √ Check stirrup levels visually - make changes as required
- √ Swap horses where necessary
- √ Assess students ability and change exercises if necessary
- √ Assess individual riding ability and give different exercises to individual students if necessary

Control

- √ Explain why you are requesting certain action - if time allows.
- √ Riders are not to pass another horse at any time.
- √ If feeling nervous or insecure just yell one word STOP and everyone to pull up
- √ Continually check if everyone Ok - watch for nervous/shy reactions
- √ Allow time and space for riders to slow their horses down at the end of a trot or canter.

Emergency Control

Leader in charge of the ride is in charge of an emergency situation and all staff to follow leader's direction/orders without question.

Prevention of escalating emergency

Prevent the emergency from escalating

- Stop all riders
- Assess the situation quickly
- Delegate staff and/or students to carry out tasks

Fall, personal injury or discomfort

- All riders to stop where they are - remain mounted if able to keep control
- Instructor/First Aider to attend to injured rider. Assistant to keep other horses in control. Leave loose horse until last - could return to group. Administer First Aid as required.
- If rider to continue - ensure they have increased and change horse if necessary. Explain what happened and why and reassure group.
- If not wanting to ride any further, ask assistant to care for student until guardian takes over or until student is happy to travel home. Assistant to unsaddle horse.
- If rider seriously injured, carry out First Aid checks, call Reception, identify location- request ambulance.

Cross-Country And Mobile Lessons

When a ride is out of view of the office, or at a different venue, the procedures may change.

Rider lost or separated

Instructor is responsible to know numbers riding and to allocate someone to be last.

With groups above 6 riders extra assistants will be on the ride.

Group to stay where they are - leader to do reasonable search and then call Reception for assistance.

Uncontrolled Horse

Do not chase. Call out instruction to sit up, pull back hard, and to stop

Horse may stop and return, if not follow at a trot or take short cut. Continue ride and ensure they have increased supervision or attach to lead rope slow group; explain what happened and why and reassure group.

Ride injured horse back if not severe, otherwise Leader to lead back, if unable to walk Assistant to stay with horse and arrange for further assistance.

Broken Equipment

If not repairable or fixed and replacement not available, call Reception for replacement/transport. Lead horses or wait for vehicle back up.

Severe weather change/exposure

Return to yards immediately or seek shelter and call Reception for assistance.

Documentation

Write up all incidents/accidents into Incident Report Book and fill out, copy forms for AHRC, insurance company and Workplace Health & Safety as per requirements.

EMERGENCY PROCEDURE

Accidents

- √ Remain calm and take deep breaths
- √ Find out what the nature of the problem is eg. Broken arm, grass fire etc.
- √ Ask detailed questions – the Instructor will probably need assistance to focus on details.
- √ Find out the age of the injured party and their state of injury – make notes

- √ **DIAL 000 (or 112 from a mobile phone)**
Ambulance
Fire Brigade
Police

- √ Advise them of the problem
- √ Advise them of our address :

Fantasy Saddle Club,
394 Bribe Island Road, CABOOLTRE. Q. 4510
Advise them of our phone number: 07 5495 7797

- √ Find out how long they will be
- √ Communicate to the person in charge, the response from 000
- √ Assist emergency vehicle to the scene

- √ Answer each question clearly.
- √ If possible send a person to the entrance to wave the emergency vehicle in.

- √ **Write up your response in the Incident Book**

Other contact phone numbers

Emergency	000 (or 112 from mobile phone)
Fantasy Saddle Club	???
Manager	???
Vet	???

- In case of injury treat injured person as per first aid training or find the nearest qualified first aid person on duty
- If you think an ambulance may be required – get one.
- Be sure that the any other riders/people are supervised and instructed as necessary to avoid any other people becoming injured.

FIRE

Bushfire

- In case of emergency danger (i.e. fire) everybody is to meet on the concreted area in the main car park.
- Ensure all people are present, accounted for and out of immediate danger.
- **Call 000. (or 112 from mobile phone)**
- Contact local brigade as well (phone numbers are on notice board)
- If time and emergency personnel allow, move horses into a safe area away from fire or danger and into a fenced paddock.
- If time, hose down buildings and flammable material
- All horses should have their rugs OFF

Building/hay/electrical fire

- In case of emergency danger (i.e. fire) everybody is to meet in the main car park
- Ensure all people are present, accounted for and out of immediate danger.
- **Call 000. (or 112 from mobile phone)**
- Contact local brigade as well (phone numbers are on notice board and in trail diary)
- Hose down buildings and flammable material
- Use the correct type fire extinguishers on the fire.

Maintenance Schedule /Procedure

- There is a maintenance log for all equipment and amenities which must be filled out when maintenance is carried out.
- The whiteboard in the classroom should be used for maintenance and repair suggestions.
- Saddles and bridles are labelled and numbered for easy identification and recording of repairs and maintenance.
- All maintenance records kept in the office

Equipment	Period of regular maintenance	Recorded where?
Bits	Washed after every ride	Not recorded
Bridles	Cleaned and oiled at least weekly (preferably daily) Checked before every use	Tack/saddlery/gear maintenance log
Saddles	Cleaned and oiled at least weekly (preferably daily) Checked before every use	Tack/saddlery/gear maintenance log
Saddle cloths	Shaken and aired after ever use Washed at least weekly in winter/more often in summer	Tack/saddlery/gear maintenance log
Girths	Cleaned weekly with saddles String girths washed monthly	Tack/saddlery/gear maintenance log
First aid kit	Checked quarterly Used supplies ordered immediately	Tack/saddlery/gear maintenance log
Water troughs	Cleaned and refilled regularly on a needs basis	Not recorded
Tracks and trails	Hand pruning done on trail Checked after storms Pruned and checked quarterly	Not recorded
Horse teeth	Check by dentist when horse 1 st arrives, and ate least every six months after that	Horse history book
Horse workload	Minimum 1 day without work each week. Arena work recorded in red, trail in blue or black	Weekly income summaries
Horse worming	Wormed when horse 1 st arrives. Then every 5 – 6 weeks	Horse history book
Horse Vaccinations	Shots and booster when horse 1 st arrives. Then every year	Horse history book
Horse Rugs	Repaired as needed, checked each day	Tack/saddlery/gear maintenance log
Fencing	Repair as required	Repairs and Maintenance Log
Grass on footpath, around house and driveway	Mowed and whipper-snipped fortnightly or as growth requires	Not recorded

Fences

- If a fence is slightly broken and able to be fixed, it should be fixed as soon as possible and written in the repairs and maintenance book.
- If there is a broken fence that is hard to fix, write it in the repairs and maintenance book and also tell the supervising instructor/coach.
- If a fence keeps breaking, change the horse to a firmer and more solid fence.

References/Standing By laws:

The Workplace Health and Safety Act 1995 (Queensland);

The Australian / New Zealand Risk Management Standard (AS/NZS 4360:1995);

Horse Riding Schools Trail Riding Establishments and Horse Hiring Establishments Industry Code Of Practice 2002 (Queensland)

AHRC Occupational Health & Safety Policy

AHRC Qld Code of Practice

AHRC Qld Training & Qualifications Manual

AHRC Qld Branch Rules and Regulations