Procedures for the Delivery of Horse Industry Training

July 2013 Version 1

To accompany the Australian Horse Industry Council Code of Practice for the Horse Industry

For Registered Training Organisations, private enterprises, not-for-profit organisations or other entity providing horse industry (vocational) related education and training programs.

Adapted from the "TAFE NSW Procedures for the Delivery of Equine Training" (May 2013, Version 2)



Acknowledgements

This document *Procedures for the Delivery of Horse Industry Training* has been adapted from the "TAFE NSW Procedures for the Delivery of Equine Training" (May 2013, Version 2)

The "TAFE NSW Procedures for the Delivery of Equine Training" was developed in consultation with industry to promote safety and consistency of delivery of educational programs that require the use of horses.

This document provides guidelines and procedures to ensure best practice in risk management in the conduct of horse courses - to implement the intent of the "Code of Practice for the Horse Industry" developed in 2003 by the Australian Horse Industry Council (revised 2009).

The Australian Horse Industry Council Code of Practice for the Horse Industry must be reviewed in conjunction with this document - and can be accessed at www.horsecouncil.org.au

TAFE NSW acknowledges the following individuals and their organisations for their review and input into the development of the "TAFE NSW Procedures for the Delivery of Equine Training" (May 2013, Version 2):

Mr John Baker Managing Director, Optimum Training Solutions

Dr Dianne Orr

Ms Julie Fiedler

Ms Gaye Gauci-Marchant

Commissioner Compliance, Australian Skills Quality Authority

Executive officer, Horse SA (The Horse Federation of SA Inc.)

National Centre for Equine Education, Goulburn Ovens Institute of

TAFE VIC

Mr Arthur Blewitt Chief Executive officer, AgriFood Skills Australia

Ms Jeannie Cotterell Training Package Development Manager, AgriFood Skills Australia Mr John Arnold Instructor Horsemanship, Australian Agricultural College QLD

Ms Judi Tainsh Secretary, Australian Horse Industry Council
Ms Nina Arnott Executive Officer, Horse Safety Australia

TAFE NSW Equine Community of Practice

Review

The *Procedures for the Delivery of Horse Industry Training* will be reviewed and updated according to the following:

- Every twelve (12) months by an independent group representative of the industry OR
- In response to a review of the "TAFE NSW Procedures for the Delivery of Equine Training".

This document is Version 1 of the Procedures for the Delivery of Horse Industry Training.



Contents

1.	BACK	ACKGROUND1		
2.	RATIC	NALE	5	
	2.1	Objectives	5	
	2.2	Scope	5	
3.	STATI	JTORY & OTHER REQUIREMENTS	9	
4.	SAFE	TY – RISK MANAGEMENT	13	
	4.1	Risk assessment	. 13	
	4.2	First Aid and emergencies	. 14	
	4.3	Riding, driving or handling activities		
	4.4	Incident Reporting		
5.	EDUC	ATOR EXPERIENCE & QUALIFICATIONS	21	
	5.1	Employment (Registered Training Organisations) or Engagement for Services		
	(Contra	act, casual, volunteer)	21	
	5.2	Induction	22	
	5.3	Professional development	22	
6.	HORSE SUITABILITY & ASSESSMENT			
	6.1	Selection and Suitability	25	
	6.1.1	Procurement	25	
	6.1.2	Suitability Audit		
	6.2	Record keeping		
	6.3	Summary for the processes for the Procurement of horses for horse-related training		
7.		ICIPANT – SAFETY, RISK, RESPONSIBILITIES		
	7.1	Awareness of risks		
	7.2	Self-Assessment		
	7.3	Participant conduct		
	7.4	Standard Operating Procedures		
	7.5	Participant medical history		
	7.6	Animal welfare		
8.		PMENT		
9.		ISES		
10.		ELLANEOUS	45	
	10.1	Animal welfare		
	10.2	Biosecurity		
	10.3	Document and record management		
	10.4	Review of the Procedures for the Delivery of Horse Industry Training		
11.		CHMENTS		
	11.1	Attachment A – Horse Program Induction Checklist		
	11.2	Attachment B – Horse-Related Practical Activities - Pre-activity Risk Assessment		
	11.3	Attachment C – Horse Suitability Audit and Biosecurity Declaration		
	11.4	Attachment D – Participant Acknowledgement of Risk		
	11.5	Attachment E – Horse-related Practical Activities - Participant Self-Assessment		
	11.6	Attachment F – Health Information - Participant Self-Assessment		
	11.7	Attachment G – Horse Usage Register		
	11.8	Attachment H – Expression of Interest - Information for Tenderers (Example)		
	11.9	Attachment I – Horse Eligibility Assessment for Tendering (Example)		
	11.10	Attachment J – Standard Operation Procedure – Ride Horses (Example) 1		
	11.11	Attachment K – Safety with Horses (Example)		
	11.12	Attachment L – Using Horses for Horse-related Training (Example)	115	



BACKGROUND





Horse industry education programs (vocational) delivered by public, private and not-for-profit organisations cover wide and diverse sectors of the horse industry including racing, breeding, equestrian and sport horse sectors.

The industry continues to grow in size, has a high profile both nationally and internationally and it provides employment in many varied roles. Although employment in the horse industry is popular, many facets of the industry involve jobs or tasks that are high risk.

The *Procedures for the Delivery of Horse Industry Training* has been developed to address the risks associated with handling and riding/driving horses to ensure that best practice is used by those delivering programs.

The *Procedures for the Delivery of Horse Industry Training* provides managers, educators and associated staff and volunteers involved with delivery of horse-related programs with information, guidelines and procedures to minimise risk and maximise the safety of all participants.

Adapted from the extensive work undertaken to develop the "TAFE NSW Procedures for the Delivery of Equine Training" (May 2013, Version 2), this document provides guidelines which may be adopted (and adapted to suit context) by the wider horse industry to support procedures associated with the delivery of horse-related educational and training programs.

Terminology:

Organisation: A Registered Training Organisation (RTO), private enterprise, not-for-profit

organisation or other entity providing horse industry (vocational) related

education and training programs.

Manager: A senior staff person within an RTO, business owner or manager, President,

Chair or Executive Officer of an Organisation.

Head Educator: A person who has responsibility for one or more people in charge of

delivering horse-related education and training programs. This person may

be paid staff, a contractor or volunteer.

Educator: A person who has the responsibility for delivering a horse-related program.

Job titles may include Coach, Instructor, Lecturer or Teacher.

Assistant (Educator): A person who supports the delivery of the horse program, under the direct

supervision of the Educator. This person may also be known as Technical

Support, Assistant Coach or Assistant Instructor.

Supervisor: For the purpose of inducting persons into the horse industry program, the

Supervisor is most likely the Head Educator or the Manager (Refer to

Attachment A: Horse Program Induction Checklist).

Participant: A person who is receiving the education and training services. Participants

include riders, drivers and horse handlers.

Premises: The location where education and training takes place either owned or

managed by the organisation or owned or managed by a third party.







The *Procedures for the Delivery of Horse Industry Training* has been developed to promote safety and consistency of delivery of education and training programs that require the use of horses. It references as its source document the *Code of Practice for the Horse Industry* developed in 2003 by the Australian Horse Industry Council (revised 2009).

The strategies and documents can be used (and adapted to suit context and local conditions) to minimise risk of the delivery of horse-related training and education programs across the broad spectrum of the horse industry.

If your organisation (or your job role) is audited or reviewed for any purpose, these guidelines and the accompanying documentation *may* support this process.

The Procedures for the Delivery of Horse Industry Training address:

- safety
- risk assessment
- first aid and emergencies
- · riding, handling and driving activities
- incident reporting
- staff (paid or voluntary), participants and horses
- equipment
- premises
- · animal welfare
- · records management, and
- · biosecurity.

2.1 Objectives

The Procedures for the Delivery of Horse Industry Training will:

- support consistency of information and procedure to promote safe work practices in the delivery of horse industry training
- support promotion of a consistent and high standard of risk management in horse industry training activities
- contribute to improvements in safety standards for the horse industry
- facilitate compliance with relevant legislation, and
- promote a culture of continuous improvement by participants involved in the horse industry training sector.

2.2 Scope

All organisations delivering horse-related programs are encouraged to adopt (and adapt as required) *The Procedures for the Delivery of Horse Industry Training*. This document provides guidance on the minimum standards for the delivery of horse-related activities in the following areas:

- health and safety procedures
- Educator qualifications, training and experience
- facilities and equipment
- horse selection and assessment
- participant responsibilities
- staff responsibilities, and
- planning, conducting and reviewing of delivery of horse-related activities.

The *Procedures for the Delivery of Horse Industry Training* can be adapted to apply to a broad range of education and training programs including:

- racing (harness and thoroughbred)
- performance horse
- veterinary/equine nursing
- horse breeding
- equine massage
- stock work, and
- recreational riding programs.

STATUTORY & OTHER REQUIREMENTS

3



The *Procedures for the Delivery of Horse Industry Training* do not replace statutory requirements or legislation related to educational delivery, rulebooks and industry requirements.

Users of these Procedures will need to familiarise themselves with relevant laws, regulations, Codes of Practice or other guidelines in the State in which the horse program operates. As a guide, the following should be considered:

Acts relating to:

- Work Health and Safety
- Trade Practice
- Animal Research
- Prevention of Cruelty to Animals
- · Child Protection.

Codes include:

- Australian Code of Practice for the Care and Use of Animals in Scientific Research (2004)
 http://www.nhmrc.gov.au/ files nhmrc/publications/attachments/ea16.pdf
- The Australian Horse Welfare Protocol http://www.australiananimalwelfare.com.au/content/horse-welfare-protocol

In addition:

Organisations delivering horse-related programs will also have policies and procedures which include:

- Incident Reporting
- Workplace Safety
- Standard Operating Procedures (for animal and/or horse use)
- Codes of Conduct.



SAFETY - RISK MANAGEMENT



The *Procedures for the Delivery of Horse Industry Training* provide a guideline for best practice in minimising risks associated with horse-related activities through providing documentation and with clear guidance for safe working practices before, during and following the horse-related activity. These documents can be adopted and adapted according to the context of the program and local conditions.

Activities involving horses are widely regarded as high risk. How horses react to an activity, to human presence and/or to environmental factors can be unpredictable. Likewise the ability of a driver, rider or handler to prevent, manage or react to the unpredictable movements of a horse will have a direct impact on their own safety and that of others in the same learning/teaching environment.

Educators have a duty of care to provide a safe working environment for participants and visitors.

For the purposes of this document, all positions in direct charge of delivering a program involving horses will be known as "Educators".

4.1 Risk assessment

Prior to any practical horse activity commencing, Educators are required to undertake a complete pre-activity risk assessment and, where there is a direct line of reporting, have this approved and documented by the Head Educator or Manager.

A Horse Practical Activities - Pre-Activity Risk Assessment is at Attachment B.

It considers:

- level of ability of participants
- type of educational activity
- suitability of horses
- equipment e.g. level of wear and tear, suitability
- premises and facilities e.g. structure and design of buildings, arenas, vehicle access, egress
- environmental factors e.g. weather, terrain, geographical locations
- duty-of-care e.g. overnight arrangements, gender balance of supervising staff, medical consideration, appropriate behaviour
- the welfare and wellbeing of horses e.g. rest periods, access to water and shade
- record keeping, and
- visitor policy.

Activities must not proceed if identified risks have not been eliminated or controlled. Organisational policies and procedures will provide supporting information and guidelines.

4.2 First Aid and emergencies

- 1. All Educators must hold a current First Aid Certificate and have the contact number for emergency services with them during the activity.
- 2. Appropriate first aid and/or medical facilities must be available at each activity. A comprehensive first aid kit is the minimum requirement for horse-related activities and events.
- 3. The kit must be as close as practical to the activity areas. Educators and participants are to be made aware of the location of the kit before commencing activities. Portable first aid kits are to be carried when riding/working away from where the main first aid kit is located, including trail rides, cross-country coaching or other activities.
- 4. An effective means of communicating with emergency services must be available at all times. This must be as close as practical to the activity areas. Educators are to be made aware of the location of the communications link by the Head Educator/Manager. Educators must have a phone with them when participants are around horses. The phone must be turned off or on silent during the activity.
- 5. In the case of remote locations or where telephone reception may be poor, a satellite phone, spot device or EPIRB must be available.

4.3 Riding, driving or handling activities

There are a number of considerations prior to commencement of delivering the horse program. These are outlined on the following pages and relate to:

- 1. Determining participant ratios
- 2. Pre-assessment for practical sessions (before)
- 3. Undertaking practical sessions (during), and
- 4. Post-training (after).

Actions and responsibilities are outlined below for each.

1. Determining participant ratios

The ratio of staff to participants must be at a level that:

- allows adequate supervision of all participants
- minimises potential risks to members of the public, and
- allows for rapid and adequate response to emergency situations.

When conducting <u>riding or driving</u> training, ratios must allow for an Educator to participant ratio of 1:6 with a minimum of two Educators (or Educator and assistant) present when riding out. Both Educators must hold a current First Aid Certificate.

For other practical horse activities requiring the <u>handling</u> of horses the ratio may vary depending on the results of the risk assessment and considering:

- the experience and ability of the participants
- the nature of the activities
- the facilities and environmental factors, and
- the accessibility of emergency assistance.

The Educator involved must have a current First Aid Certificate and be supported by another adult responsible person (e.g. another Educator, trained volunteer) who has a current First Aid Certificate and who is located within the immediate activity location. Activities held away from the organisation's site (primary place for delivery of horse programs) require at least one Educator and one other current First Aid Certificate holder to be present.

2. Pre-assessment for practical sessions

To be carried out before a practical session begins.

Area	Action	Responsibility	Checked
Educator qualifications and	Obtain and record evidence that the Educator is appropriately qualified and experienced for the specific activities.	Head Educator /Manager	
responsibilities	Document training and assessment plans for the riding/driving programs/Units to be delivered.	Head Educator /Manager	
	Complete a pre-activity risk assessment of the activities and have it approved (see Attachment B).	Head Educator /Manager	
	Devise a delivery plan for the practical session, to include timetabling items such as horse usage periods, participant breaks.	• Educator	
	Consider supplementary options to achieve learning outcomes e.g. mechanical horse.		
	Undertake a Horse Suitability Audit for each horse and review existing records on horses.	• Educator	
	Ensure that any horses coming to the facilities have had suitable time to acclimatise and familiarise with the surrounds. This will also provide further time for observation of horse behavior.	Educator Assistant Educator	
	Assess the participants' capacity to undertake the activity.	• Educator	
	Provide participants with required documentation for them to read and complete e.g. Standard Operating Procedures, Safety with Horses, Acknowledgement of Risk, participant obligations.	• Educator	
	Advise participants of their responsibilities relating to the activity they are undertaking - including their obligations to their own safety, the safety of others (including obeying rules and instructions) and the welfare of the horse.	• Educator	
	Establish and check that First Aid and emergency procedures are in place.	Educator Head Educator /Manager	
	Disseminate safety and emergency procedures to all participants.	EducatorHead Educator/Manager	

Area	Action	Responsibility	Checked
Horses	Ensure that horses have been assessed for the specific activity and rider. Complete a Horse Suitability Audit (see Attachment C).	EducatorAssistantEducator	
	Ensure that horses are of an appropriate education and temperament, and size for the weight and size of the rider. The wellbeing of the horse must be also considered when matching the rider to the horse.	Educator Assistant Educator	
Facilities / Activity Areas	Ensure the physical environment in which the training session is to take place is safe for participants, horses, staff and visitors by completing a risk assessment.	Head Educator /ManagerEducatorAssistant Educator	
	Ensure the physical environment is safe and appropriate for the specific training session.	Head Educator /Manager Educator	
Participant responsibilities	Complete and sign an Acknowledgement of Risk form (see Attachment D).	Educator Participant	
	Undertake Suitability Audit for own horse in conjunction with Educator.	Educator Participant	
	Receive and sign acceptance of Standard Operating Procedures (SOPs) and Participant. Assessment Guides and other documents relevant to activities in the training session.	Educator Participant	
	Complete a self-assessment of participant's riding/driving/handling skills (see Attachment E).	Educator Participant	
	Understand and acknowledge their responsibilities and obligations.	Educator Participant	
Equipment (tack and saddlery)	Ensure all equipment including that brought in by participants is appropriate for the activity, is in good order, correctly fitted and complies with relevant Australian standards.	Educator	
	Apply appropriate Personal Protective Equipment (PPE) and ensure it is properly adjusted.	Educator Participant	

3. <u>Undertaking practical sessions</u>

During a practical horse training session, the person in charge must ensure that all the following actions are carried out:

Area	Action	Responsibility	Checked
Educator responsibilities NB: Where	Monitor environmental and other external factors e.g: weather, presence of vehicles, dogs and halt/after the activity as required.	Educator	
outsourcing training the	Monitor horse behavior.	Educator	
accredited provider must	Isolate or take other suitable action if a horse shows dangerous or aberrant behavior.	Educator	
comply with these guidelines	Monitor participant behaviour and take action if inappropriate.	Educator	
	Ensure that participants follow all instructions.	Educator	
	Alter delivery plan for the practical session if circumstances change e.g. weather, horse health/injury, participant illness/tiredness/injury.	Educator	
	Take immediate action where it is apparent that the horse-rider combination is inappropriate and where there is risk of injury to either participant or horse.	Educator	
	Ensure horses are cared for in accordance with animal welfare guidelines.	EducatorAssistantEducator	
	Ensure no participant handles a horse unless directed to do so by an Educator. Participants to be under Educator supervision at all times.	Educator	
Facilities / Activity Areas	Monitor physical environment in which training activity takes place and cease/amend the activity should potential problems be identified.	Educator Assistant Educator	
Participants	Participants to follow all instructions.	Participants	
	Participants must not work with horses unsupervised.		
	Participants must wear sun protection and comply with dress code for practical activities.		
	Participants must comply with safety requirements.		
	Participants must comply with animal welfare guidelines.		
Equipment	Ensure PPE is properly fitted and remains in place for duration of the session.	Educator Participant	
	Monitor all equipment being used and take appropriate action if required e.g: breakages or equipment not suited to the horse.	Educator	

4. Post training

Following a practical horse training session, persons in charge must ensure that all the following actions are carried out:

Area	Action	Responsibility	Checked
Educator responsibilities	Provide feedback to participants on the activity. Consider additional handling, riding or driving training if required. Document feedback where appropriate.	Educator	
	Provide feedback to support staff (Head Educators, Assistant Educators, technical staff etc) on the activity. Document feedback where appropriate.	Educator	
	Report immediately any participant or horse incidents or matters requiring attention to the Head Educator or Manager. Complete incident report and follow serious incident report if appropriate.	Educator Head Educator Manager	
Equipment	Check all equipment for faults, cleanliness and store appropriately.	EducatorAssistantEducatorParticipant	
Horses	Consider appropriate rest period for the horse if it is to be re-used.	Educator	
	Update horse suitability and usage documents. See Attachment G for sample Horse Usage Register.	Educator	
	Update stable records - usage, work, health, medication administration.	Educator	

4.4 Incident Reporting

In the event of an accident or incident, persons in charge must take appropriate action as identified in workplace policies and procedures.

In particular:

- 1. Head Educators/Managers and Educators must review incident reports as soon as practicable after the incident and appropriate action must be taken to rectify the cause. Incidents may include: a horse shying when being ridden; pulling back; toes being trodden on and bruised/broken; a horse responding inappropriately to cues (e.g. bucking, bolting, rearing).
- 2. All incidents involving horses are to be reviewed for trends and appropriate corrective action taken to reduce the likelihood of similar incidents recurring. Reviews and actions taken are to be recorded. Incident reports are to be dealt with in accordance with workplace policies and procedures and timelines.

EDUCATOR EXPERIENCE & QUALIFICATIONS

5



All persons involved in the delivery of horse programs must be appropriately experienced and qualified.

5.1 Employment (Registered Training Organisations) or Engagement for Services (Contract, casual, volunteer)

As required under the **Standards for NVR Registered Training Organisations 2011 of the VET Quality Framework SNR 4.4 / SNR 15.4**:

Training and assessment are delivered by trainers and assessors who:

- 1. have the necessary training and assessment competencies determined by the National Quality Council or its successors; and
- 2. have the relevant vocational competencies at least to the level being delivered or assessed, and
- 3. can demonstrate current industry skills directly relevant to the training/ assessment being undertaken, and
- 4. continue to develop their Vocational Education and Training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence.

Refer to: http://www.comlaw.gov.au/Details/F2011L01356

The National Skills Standards Council has determined that from 1 July 2013 a Trainer must:

- hold the TAE40110 Certificate IV in Training and Assessment from the TAE10 Training and Assessment Training Package as a minimum qualification or be able to demonstrate equivalence of competencies; and
- 2. be able to demonstrate vocational competencies at least to the level being delivered and assessed; and
- 3. be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and trainer/ assessor competence.

Additionally, Educators involved in teaching all programs (RTO, for profit, not for profit) must consider:

- achieving the unit of competency SISOEQO414A *Instruct Horse Riding And Handling Skills*, if teaching riding or driving OR equivalent accepted by the organisation
- complete the *Horse Program Induction Checklist* in addition to a general section induction (see **Attachment A**)
- have a current First Aid Certificate, and
- demonstrate experience in the safe management of groups of people around horse activities, to the standard and level of the activity being taught (Standard Operating Procedures see **Attachments K** and **L**).

Note: The National Skills Standards Council defines vocational competency as broad industry knowledge and experience, usually combined with a relevant industry qualification. A person who has vocational competency will be familiar with the content of the vocation and will have relevant current experience in the industry. Vocational competency must be considered on an industry-by-industry basis and with reference to the guidance provided in the relevant Training Package or Accredited Course.

1. Where contractors are used for a teaching activity, the Head Educator must ensure that the contractors are appropriately qualified/experienced; have been appropriately contracted; and have been advised of the organisation's minimum safety requirements including induction and working with children requirements.

- 2. A Head Educator or Educator must be in attendance when contractors are being used and should be included as a requirement in the contract.
 - **Note**: Anyone working with participants under the age of 18 years, including contractors or other personnel (e.g. farriers, equine dentists) must have current police checks as per the requirements of the State in which the training is delivered.
- Head Educators and Managers must ensure that Educators and assistants involved with horses are able to carry out their duties competently and manage interactions between horses and people so that the potential for accidents, either to themselves, participants or other persons, is minimised.
- 4. Educators responsible for the allocation of horses must have knowledge of all available horses, specifically in relation to their suitability for participants. These Educators must conduct horse/rider/handler suitability assessments and review existing records to ensure appropriate records management. The *Horse Suitability Audit and Biosecurity Declaration* template is at **Attachment C.**

5.2 Induction

In addition to standard organisational induction programs, all persons involved in the delivery of horse-related activities must be made aware of, understand, and use the *Procedures for the Delivery of Horse Industry Training* and its attachments.

Managers and Head Educators are responsible for ensuring that all relevant staff complete a horse specific induction program prior to undertaking any practical horse activity.

The *Horse Program Induction Checklist* template is at **Attachment A**.

5.3 Professional development

Continuing professional development to maintain and enhance their professional skills, knowledge, qualifications and industry currency is a requirement of all persons delivering horse programs.

Managers are responsible for monitoring on-going training in operational, safety and emergency procedures; and identify, where appropriate, opportunities for Educators to attend relevant skills development programs.

HORSE SUITABILITY & ASSESSMENT





Prior to the activity commencing, all horses used for practical activities must be assessed for suitability for the proposed activity and suitability for the identified horse program participant.

6.1 Selection and Suitability

The selection of horses for use in educational delivery involves two separate processes, initial procurement and on-going suitability audit.

6.1.1 Procurement

Organisations that procure horses for the purpose of delivery of horse-related training must follow the following process for selection of horses. Sample templates are in Section 11.

Please note: Organisations may customise the templates to local use but must maintain the context of this document and must meet the standards and criteria specified, as a minimum requirement. Additional criteria may be added if it further strengthens the assessment process.

Overview of the process for the procurement of horses for delivery of horse-related training:

- 1. Identify need for procurement subject to the requirements of the qualification and access to current suitable horses.
- 2. Establish an Evaluation Panel which includes relevant staff and a horse specialist.
- Establish requirements for an Expression of Interest (EOI).
- 4. Prepare and lodge advertisement for EOI tender (if applicable).
- 5. Forward information package to tenderers/suppliers responding to EOI.
- 6. Process tenders received following organisation's procurement process.
- 7. Assess tenders observing organisation's procedures. Note: Evaluation Panel must include a horse specialist.
- 8. Assess the horse: A Horse Eligibility Assessment is conducted by relevant staff in the presence of the contractor and using the form submitted by contractor(s).
- 9. Prepare a contract in line with the organisation's financial/legal requirements.
- 10. Conduct a Horse Suitability Audit on the horse(s) supplied.
- 11. Confirm the horse(s) as suitable for use for educational purposes following successful outcome of the horse suitability audit.
- 12. Update appropriate records (Horse Suitability Audit and Horse Usage Register).

The procurement and selection processes are explained in further detail below.

Scope

Procurement of horses for educational purposes applies to horses that are:

- hired/leased
- purchased
- borrowed at no cost, or
- donated.

Procurement does not apply to horses owned by participants for their personal use.

Note: Horses owned by participants are still subject to the Horse Suitability Audit process.

Procedures and associated forms vary according to the transaction that takes place between the organisation and the horse owner. The table below outlines the respective forms required:

Procurement Method	Documentation
Hired/Leased	EOI – Information for Tenderers (Example) - Attachment H
Purchased	Horse Eligibility Assessment for Tendering (Example) – Attachment I
Borrowed at no cost e.g. teacher-owned	Contract (Organisation Specific)
Donated	Horse Suitability Assessment and Biosecurity Declaration – Attachment C

Responsibilities

Procurement practices and the staff involved in the process will vary between organisations. You will need to follow government/organisation procurement and legal processes for all transactions that involve financial exchange or personal benefit.

Note: While staff involved in the process may vary, all organisations **must** include a horse specialist in their Tender Evaluation Process and for the Horse Eligibility Assessment. This will usually be a Head Educator, supported by an Educator or Assistant Educator.

The <u>Contractor</u> must be the owner of the horse and be over the age of 18. A contractor may not sub-contract their responsibilities as the provider of the horse.

An <u>Evaluation Panel</u> will be formed to oversee the procurement process. Composition of the panel is at the discretion of the specific organisation, but must include at least three people, including at least one horse specialist. The horse specialist must be involved in the Horse Eligibility Assessment. It is likely that the panel will be convened by the Head Educator of the section, and includes a member of the Finance Unit, as well as horse specialist(s).

Criteria for Selection

Selection Criteria for the procurement of horses requires tenderers for lease or purchase of horses to respond to two sets of criteria:

- · business and finance, and
- horse eligibility (suitability).

An individual organisation's procurement processes will specify generic requirements for financial and contract/legal purposes. This is included in the sample provided *Expression of Interest–Information for Tenderers* (Example) and is located at **Attachment H.**

Specific criteria relating to the horses and their proposed use is detailed in the *Horse Eligibility Assessment for Tendering* (*Example*) is provided to the tenderer and is located at **Attachment I**. A summary of information required is included within the Expression of Interest.

The following criteria in relation to horse selection are mandatory for inclusion in the Expression of Interest:

- microchip number
- level of education for use relevant to the intended course delivery
- level of education for use with beginner riders and recent experience with beginner riders
- age, breed and height of horse
- current owner
- health and temperament, including vaccination history
- horse history
- whether the horse has ever been trained for racing (regardless of whether it has raced) and if so, date and when such training concluded.

Please note: where a horse leaves the control of the organisation's staff during the period of the contract, e.g. agisted during vacation break, the horse must again be assessed for suitability upon its return, with particular emphasis on its activities and location during the period of absence.

Please see *Horse Eligibility Assessment for Tendering* (*Example*) at **Attachment I** for comprehensive requirements.

See Section 11 for the following templates:

Attachment H - Expression of Interest - Information for Tenderers (Example)
Attachment I - Horse Eligibility Assessment for Tendering (Example)

6.1.2 Suitability Audit

1. Staff must undertake a documented suitability audit prior to a horse being used for an activity.

This applies to:

- organisation owned horses
- participant owned horses
- loaned horses
- hired horses, and
- industry owned/third party owned horses.
- 2. Suitability of the horse for use in a practical activity will require assessment of its:
 - History horses showing dangerous behaviour must be removed from the activity site immediately
 - · health, age and condition
 - temperament
 - education and experience, and
 - appropriateness for the specific activity.

The Horse Suitability Audit and Biosecurity Declaration template is at Attachment C.

6.2 Record keeping

Records of horses and horse activities must be completed and maintained.

These must include:

- 1. Horse suitability checks
- 2. Horse use, including:
 - when the horse was used
 - by whom
 - for how long
 - for what activity
 - whether it has raced, and if so where and when last raced
 - any incidents relating to the use of the horse, and
 - horse behaviour.

The *Horse Usage Register* template is at **Attachment G**.

- 3. Stable and health records including entry and exit from the premises (biosecurity). An Equine Biosecurity Declaration is to be completed by all people bringing a horse to an activity conducted by the organisation. A declaration is included in the *Horse Suitability Audit and Biosecurity Declaration* template at **Attachment C.**
- 4. Legal status of the horse and appropriate associated documentation e.g. lease forms, contract and insurance.

A summary of the process and appropriate document to be used in the procurement of horses for horse-related training in an organisation follows.

6.3 Summary for the processes for the Procurement of horses for horse-related training

Process	Relevant Forms/Templates
Identify need for procurement Establish Evaluation Panel Requirements established for EOI tender document and advertisement prepared and lodged (if applicable) Information package sent to tenderers/suppliers Tenders received Tenders Assessed Horse(s) Assessed Contract prepared Horse(s) supplied Horses used for educational purposes Audits and usage records updated	Course Unit documentation Expression of Interest–Information for Tenderers (Example) (Attachment H); Organisation's Tender/Procurement procedures Expression of Interest – Information for Tenderers (Example) – (Attachment H); Horse Eligibility Assessment for Tendering (Example) (Attachment J) Organisation's Tender/Procurement procedures Procedures for the delivery of horse industry training Completed EOI and Suitability Assessment Horse Eligibility Assessment for Tendering (Example) (Attachment I) Contract document Horse Suitability Audit (Procedures for the delivery of horse industry training – Attachment C) Forms and actions as prescribed in Procedures for the delivery of Horse industry training: Horse Suitability Audit – Attachment C Horse Usage Register – Attachment G



PARTICIPANT – SAFETY, RISK, RESPONSIBILITIES



Horse program Educators will need to assume that all new participants in horse riding/driving units of competency/programs are at beginner level, i.e. they have little or no previous riding/driving/horse handling experience unless they can provide relevant evidence of their level of proficiency.

Participants in horse-related activities must complete a horse-specific induction prior to undertaking any practical activity which will include:

7.1 Awareness of risks

Participants are to be made aware of the potential risks and injuries that can occur with horserelated activities. Participants are to complete and sign an Acknowledgement of Risk form provided by the organisation delivering the training. The organisation is to maintain these documents for all participants.

The Participant Acknowledgement of Risk template is at Attachment D.

7.2 Self-Assessment

Participants must complete a self-assessment of their experience and confidence in undertaking practical horse activities. The *Horse Practical Activities - Participant Self-Assessment* template is at **Attachment E**.

7.3 Participant conduct

Educators are to ensure that participants are made aware of their obligations in relation to horse-related activities, such as: the safety of self and others, the welfare of horses, dress codes for practical activities, using suitable sun protection, following directives, and not working with horses when unsupervised.

7.4 Standard Operating Procedures

Prior to starting practical activities, in each horse-related activity they undertake, participants are to be provided with the Organisation's Standard Operating Procedures e.g. *Ride Horses* (Attachment J) and *Safety with Horses* (Example) (Attachment K). Educators are required to review and be familiar with the Guidelines for *Using Horses in Horse-Related Training* (Example) (Attachment J).

All Standard Operating Procedures (SOPs) for the organisation providing the training are to be readily available to Educators and participants.

Participants must acknowledge in writing their receipt, and understanding of, each relevant Standard Operating Procedure for the activity they are undertaking. Organisations must retain these acknowledgements in an appropriate location.

7.5 Participant medical history

Participants are required to provide details of relevant existing medical conditions or disabilities to allow Educators and any other relevant staff to make reasonable adjustments or to take appropriate action, if required. Educators must be aware of a participant's medical history and take action, if and where appropriate.

The participant medical history is to be kept with the participant's records. The *Health Information - Participant Self-Assessment* template is at **Attachment F**.

7.6 Animal welfare

Participants are to be made aware of their requirement to maintain the well-being and safety of horses used.







Information provided below reflects the Code of Practice for the Horse Industry (Australian Horse Industry Council 2003, revised 2009) Section 5.5.1: Horse and Rider Equipment, and identifies specific requirements for a learning environment.

Any Personal Protective Equipment or other equipment used must be appropriate to the activity being conducted.

1. Properly fitted helmets that provide an adequate level of protection against physical trauma to the head must be worn by all riders, drivers and passengers.

Helmets that comply with the current AS/NZS 3838 standard or endorsed international standard equivalent which bears the relevant Kitemark logo (EN1384) and are less than five years old from the date of manufacture are deemed to provide an adequate level of protection to the wearer in all circumstances. Helmets that have had impacts (i.e. where the strength and integrity of the shell is likely to have been compromised), have been stored in the sunshine for long periods or have been otherwise structurally damaged must not be used.

Educators must check the currency, fit, condition and adjustment of the helmet before each activity.

2. Appropriate footwear must be worn at all times when riding. Footwear must be in good condition and fit the driver/rider. Where stirrups are used they must be safe and fit for purpose. This footwear must enable the uninhibited removal of the foot from the stirrup iron, especially in the event of a fall from a horse. The footwear must also prevent the foot sliding forward and through the stirrup iron, which may result in a rider's foot or leg being caught in the stirrup.

Additions to stirrups that achieve the same purpose are an acceptable alternative, such as toe stoppers or breakaway stirrups.

- 3. When handling horses (i.e. not riding) solid, non-slip, fully covered footwear must be worn that provides protection to the top of the foot in the event of a horse stepping on the foot.
- 4. Gloves must be worn where applicable e.g. lungeing, long-reining, as determined in the preactivity risk assessment. Spurs should not be worn whilst lungeing.
- 5. Minimum clothing requirements are full-length trousers and a sleeved shirt with a collar to offer protection from physical injuries or distress to the rider (e.g. sunburn, rubbing and grazes). Educators are responsible for ensuring that all participants engaged in riding and other horse-related activities have adequate protection from the environment taking into account reasonably foreseeable weather conditions and the distance from shelter. Long hair must be tied back.
- 6. Body protectors (vests) must be appropriate to the level of skill of the participant, the type of activity, and worn when it is an industry or legislative requirement e.g. trackwork riders.
- 7. Saddles must be correctly fitted to the horse in a manner that is comfortable to the horse and keeps the saddle properly and securely in place. Saddles must be matched for the activity and in good condition. A saddle must be secured by at least two points of attachment (e.g. double-buckle girth, girth and surcingle) or by a double-wrapped latigo.
- 8. Only essential items authorised by an Educator may be carried or worn while undertaking horse activities. Examples of items that should <u>not</u> be carried or worn include mobile phones, loose jewellery, cameras. Educators will carry mobile phones, but these must be turned off during the activity.
- 9. High visibility reflective clothing must be worn on all road-related areas, on racecourses and other areas identified in the *Pre-Activity Risk Assessment* e.g. public premises.







- 1. Managers and Educators responsible for the day-to-day operation of premises must ensure that those premises comply with relevant state and local government safety regulations before allowing activities and events to take place on the premises. Information that identifies hazards must be clear and available to all users of the site (e.g. signs, barriers or other warnings).
- 2. Prior to activities being conducted at a premises managed by a third party, the Manager/Head Educator of those activities must determine whether the premises comply with relevant state and local government safety regulations and undertake a risk assessment of the premises and activities before allowing the activities or events to proceed. Provision for ongoing monitoring of compliance should be included in the agreements with third party horse facilities.
- 3. Head Educators must ensure that a documented risk assessment of the premises and activities to be undertaken has been completed before commencement of the activity.





MISCELLANEOUS

10



10.1 Animal welfare

While not the key focus of the *Procedures for the Delivery of Horse Industry Training*, the welfare and treatment of horses nonetheless remains integral to the delivery of horse-related training. All Educators must comply with policies and procedures for addressing (e.g. controlling or preventing) the inhumane treatment of horses and ensuring their general well-being.

Daily horse usage must be recorded. The *Horse Usage Register* template is at **Attachment G.**

All Educators and participants must have access to the organisation's information, policies and procedures relating to the welfare and well-being of horses.

10.2 Biosecurity

In order to minimise the transfer of disease, organisations must monitor and document the health of all horses brought onto premises used for teaching horse programs, either owned or third-party.

A *Horse Biosecurity Declaration* must be completed for each horse prior to the horse being brought onto premises or used in a program.

The declaration is included with the *Horse Suitability Audit and Biosecurity Declaration* template at **Attachment C**.

For further information refer to the Department for Primary Industries in your state:

An independent 24 hour <u>Emergency Animal Disease Hotline</u> exists to report suspected animal disease or symptoms and can be accessed by calling: **1800 675 888** (Current May 2013).

10.3 Document and record management

Organisations must comply with relevant laws for the privacy, maintenance and storage of records and documents.

10.4 Review of the Procedures for the Delivery of Horse Industry Training

The *Procedures for the Delivery of Horse Industry Training* will be reviewed periodically in consultation with horse industry representatives to ensure currency with industry standards and Work Health and Safety Legislation.



ATTACHMENTS



This Section contains the following templates:

11.1	Attachment A	Horse Program Induction Checklist
11.2	Attachment B	Horse Practical Activities - Pre-activity Risk Assessment
11.3	Attachment C	Horse Suitability Audit and Biosecurity Declaration
11.4	Attachment D	Participant Acknowledgement of Risk
11.5	Attachment E	Horse-Related Practical Activities - Participant Self-Assessment
11.6	Attachment F	Health Information - Participant Self-Assessment
11.7	Attachment G	Horse Usage Register
11.8	Attachment H	Expression of Interest - Information for Tenderers (Example)
11.9	Attachment I	Horse Eligibility Assessment for Tendering (Example)

This Section also contains the following EXAMPLE Standard Operating Procedures:

11.10	Attachment J	Standard Operating Procedure HRSO47 - Ride Horses (Example)
11.11	Attachment K	Safety with Horses (Example)
11.12	Attachment L	Using Horses in horse-related training (Example)

The **Horse Program Induction Checklist** is for all Educators involved in the delivery and/or assessment of training programs that involve the use of horses. It applies to all persons, including support staff, contractors and volunteers.

The purpose of the Horse Program Induction Checklist is to ensure that all persons are made aware of their roles and responsibilities in relation to the use of horses in programs.

The Horse Program Induction Checklist is specific to persons involved in the provision of horse programs and is <u>additional</u> to existing organisation standard induction requirements. The employee, contractor or volunteer must complete the induction with their direct Supervisor.

Please note: This Horse Program Induction Checklist is a template and may be enhanced locally to reflect individual horse program operations.

	The state of the s
Inductee's Name:	
Position:	
Premises:	
Location:	
Contact Details:	
Supervisor's Name:	
Supervisor's Contact Details:	

The following documents must be completed and attached to this cover to demonstrate completion of the Educator's (or other persons) Horse Program Induction:

Document	Attached (Yes/No)
Awareness of the Procedures for the Delivery of Horse Industry Training.	
2. Premises Requirements.	
3. Sources of Information.	

Awareness of the *Procedures for the Delivery of Horse Industry Training.* (Document 1 of 3)

All employees involved in the delivery of horse-related programs must be fully aware of the requirements of the *Procedures for the Delivery of Horse Industry Training.*

Induction Requirement	Date	Init	tials	Comments
·	Completed	Inductee	Supervisor	4
The Inductee:				7
Has read the <i>Procedures</i> for the <i>Delivery of Horse</i> Industry Training and can explain their specific responsibilities as specified.				
Has read the attachments to Procedures for the Delivery of Horse Industry Training and can explain their purpose and use.		4		
Is aware of relevant legislation and the organisation's policies relevant to the delivery of training using horses. This includes, but is not limited to: • Work, health and safety • Animal welfare • Incident reporting • Emergency procedures • Protocols for practical lessons.				
Is aware of the requirements for activities involving horses conducted on third party premises, as well as those undertaken on-site.				
Has completed the Unit SISOEQO414A Instruct horse riding and handling skills or can demonstrate that they meet the requirements of the Unit (RPL) or equivalent accepted by the organisation.				

Premises requirements (Document 2 of 3)

Additional premises requirements can be added to this list.

Induction Requirement	Date	lni	tials	Comments
	Completed	Inductee	Supervisor	A.
The inductee:	Æ			4
Can identify location of First Aid equipment (for people and horses) and accredited providers; and emergency equipment e.g. fire extinguishers, blankets.				
Can explain what records must be completed.			19 /	
Have been shown the resources and facilities used to conduct practical sessions.				
Has been provided with an overview of the horses on site (where applicable) and the suitability audits for these horses.				
Can identify access and storage requirements for records.			<u> </u>	
Can identify key premises staff and how they can be contacted.				
Has met the organisation requirements for animal welfare.				

Sources of Information (Document 3 of 3)

Induction Requirement	Date	Init	Comments	
	Completed	Inductee	Supervisor	
The Inductee:	A			/
Has accessed the organisation Standard Operating Procedures and other relevant resources.			- 4	
Has accessed information provided by the organisation on animal welfare.				
Is aware of who to contact for further information and/or support in the delivery of horse programs eg. Head Educator/Manager.				



This risk assessment provides the <u>minimum</u> information required to be assessed prior to each horse-related activity with participants (novice, beginner, intermediate or advanced). Organisations may enhance/adapt this form to suit local needs, while retaining the core information as outlined below.

	Satisfactory Yes/No	Requires	Attention	Comment	Action	OK to
		Immediate	On-going			proceed
Participant						
Awareness of risks.				V 2 2000- /		
Medication/Health.						
Behaviour/responsibilities.				- 1 N		
Skill level for activity.						
Suitable clothing.						
Personal Protective Equipment				200 X X X X X X X X X X X X X X X X X X		
PPE (relevant to the activity).		A 100 A				
Self-Assessment of participant's						
riding/driving skills.		194				
Note: All new participants in		1330 AP			1	
riding/driving activities to be deemed		TARGUE				
as beginners, unless evidence of	98					
proficiency is provided.		1000			\	
Facilities / Environment						
External activities (eg airport noise		-			1	
or road noise)						
Ground surface.					A 7	
Terrain.			100 100		2. \	
Yards and gates.			100.7		- 2 \	
Water, shade for horses.			VIII. A			
Obstacles in work area.			(6)	10.00		
Other livestock / animals.			-78			
Traffic control.			1.7			
Spectator control.						
First Aid personnel.						
First Aid equipment (horse).				1. 386		
Emergency communication						
e.g: access to phone; satellite					Basilly .	
phone if in remote location.					- 000/	

	Satisfactory	Satisfactory Requires Attention		Comment	Action	OK to
	Yes/No	Immediate	On-Going	Comment	71011011	Proceed
Equipment						
(condition and adjustment)						
Halter/lead rope.		100				
Saddle.			- / YEAR 12	100		
Bridle and reins.			The second			
Girth point/girth.			11/1/20	- 1 TOTAL \		
Saddle blanket.				C 5300- 1		
Stirrup leathers/stirrups.			Bild All			
Lungeing equipment.			(C) (C) (C) (C) (C)	N 1: A		
Toe stoppers/breakaway stirrups.						
Weather						
Suitability for horse riding			The second			
(e.g. wind, storms, lightning).						
Horses						
Suitable for rider/activity	18	18/4		71 100000000000000000000000000000000000		
- practical riding assessment.	53	1337 AF		N 19 2000 100 1		
- Suitability Audit completed						
Temperament on day.	200					
Health check.						
Familiarised with other horses,		700				
facilities.		7				
Educators & staff						
Educators meet all qualification			AN ARE	M. A. S.	2 T	
and experience requirements.			AD 401		& \	
Communication aids (Mobile, spot			VA 78		k 5. A	
device, EPIRB).			10.47			
Educator: Participant ratio.			100			
Duty of Care			7.18	30000000 0 - 1000 s.A		T
- gender balance for overnight			7 4		900	
arrangements;					A	
- medical arrangements;				7.6		
- participants aware of				To State Line		
responsibilities.				9.000 C		

A copy of this Pre activity Risk Assessment is to be retained for audit purposes.

Instructions

- 1. A horse suitability audit is to be completed for all horses used in the delivery of horse courses. This audit applies to organisation-owned horses, horses on loan or hire, and horses brought to the premises by participants and/or Educators.
- 2. A separate audit is to be completed for each horse.
- 3. The Horse Suitability Audit is to be completed before the first time the horse is used for an activity.
- 4. Records are to be updated after each use so that information on the suitability of the horse is current.

The Horse Suitability Audit Form has two (2) parts:

Part 1: Horse Suitability Audit – complete before a horse is used for an activity:

- 1.1 Horse Identification
- 1.2 Activity Rating
 - a) handling and restraint
 - b) groom, clean feet and fit working gear
 - c) lungeing
 - d) long reining
 - e) mount and dismount in an enclosed area
 - f) ride in enclosed spaces (arena)
 - g) riding in open spaces
 - h) driving
 - i) transport
 - j) health practices, and
 - k) suitability assessment.

Part 2: Horse Biosecurity Declaration – complete daily for the 3 days leading up to the activity, and bring to the activity.

- 1. Horse Biosecurity Declaration OWNER
- 2. Horse Biosecurity Declaration PARTICIPANT

Loaned or hired horse

A Horse Suitability Audit must be completed by the owner **and** an Educator when the horse is on loan or hire as part of the procurement process (See Section 6.1). The on-going suitability of each horse is determined through use of the Horse Suitability Audit. **Important note:** Horses must be given sufficient time to acclimatise to the new environment prior to use for teaching activities.

Participant and Educator's horse

A Horse Suitability Audit must be completed by the Educator **and** the participant when the participant provides their own horse for the organisation's horse-related activities. The Educator and participant must both sign off on each section of the audit. In the case of an Educator-owned horse, a second person from the organisation providing the training, would complete the Horse Suitability Audit with the owner.

If the participant is under 18 years of age, the parent/guardian of the participant is required to sign the audit document. Horses must be given sufficient time to acclimatise to the new environment prior to use for horse-related activities.

Important Note: This Horse Suitability Audit form is a template. It contains the **minimum**, required information and may be added to reflect local circumstances.

Part 1: Horse Suitability Audit

This document to be completed no later than 3 days before using the horse in an activity. All documents must be completed(Horse Identification and Activity Rating Check lists).

Horse Name:	
Previous Names (if applicable):	
Previous Activity (last 2 years): document racing, stock work, equestrian and/or pony club, including dates and activity overview (use additional pages if required).	
Audit undertaken by:	
Educator Name & Signature:	
Owner Name & Signature:	
Participant Name & Signature (if applicable):	
Parent/Guardian Name & Signature (if applicable):	
Audit Date:	
Audit Location: (eg. premises; property name)	
The audit is to be conducted at the location where the activity is to be undertaken.	

1.1. HORSE IDENTIFICATION

Horse Name:	Previous Names (if applicable):		
Colour:	Gender:		
Breed:	Height:		
Age:	Microchip number(if applicable):		
Property address where horse is normally kept: Address:	Vaccination History: Current for Strangles		
Town/Suburb:	☐ Current for Tetanus☐ Current for Equine Influenza		
State: Postcode: Property ID number:	☐ Current for Hendra ☐ Other		
Property where horse will be travelling from to the activity:	Property where horse will be returning to from the activity:		
same as above Address:	asame as above Address:		
Town/Suburb: Postcode:	Town/Suburb: Postcode: Postcode:		
Property ID number:	Property ID number:		
Horse Arrival Date:	Horse Arrival Time:		
Horse Departure Date:	Horse Departure Time:		

Brands and Markings (written description):
Complete the following identification diagram: • White markings to be shown in ink. • Position of scars, accidental or otherwise to be marked with an "x". • Whorls to be marked with a small "o". • Brands must be shown on the diagram exactly as on the horse. Left Side Right Side Hind
Front View 2 2 2 Rear View
\Leftrightarrow
Muzzle
Horse history (provide comments about the horse's history e.g. competition, clinics, level of activity, official grading, level of education, incidents).
PHOTOGRAPHS Photographic evidence is to be provided for all horses used in activity programs and attached to this form for purposes of record-keeping:
Front view photograph attached, date of the photograph
Side views photographs attached, date of the photograph

1.2. **ACTIVITY RATING**

To complete, tick the appropriate box in the following tables for the horse described previously

N/A	Not applicable for the proposed activity
Not Satisfactory	Activity not achieved
Satisfactory	Activity is achievable

The tables are:

- a) handling and restraint
- b) groom, clean feet and fit working gear
- c) lungeing
- d) long reining
- e) mount and dismount in an enclosed area
- f) ride in enclosed spaces (arena)g) riding in open spaces
- h) driving
- i) transport
- j) health practices, and
- k) suitability assessment.

1.2(a) HANDLING AND RESTRAINT

Activity		N/A	Not Satisfactory	Satisfactory
If the horse is to be used with beg handled by an experienced handl behaviours of an inexperienced h calm and manageable.	er exhibiting			
The horse is able to be caught ea and amongst other horses.	sily, without stress		4	
The horse leads easily by the har manner.	ndler in a respectful	7		
The horse behaves calmly when I another horse.	being led with			
The horse behaves calmly with a desensitisation (e.g. oilskin, saddle				
The horse stands calmly when retied up.	strained by being			
The horse stands calmly when restrained using hobbles (only to be assessed by an experienced industry representative in horse breaking and conducted in a solid round yard built for breaking purposes).				
The horse stands calmly when restrained using a crush.				
The horse stands calmly when restrained using a nose twitch.				
The horse stands calmly when reskin twitch.				
The horse stands calmly restraine whip is cracked around it.				
Comments re Suitability:				
Educator verification:			Date:	
Owner verification:			Date:	
Participant verification: (where applicable)			Date:	
Parent/Guardian verification: (where applicable)			Date:	

1.2(b) GROOM, CLEAN FEET & FIT WORKING GEAR

Activity	N/A	Not Satisfactory	Satisfactory
The horse allows all four legs to be handled and picked up for routine inspection and cleaning.			
The horse stands calmly while being groomed for routine work requirements.		1	
The horse stands calmly while having a rug fitted and removed.		1	
The horse stands calmly while being fitted and adjusted with a range of work equipment appropriat to riding or driving.	е		
The horse behaves calmly when having its mane pulled.			
The horse behaves calmly when having its tail pulled.	2 10		
The horse behaves calmly when being hosed or washed.	4 -1	1	
The horse behaves calmly when being trimmed with clippers.	1		
The horse behaves calmly when being body clipped	ı.		
Comments re Suitability:			
Educator verification:		Date:	
Owner verification:		Date:	
Participant verification: (where applicable)		Date:	
Parent/Guardian verification: (where applicable)	-///	Date:	

1.2(c) LUNGEING

Activity	N/A	Not Satisfactory	Satisfactory			
The horse lunges calmly and respectfully on both reins in the walk, trot and canter.						
The horse lunges calmly and confidently when wearing advanced lunge equipment.		/				
Comments re Suitability:						
Educator verification:		Date:				
Owner verification:	1.00	Date:				
Participant verification: (where applicable)	Mr. Jal	Date:				
Parent/Guardian verification: (where applicable)		Date:				

1.2(d) LONG REINING

Activity	N/A	Not Satisfactory	Satisfactory
The horse long reins calmly and respectfully on be reins in the walk and trot, as well as halting and standing patiently (in an enclosed area).	poth		
The horse long reins calmly and respectfully on be reins in the walk and trot, as well as halting and standing patiently (in an open area).	poth	1	
Comments re Suitability:			
Educator verification:		Date:	
Owner verification:	L- 10	Date:	
Participant verification: (where applicable)		Date:	
Parent/Guardian verification: (where applicable)	1	Date:	

1.2(e) MOUNT AND DISMOUNT IN AN ENCLOSED AREA

Activity		N/A	Not Satisfactory	Satisfactory
The horse stands calmly while a ra stirrup mount.	ider mounts using			
The horse stands calmly while the using a mounting block.	e rider mounts		1	
The horse stands calmly while the using an assistant mount – leg up			1	
The horse stands calmly after bei rider and waits for appropriate cue	9			
The horse stands calmly while the using a stirrup dismount.	e rider dismounts			
The horse stands calmly while the using a vault dismount.	e rider dismounts	, M.		
If the horse is to be used with beg mounted by an experienced rider behaviours of an inexperienced ri and manageable.	exhibiting			
Comments re Suitability:		1		
Educator verification:			Date:	
Owner verification:			Date:	
Participant verification: (where applicable)	1	9	Date:	1
Parent/Guardian verification: (where applicable)			Date:	

1.2(f) RIDE IN ENCLOSED SPACES (Arena) N/A **Activity** Not Satisfactory **Satisfactory** The horse turns freely to both left and right when ridden in a bridle with bit. The horse moves forward calmly at the walk when appropriate aids are applied. The horse stops when appropriate aids are applied. The horse calmly reins back at least 2 steps when appropriate rein pressure is applied. The horse moves move forward calmly from the walk to the trot when appropriate aids are applied. The horse moves forward calmly from the trot to the canter when appropriate aids are given. The horse demonstrates basic direction control on both left and right reins at the walk, trot and canter. The horse can ride in a straight line at the walk, trot and canter. The horse responds and yields to basic leg aids (calmly moves sideways a step when standing). The horse works calmly at the walk, trot and canter in and around other horses in a school environment. The horse can be calmly ridden away and returned to other horses (does not suffer separation anxiety). The horse leads while saddled at the walk and trot from another horse being ridden by an experienced rider. The horse calmly negotiates obstacles at the walk, trot and canter (ground based as well as environmental e.g. trot poles, jumps, vehicles). If the horse is to be used with beginner riders, when ridden by an experienced rider exhibiting behaviours of an inexperienced rider, it remains calm and manageable. **Comments re Suitability: Educator verification:** Date: Owner verification: Date: Participant verification: Date: (where applicable)

Parent/Guardian verification:

(where applicable)

Date:

1.2(g) RIDE IN OPEN SPACES

When assessing the suitability of a horse to ride in open spaces, assessors must first consider the requirements for a horse riding in an arena (1.2f).

The environmental conditions should be recorded when completing this activity.

Activity	A	N/A	Not Satisfactory	Satisfactory
The horse works calmly at the wa in and around other horses in the			4	
The horse works calmly at the gal applicable) in and around other horacing, stock work.		7		
The horse is calm when ridden av other horses (does not suffer separate)				
The horse leads while saddled at from another horse being ridden brider.				
The horse works in a controlled a single file and abreast with other l				
The horse negotiates a range of collivestock, dogs, native and feral woundulating terrain – up and down, ground based obstructions).	vildlife, vehicles,	٠ خ		
The horse does not demonstrate behaviours to other horses when handled e.g. kicking, biting.		Y.E.		
If the horse is to be used with beg ridden by an experienced rider ex of an inexperienced rider, it remai manageable.	hibiting behaviours			
Comment re Suitability:	A STORY			
Comment regarding environme other horses, climatic condition				
Educator verification:			Date:	
Owner verification:			Date:	
Participant verification: (where applicable)			Date:	
Parent/Guardian verification: (where applicable)			Date:	

1.2(h) DRIVING

When considering a horse's suitability, assessors must consider the situation in which the horse will be driven e.g. racetrack (harness), enclosed arena, showground, open road.

Activity		N/A	Not Satisfactory	Satisfactory
The horse stands calmly during the up operation (gear will vary accordactivity to be undertaken).	•		1	
The horse stands quietly while res	strained or tied up.			
The horse stands calmly while the is being attached.	e sulky/gig/vehicle			
The horse stands calmly while the accesses the vehicle.	e driver/passenger			
The horse responds to various aid while being driven e.g. whistle, vo				
The horse drives calmly at the wa (if required) in and around other h environment (if required).		3		
The horse does not react adverse or overtaking other horses when o			1. 3	
The horse is calm when driven avother horses (does not suffer sep-				
The horse responds calmly to oth stimuli e.g. wind, vehicles, dogs, I		ME	3/	
The horse is suitable for travelling passengers (where appropriate).	g with multiple			
The horse stands calmly while the gets off and while the harness/eq removed.				
Comments re Suitability:	W. P. College			
Educator verification:			Date:	
Owner verification:			Date:	
Participant verification: (where applicable)			Date:	
Parent/Guardian verification: (where applicable)			Date:	

1.2(i) TRANSPORT

Activity		N/A	Not Satisfactory	Satisfactory
The horse stands calmly while a ran protection equipment is fitted (<i>floatir boots</i> , <i>poll guard</i> , <i>tail bandage</i>).				
The horse loads calmly onto a trans or truck).	port vehicle (float		1	
The horse unloads calmly from a tra (float or truck).	nsport vehicle			
The horse calmly moves forward at range of leading stimulus (tail rope, v				
The horse calmly stands on a transpor truck).	port vehicle (float			
Comments re Suitability:				
Educator verification:		10.3	Date:	
Owner verification:		100	Date:	
Participant verification: (where applicable)		A	Date:	
Parent/Guardian verification: (where applicable)			Date:	

1.2(j) HEALTH PRACTICES

Only relevant experienced persons should conduct this part of the assessment

Activity	N/A	Not Satisfactory	Satisfactory
The horse behaves calmly when the handler is taking (measuring) vitals including temperature, heart rate, hydration, respiratory rate and circulation.		/	
The horse behaves calmly when being orally drenched.		1	
The horse behaves calmly when intramuscular injections are being administered.	Z.		
The welfare of the horse must be considered e.g. incorporation of reduction, refinement, replacement.			
The horse behaves calmly when having its shoes removed and a basic trim applied.	, M.		
Comments re Suitability:			
Educator verification:		Date:	
Owner verification:	M	Date:	
Participant verification: (where applicable)	4	Date:	
Parent/Guardian verification: (where applicable)		Date:	

1.2(k) SUITABILITY ASSESSMENT

(Based on assessment results in previous documents in this section)

Activity	Not Applicable	Suitable for rider/driver/handler	NOT Suitable for rider/driver/handler
Catch and lead			
Secure (tie up)	A		
Restrain	ASA	A	
Groom	C. See	38	
Clean feet – front and hind	(4) (4) (4) (4) (4) (4) (4) (4) (4) (4)	- 4	
Fit working (exercise) gear		No.	
Mount and dismount			
Ride in enclosed space – basic riding			
Ride in enclosed space – more advanced riding (novice level dressage)			
Ride in open space			
Ride in company			
Floating (transport)			
Trimming and clipping			
Lungeing			
Pull mane			
Hose/wash			\
Take vitals			
Vaccinate – intramuscular injection			
Orally drench	M ANDE		§ \
Basic farriery – remove shoe	W. APGINE		
Dental examination	787		
Lunge wearing advanced lunge equipment			
Lead with another horse (lead two horses)	* - ;		
Driving			in the second
Appropriate to the size/weight of participant			
If NOT Suitable is ticked above for	any task, please pro	ovide reasons:	



Part 2 Biosecurity Declar Complete each day for the	aration ree days leading up to the activity	
1.3 Horse Biosecurity	Declaration – OWNER (2 pages to	be completed)
Horse Name:		
		Al .
Bringing Horses onto o	rganisation's or third party premiso	es
•	om the owner of the horse and a ticipant using the horse in horse activ	9
	at the horse has been in good healt st 3 days before this activity (if poss	
	8 ⁰ C) for the horse has been recorded bring the horse to the premises until	
Date	Temperature Recording	Respiration Rate
Vaccination biotom//pre	svide ve e sude):	
Vaccination history (pro	ovide records):	
Comments:		12 July 20 7

I further agree that:

- the information contained in this Biosecurity Declaration is true and correct to the best of my knowledge
- I own the horse or am directly responsible for its welfare
- the horse is in good health and has current vaccinations
- the horse, to the best of my knowledge, has not been in contact with any horses suspected of a notifiable disease, such as Strangles, during the past 4 weeks
- I give permission for the organisation to engage a veterinarian on my behalf and I understand that I am responsible for any veterinary expenses incurred by my horse
- I acknowledge that I may be required to carry out quarantine, decontamination and disinfection procedures
- I acknowledge that there is a chance that horses might become infected with disease agents
 as a result of any movements (to, from and on the premises). Horses and premises will be
 quarantined in accordance with relevant legislation including policies and procedures in effect
 at that time. The organisation is not in any way liable for any cost, expense, loss, damage,
 claim, action, proceeding or other liability incurred by or made against me as a result of any
 movement of horses or Stock Standstill Order.

Educator verification:	Date:
Owner verification:	Date:
Participant verification: (where applicable)	Date:
Parent/Guardian verification: (where applicable)	Date:

OFFICE USE ONLY Where audit is being undertaken on a horse owned by the organisation, a Head Educator or Manager signature is required				
Educator Name:				
Educator Signature:				
Date:				

2.2 Horse Biosecurity Declaration - PARTICIPANT Horse Name: I, the Participant: acknowledge that I may bring the horse onto the premises for practical activities as determined by the Head Educator and Educator accept full responsibility for the horse and will keep direct supervision of it whilst on the am aware of any risks to the safety of other persons and other horses and will ensure that the horse is kept under control at all times will ensure that there is minimum disruption to horse programs at all times will organise proper feeding, watering and cleaning up after the horse will remove the horse immediately if disruption occurs or I am told to do so by my Educator will immediately tell the Educator if the horse is injured, or causes an incident on premises, and will give an accurate statement about the incident. **Participant Name:** Date: **Participant Signature:** Date: Parent/Guardian Name: Date: (where applicable) Parent/Guardian Signature: Date: (where applicable) **OFFICE USE ONLY** Head Educator, Educator to complete The owner/person in charge has discussed with me the matter of the horse accompanying them to the horse program. I am satisfied that the arrangement is appropriate for horse-related activities and does not present an undue hazard. If it comes to my attention that the horse is causing a disruption I will take steps immediately to stop the disruption. If necessary I will ask the owner/person in charge to remove the horse. The biosecurity declaration has been checked and approved and notification provided to relevant parties. **Educator Name:**

Educator Signature:

Date:

Are you under 18 years of age?

Yes / No

If yes, your Parent/Guardian is also required to confirm agreement to participate in horse sport activities.

Full Name of Applicant:	
Address:	
Town /Suburb:	Denois A
Post Code:	Date of Birth:

Participation in practical horse activities

I, the undersigned, understand, acknowledge and accept that:

- 1. There is a significant risk that serious INJURY or DEATH may result from horse accidents. The risk is increased if the horse is hurt or frightened.
- 2. There is a risk that I may contract a zoonotic disease (e.g Hendra) when working with horses.
- 3. I must wear protective clothing and equipment as determined by the organisation and Educator, at all times during horse-related practical activities.
- 4. I must not drink alcohol or take drugs prohibited by law before or during any horse activity.
- 5. I must bot carry or use a mobile phone or any other electronic device during any horse activity
- 6. I must inform the Educator if I am taking medication or have an injury that may impair my ability to safely participate in a horse activity.
- 7. I must follow all directions of the Educator. I understand that I will be removed from the activity immediately, NO MATTER where that may occur and not permitted to return if I fail to follow directions from the Educator.
- 8. Any failure to follow these rules increases the risk of injury, death or permanent disability.
- 9. My enrolment will be cancelled if I fail to follow directions from the Educator.

I have read and understood this Acknowledgement of Risk form and agree to its conditions.

Name of Participant:	
Participant Signature:	Date:

For participants of minority age (under age 18 years)

This is to certify that I, as a parent/guardian with legal responsibility for this participant, acknowledge, understand and accept ALL OF THE ABOVE and consent and agree to my minor child's involvement or participation in horse sport activities.

Name of Parent/Guardian:	
Parent/Guardian Signature: (where applicable)	Date:

This form is to be completed by the participant prior to commencement of the horse-related programs.

Please complete and sign this form and submit to your Educator. The information contained within this form will not be disclosed but may be used to help the Educator to prepare you for practical activities involving horses. This completed document must be retained by the organisation following completion by the participant.

Full Name of Applicant:		1
Address:		
Town /Suburb:		
Post Code:	Date of B	irth:
Mobile:	Phone:	
Full Name of Emergency Contact:		
Mobile:	Phone:	
Relationship to Applicant:		ik a
What has been your experience with horses during the past two years? List any qualifications and provide copies of certificates (where applicable).		
Have you had any paid or voluntary positions in the horse industry? No Yes If YES, where, for how long and what did you do.	Where: (Please provide contact name and number of the organisation. The Educator may contact the organisation to gain a better understanding of your horse handling/riding history): How long: What did you do?	

HANDLING SELF-ASSESSMENT

How many days a week do you handle a horse?		Every day One		- -
Please tick the box which best fits	s you	ır level of confidence	for each of the tasks	below.
		Not Confident	Moderately Confident	Very Confident
How would you rate your confidence when handling horses?		0		
When catching a horse in a paddock or stable you are:				
When leading a horse you are:				
When picking a horses feet up you are:				
What type of horse/s do you normally handle? e.g. pleasure, competition (provide details of competitions you have entered recently and results if available), breeding:				
RIDING SELF-ASSESSMENT (if applicable) The following must be completed if you are riding a horse as part of your course or training. How many days a week do you ride a horse? Description Desc				
Please tick the box which best fits	s you	ır level of confidence	for each of the tasks	below.
		Not Confident	Moderately Confident	Very Confident
How would you rate your confidence when riding horses?				
When mounting a horse you are:				
When walking on a horse you are:				
When trotting on a horse you are:				
When cantering on a horse you ar	re:			
When riding on your own you are:				
When riding in a group you are:				
When riding in an enclosed space such as an arena you are:				

When riding out in an open space you are:				
When mounting a horse you normally use:	Stirrup mount	Block ass] ist mount	Person assist mount (leg up)
When dismounting a horse you normally use:	☐Stirrup dism	ount	□V	ault dismount
Briefly describe what type of horse/s you ride (e.g. for pony club, endurance, stock horse, show jumping).				
Do you have riding lessons? If YES, how often?	□Never □ Weekl			•
If you do have riding lessons please provide your Coach's name and qualifications (if known)	Coach's Name: Qualifications:			
Have you ever had a serious injury, either horse or non-horse-related? No Yes If YES, give a brief description of the injury including dates, treatments and any ongoing problems.				
Do you have any medical conditions that may affect your ability to take part in the horse activity and safety around horses?	☐ Diabetes ☐ Fainting spells ☐ Hearing impair		<u></u> _	Asthma Visual impairment
Please give a brief explanation of the condition and attach extra information where appropriate.				
Is there anything else that might affect your performance at a practical horse activity that we need to know?				
I have provided video evidence to confirm my horse handling and riding capability (if required).	☐ Yes ☐	No 🗌 N/a	a 	

SELF-ASSESSMENT DECLARATION

The information I have provided in completing this form is an honest self-assessment of my ability. If you are under the age of 18 a parent or guardian is also required to sign.

Name of Participant:			
Participant Signature:	A		Date:
Name of Parent / Guardian:			
Parent/Guardian Signature: (where applicable)			Date:
Office Use Only			
Educator reviewed:	☐ No	☐ Yes	
Name of Educator:			
Premises:			
Educator Signature:			Date:
Further information required:	□ No	☐ Yes	
If yes, comment/s:			

The information you provide will be handled confidentially. It will be used and may be disclosed as required to ensure your safety and the safety of others. On completion this document is to be retained by the organisation.

Participant Details:

Full Name of Applicant:	A	1	
Address:	_ MAA -		
Town /Suburb:			
Post Code:	1 2 2	Date of Birth:	
Medicare number: (Optional)		- Ma \	1
		1.00	
Course Name:			
Are you on any medication that may cause drowsiness, loss of concentration or other reaction which may affect your own safety and learning or the safety and learning of others? No Yes If YES, please name the medication/s and how it affects you.			
Do you have any medical condition and/or disability which is likely to affect your own safety and learning or the safety and learning of others? No Yes If YES, please describe the condition/disability and how it affects you.			
Is your tetanus vaccination status up-to-date?	☐ No ☐ Yes	Date of Vaccination:	

Please provide details of two emergency contacts: 1. Full Name of **Emergency Contact:** Phone: Mobile: Relationship to Applicant: 2. Full Name of **Emergency Contact:** Mobile: Phone: Relationship to Applicant: **Medical Provider: Doctor:** Mobile: Phone: **Acknowledgement by Participant** The information I have provided in completing this form is an honest self-assessment of my ability. If you are under the age of 18 years a parent or guardian is also required to sign. Name of Participant: **Participant Signature:** Date: Name of Parent/Guardian: Parent/Guardian Signature: Date: (where applicable) **Acknowledgement by Educator** I have cited and discussed with the participant the responses regarding the self-identified health information provided. Name of Educator: Premises:

Educator Signature:

Date:

Daily Hor	se Usag	e					Week Commenci	ng:	
Horse	Day / Date	Activity	Length of Session	Rider / Handler Name	Rider Status	Comments re horse behaviour			Completed by
					WIF	2 ML			
					C MA				
						A 2000			
					\ \				
* Incidents		e reported	to the Hea	d Educator and	or Manager ir	mmediately using the app	proved Organisatio	n Incident Report.	
Activity leg	gend:								
RO – Ridi		Spaces	R/	A – Riding, Arer	na	H – Handling		L - Lungeing	
Rider Stat	us legen	d:			***	7.9	. I ARE I'AU		
B – Begin	ner		N ·	- Novice		I – Intermediate	Buck I	A – Advanced	

NAME OF ORGANISATION

Provision of horses for use in horse riding and handling activities related to course delivery in a horse industry organisation.

Location: (insert premises details)	
Period: (insert length of time of arrangement)	
Premises:	
Organisation:	
Contact details: (Further assistance may be obtained regarding this Expression of Interest)	
Lodgement of Expression of Interest: (Specific details relating to lodgement of Expression of Interest)	
Closing time and date:	
Delivery and postal address:	

1. Requirements

The organisation is seeking proposals from interested parties for the purchase or tender of horses for use in horse riding and handling activities related to course delivery in the organisation [insert time, date]. The responsibility for the provision of horses under this Expression of Interest and any subsequent Contract for Services is not able to be subcontracted.

The horse/s supplied need to be educated for use with beginner riders and experienced in lessons with beginner riders. The horses need to be educated for use relevant to the intended course delivery. Detailed information about the history and identification of each horse will be required.

The organisation complies with the recommendations of Section 5.5.4 of the *Code of Practice* for the Horse Industry (Australian Horse Industry Code 2003, revised 2009), in relation to horses suitable for use in instruction. Any horse or proposed activity that would foreseeably not meet recommendations of Section 5.5.4 of the Code of Practice will be automatically excluded from consideration, specifically:

- Horses known to behave dangerously must not be permitted to undertake an activity.
- Horses that must not be hired include:
 - horses that do not yet have their central adult incisors in wear
 - mares that are more than 8 months pregnant, or lactating and in the first 3 months after foaling
 - horses unfit because of advanced old age, and
 - horses known to be, or suspected of being, injured, lame or ill, except as advised by a veterinary practitioner.

Please see Section 12 for details of response required for Expression of Interest.

2. Clarification of the Expression of Interest

Up to the Expression of Interest lodgement date, Applicants may seek clarification in relation to any aspect of the Expression of Interest. Where clarification to one Applicant provides significant information about the Expression of Interest, this information will at the organisation's discretion be made available, if practical, to all other potential Applicants.

3. Lodgement of Expressions of Interest

- 3.1 Expressions of Interest addressed as specified on page 1 will be received until the closing time and date shown on page 1 of this Expression of Interest Offer.
- 3.2 Late Expressions of Interest are normally not considered for acceptance. Any acceptance of late Expressions of Interest will be at the absolute discretion of the organisation.
- 3.3 Expression of Interests received through the post will be deemed late unless the envelope bears an Australia Post postmark clearly indicating that the time and date of posting was prior to the stipulated time and date of closing. The imprint of a privately operated franking machine will not be accepted as evidence of time and date of posting.

4. Further information

Any request by a prospective Applicant for further information regarding the Expression of Interest should be directed to:

(insert contact details)

5. Alterations and Erasures

Any alteration or erasure in the Expression of Interest response must be initialled by the Applicant.

6. Guarantor

It will be a condition of acceptance of the Expression of Interest that the directors of the Applicant, if a company, except a company listed on the Australian Stock Exchange, guarantee jointly and separately the performance of the company under the Contract for Services. The names and residential address of each guarantor must be supplied in the Expression of Interest response.

7. Prohibited Person Employment Declaration

The organisation and its premises are identified as Child Related Employment organisations under the Commission for Children and Young People Act 1998. It is an offence under the Act for a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, or a registrable person (Prohibited Person) to be engaged as a contractor.

As part of the Expression of Interest, and in the interests of children and young people, Applicants must complete and return the Prohibited Person Employment Declaration form included in this package.

The Act seeks to reduce the risk of abuse to children by preventing a "prohibited person" from gaining or remaining in child related employment in any private and public capacity in NSW. A prohibited person is a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, or a registrable person.

8. Selection criteria

- 8.1 The selection criteria to be used in the evaluation of Expression of Interests will include but may not be limited to the following:
 - The capacity, qualifications and previous experience of the Applicant in providing a similar service
 - b) The resources of the Applicant to support the service, hours and period of operation
 - Assessment and suitability of the horses and provider based on information identified in clause 12 below
 - d) Proposed fee rates for the first year under the Contract for Services. Fee rates submitted are to be on a per horse basis and should include transport to and from the organisation location. The treatment of GST must be clearly identified
 - e) Degree of compliance with the Expression of Interest terms and conditions
 - f) Applicants must act in accordance with the organisation's Business Ethics
 - g) Quality of three references provided by the Applicant
 - h) The financial capability/stability of the Applicant
 - i) The basis upon which the Applicant would seek to increase fee rates should the option to extend the period be effected under the Contract for Services.
- 8.2 The organisation reserves the right to consult any nominated referee and any appropriate authorities to satisfy itself as to the suitability of the Applicant.
- 8.3 An Applicant may be required to attend the organisation to make a presentation in support of its Expression of Interest.
- 8.4 The lodgement of an Expression of Interest will be taken as an acknowledgment and acceptance by the Applicant that the organisation may wish to inspect the current operations of the Applicant at some other site. Reasonable notice will be provided to the Applicant of any proposed inspection which must be carried out between 9.00am and 5.00pm Monday to Friday.
- 8.5 The organisation is not bound to accept any Expression of Interest.
- 8.6 The organisation reserves the right to accept an Expression of Interest which is a non-conforming Expression of Interest.

9. Disclosure of Information

- 9.1 The organisation will comply with any policy of the government of New South Wales to disclose details of its Contract for Services and may publish the following information about a Contract for Services awarded under this Expression of Interest:
 - a) details of the Contract for Services including the period of the Contract
 - b) the full identity of the successful applicant including details of any relevant ownership
 - c) fees accepted under the Expression of Interest
 - d) any significant evaluation criteria and weightings used in Expression of Interest assessment.
- 9.2 The organisation will not disclose any of the following information about any Contract for Services awarded in response to this Expression of Interest unless the Applicant agrees, or the release is authorised under the Government Information (Public Access) Act 2009 or is otherwise legally required:
 - a) the financing arrangements of the Applicant
 - b) the cost structure or profit margins of the Applicant
 - c) any other matter where disclosure would place the Applicant at a substantial commercial disadvantage with its competitors both at the time of entering into the Expression of Interest and any later date when it would be an effect on future competitive arrangements.
- 9.3 The organisation may publish the identities of all Applicants but will not disclose other information included in an unsuccessful Expression of Interest unless the Applicant agrees or the release of the information is authorised under the Government Information (Public Access) Act 2009 or is otherwise legally required.

10. Applicants to inform themselves

Applicants shall be deemed to have:

- a) examined the Expression of Interest documents, including the Contract for Services and any other information made available in writing by the organisation to Applicants for the purpose of submitting an Expression of Interest
- examined all information relevant to the risks, contingencies and other circumstances having an effect on their Expression of Interest which is attainable by the making of reasonable enquiries, and
- c) satisfied themselves as to the correctness and sufficiency of their Expression of Interest and that their Expression of Interest fees cover the cost of complying with all the conditions of the Expression of Interest and all matters necessary for the due and proper conduct of the provision of horses for use in horse riding and handling activities related to course delivery in the organisation.

11. Expression of Interest validity period

It is a condition of the Expression of Interest that the offer remains valid for acceptance for a period of 4 months from the deadline for lodgement of Expressions of Interest.

12. Information to be provided with Expression of Interest response

The following must be submitted:

- a) the Expression of Interest in duplicate duly completed and duly signed
- b) business profile of the Applicant
- c) three references of the Applicant
- d) recent financial statement of the Applicant
- e) details of the proposed fees (exclusive of GST) to be paid for the first year under the contract for services

- the names of any organisations where the Applicant or any associated entity currently conducts or previously conducted a similar service offered under this Expression of Interest
- g) details of and copies of relevant insurance coverage, covering suitable horse insurance; suitable horse transport insurance; public liability insurance for an amount not less than \$20,000,000 in respect of any one occurrence; and product liability insurance for an amount not less than \$20,000,000 in respect of any one occurrence
- h) applicants are required to complete and return the Prohibited Person Employment Declaration form included in this package
- applicants are required to complete the Horse Eligibility Assessment Form for Tendering (Example) (see **Attachment I**) for each horse proposed for inclusion in the agreement. This documentation includes:
 - microchip number
 - age, breed and height of horse
 - current owner
 - health and temperament, including vaccination history
 - level of education for use with beginner riders and recent experience with beginner riders in the course of riding lessons
 - level of education for use relevant to the intended course delivery
 - whether the horse has ever been trained for racing (regardless of whether raced) and if so, date when such training concluded.

Failure to complete the Horse Eligibility Assessment for Tendering form or to provide other information required by the Expression of Interest will result in the Applicant's Expression of Interest being excluded.

Should the Applicant's Expression of Interest be shortlisted, two or more Educators staff (including a horse specialist) will conduct a suitability assessment on each horse the Applicant has nominated for the Expression of Interest, using the Horse Eligibility Assessment for Tendering form completed by the tenderer.

As part of the Horse Eligibility Assessment for Tendering the owner of the horse will be required to sign a Horse Biosecurity Declaration.

(Note for tendered horses only: If in the event the contractor is successfully awarded a contract they need to be aware that a Horse Suitability Audit will be undertaken by the Educators in the presence of the contractor up to 3 days before any occasion where the horse is to be used by the organisation in horse training activities and that the contractor will be required to complete a Biosecurity Declaration over three days leading up to the identified horse activity.)

13. Execution of formal Contract for Services.

The successful Applicant must, upon being notified by the organisation of the acceptance of the Expression of Interest, return to the organisation within 7 days of being notified the Contract for Services in duplicate, duly signed by the Applicant.

14. Declaration by Applicant

The undersigned hereby:

- a) submits an Expression of Interest and offers to provide horses for use in horse riding and handling activities related to course delivery in the organisation, subject to the conditions set forth in the Expression of Interest reply
- b) acknowledges and agrees to the terms and conditions of the Contract for Services attached to this Expression of Interest
- acknowledges that if the Expression of Interest is accepted then within 7 days of the receipt of notification of acceptance there must be compliance with clause 13 of this Expression of Interest.

	1 1 1 mile mile 2 1 1 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2
Signed:	
Name:	
Position:	
Date:	

Details of Expression of Interest

Trading name:	
Australian Business Number:	1
Full name of the proprietor of the trading name:	
The registered business address of the Applicant:	
Postal address of Applicant:	
Telephone:	V = T /
Facsimile:	
Email address:	
Name of contact person:	
If a company, name and address of each guarantor (director):	
If a company, details of shareholding:	

Step 1:

The Horse Eligibility Assessment for Tendering must be completed by the contractor for each horse that they wish to nominate in the Expression of Interest for use in delivery of courses in the organisation.

Note: Contractor must be the owner, and be over the age of 18.

Step 2:

In the event that the Evaluation Committee shortlists the Expression of Interest then the organisation's horse Educators will assess each horse using this Horse Eligibility Assessment form completed by the contractor.

Note: The staff members conducting the audit must NOT be the owner of the horse.

Step 3:

The outcome of the Horse Eligibility Assessment for Tendering will inform the considerations of the Evaluation Panel, along with other information as the panel deems fit.

NOTE 1: For Contractor and Educator

The Horse Eligibility Assessment for Tendering form has two parts:

- Part A is to be completed by the contractor in the first instance, and if successful in being short listed, then by the organisation's horse Educators and other specialist if requested
- Part B (Equine Biosecurity Declaration) is to be completed by the contractor.

NOTE 2: For Contractor Only

If in the event that the contractor is successfully awarded a contract, they need to be aware that a Horse Suitability Audit will be undertaken by the organisation's horse Educators in the presence of the contractor up to 3 days before any occasion where the horse is to be used by the organisation in horse-related activities and that the contractor will be required to complete a Biosecurity Declaration over 3 days leading up to the identified horse activity.

PART A

Step 1:

The Horse Eligibility Assessment for Tendering form must be completed by the contractor for each horse that they wish to nominate in the Expression of Interest for use in delivery of courses in the organisation.

Step 2:

In the event that the Evaluation Panel shortlists the Expression of Interest then two of the organisation's horse Educators will assess each horse using this Horse Eligibility Assessment for Tendering form completed by the contractor.

4 - 3
7 / A

Horse Name:	Previous Names (if applicable):
Colour:	Gender:
Breed:	Height:
Age:	Microchip number(if applicable):
Property address where horse is normally	Vaccination History:
kept:	☐ Current for strangles
Address:	☐ Current for tetanus
	☐ Current for Equine influenza
Town/Suburb:	☐ Other:
State: Postcode:	
Property ID number:	
Property where horse will be travelling from to the activity:	Property where horse will be returning to from the activity:
same as above Address:	same as above Address:
Town/Suburb:	Town/Suburb:
State: Postcode:	State: Postcode:
Property ID number:	Property ID number:

Brands and Markings (written description):
Complete the following identification diagram: White markings to be shown in ink. Position of scars, accidental or otherwise to be marked with an "x". Whorls to be marked with a small "o". Brands must be shown on the diagram exactly as on the horse.
Fore Hind Hind Rear View Muzzle
Horse history (provide comments about the horse's history e.g. competition, clinics, level of activity, official grading, level of education, incidents).

Has the horse ever been trained for racing?	☐ Yes ☐ No
If Yes, when was the horse trained for racing and what was the outcome (e.g. was it a successful racehorse, only trialled, didn't race etc)	
Is the horse sound?	☐ Yes ☐ No
If No, describe the unsoundness issues (e.g. where, how often).	
Does the horse suffer from any known illnesses?	☐ Yes ☐ No
If Yes, describe what the illness is and the issues relevant to this horse associated with it.	

To complete, tick the a	appropriate box in the following tables for the horse described previously:
□ N/A	Not applicable for the proposed activity
■ Not Satisfactory	Activity not achieved
□ Satisfactory	Activity is achievable

Activity		N/A		ot factory	Sat	isfactory
If the horse is to be used with be handled by an experienced hand behaviours of an inexperienced hand controllable.	ler exhibiting					
The horse is able to be caught ea and amongst other horses.	asily, without stress		Ĵ			
The horse leads easily by the har respectful manner.	ndler in a					
The horse behaves calmly when another horse.	being led with					
The horse behaves calmly with a desensitisation (e.g. oilskin, sado		2				
The horse stands calmly when retied up.	estrained by being		M			
The horse stands calmly when re hobbles (only to be assessed by industry representative in horse to conducted in a solid round yard to purposes).	an experienced breaking and					
The horse stands calmly when recrush.	estrained using a	74				
The horse stands calmly when renose twitch.	estrained using a			1		
The horse stands calmly when reskin twitch.	estrained using a			Ä		
The horse stands calmly restrain whip is cracked around it.	ed while a stock			1		
Contractor comments re Suital	bility:					
Assessor comments re Suitabi	ility:	16				
Horse Educator 1 verification:				Date:		
Horse Educator 2 verification:				Date:		

Activity	N/A	Not Satisfactory	Satisfactory
The horse allows all four legs to be handled and picked up for routine inspection and cleaning.			
The horse stands calmly while being groomed for routine work requirements.		1	
The horse stands calmly while having a rug fitted and removed.	.7	1	
The horse stands calmly while being fitted and adjusted with a range of work equipment appropriate to riding or driving.			
The horse behaves calmly when having its mane pulled.	2 M		
The horse behaves calmly when having its tail pulled.			
The horse behaves calmly when being hosed or washed.			
The horse behaves calmly when being trimmed with clippers.	43		
The horse behaves calmly when being body clipped.		6,3	
Contractor comments re Suitability:			
Assessor comments re Suitability:			
Horse Educator 1 verification:	18	Date:	3/1
Horse Educator 2 verification:		Date:	

Activity	N/A	Not Satisfactory	Satisfactory
The horse lunges calmly and in a controlled manner on both reins in the walk, trot and canter.			
The horse lunges calmly and confidently when wearing advanced lunge equipment.		4	
Contractor comments re Suitability: Assessor comments re Suitability:			
Horse Educator 1		Date:	
Verification: Horse Educator 2 verification:		Date:	

Activity	N/A	Not Satisfactory	Satisfactory
The horse long reins calmly and respectfully on both reins in the walk and trot, as well as halting and standing patiently (in an enclosed area).			
The horse long reins calmly and respectfully on both reins in the walk and trot, as well as halting and standing patiently (in an open area).		1	
Contractor comments re Suitability:			
Assessor comments re Suitability:			
Horse Educator 1 verification:		Date:	
Horse Educator 2 verification:	V W	Date:	

Activity	N/A	Not Satisfactory	Satisfactory
The horse stands calmly while a rider mounts using a stirrup mount.			
The horse stands calmly while the rider mounts using a mounting block.		4	
The horse stands calmly while the rider mounts using an assistant mount – leg up.	-	1	
The horse stands calmly after being mounted by rider and waits for appropriate cue to move off.	De la		
The horse stands calmly while the rider dismounts using a stirrup dismount.			
The horse stands calmly while the rider dismounts using a vault dismount.			
If the horse is to be used with beginner riders, when mounted by an experienced rider exhibiting behaviours of an inexperienced rider, it remains calm and manageable.			
Contractor comments re Suitability: Assessor comments re Suitability:			
Horse Educator 1 verification:		Date:	\ b.i
Horse Educator 2 verification:		Date:	

Activity		N/A		lot factory	Sat	isfactory
The horse turns freely to both left ridden in a bridle with bit.	ft and right when			•		
The horse moves forward calmly appropriate aids are applied.	at the walk when					
The horse stops when appropria	te aids are applied.		3			
The horse calmly reins back at le appropriate rein pressure is appl	· · · · · · · · · · · · · · · · · · ·	7	1			
The horse moves move forward walk to the trot when appropriate	•					
The horse moves forward calmly the canter when appropriate aids		W.A				
The horse demonstrates basic d both left and right reins at the wa		2 19/4				
The horse can ride in a straight land canter.	ine at the walk, trot		A			
The horse responds and yields t (calmly moves sideways a step)						
The horse works calmly at the w in and around other horses in a senvironment.			8.3			
The horse can be calmly ridden to other horses (does not suffer anxiety).	•	$Y_{\mathcal{A}}$		\		
The horse leads while saddled a from another horse being ridden rider.						
The horse calmly negotiates obstrot and canter (ground based as environmental e.g. trot poles, jui	s well as		A			
If the horse is to be used with be when mounted by an experience behaviours of an inexperienced calm and manageable.	ed rider exhibiting		V			
Contractor comments re Suitability:						
Assessor comments re Suitability:						
Horse Educator 1 verification:				Date:		
Horse Educator 2 verification:				Date:		

When assessing the suitability of a horse to ride in open spaces, assessors must first consider the requirements for a horse riding in an arena.

Activity	N/A	Not Satisfactory	Satisfactory
The horse works calmly at the walk, trot & canter in and around other horses in the open.		1	
The horse works calmly at the gallop (where applicable) in and around other horses/livestock e.g. racing, stock work.	7	1	
The horse is calm when ridden away and returned to other horses (does not suffer separation anxiety).			
The horse leads while saddled at the walk and trot from another horse being ridden by an experienced rider.			
The horse works in a controlled and calm manner in single file and abreast with other horses.			
The horse negotiates a range of obstacles (other livestock, dogs, native and feral wildlife, vehicles, undulating terrain – up & down, water, logs & ground based obstructions).			
The horse does not demonstrate aggressive behaviours to other horses when being ridden or handled e.g. kicking, biting.	d		
If the horse is to be used with beginner riders, when mounted by an experienced rider exhibiting behaviours of an inexperienced rider, it remains calm and manageable.	Y.		
Contractor comments re Suitability:			
Assessor comments re Suitability:			
Horse Educator 1 verification:	9	Date:	7
Horse Educator 2 verification:		Date:	

When considering a horse's suitability, assessors must consider the situation in which the horse will be driven e.g. racetrack (harness), enclosed arena, shows, open road.

Activity		N/A	Not Satisfactory	Satisfactory
The horse stands calmly during gear-up operation (gear will vary specific activity to be undertaker	according to the			
The horse stands quietly while re	estrained or tied up.		M	
The horse stands calmly while the is being attached.	ne sulky/gig/vehicle	7	1	
The horse stands calmly while the accesses the vehicle.	ne driver/passenger			
The horse responds to various a while being driven e.g. whistle, v		. 1		
The horse drives calmly at the w required) in and around other ho environment (if required).				
The horse does not react advers or overtaking other horses when				
The horse is calm when driven a to other horses (does not suffer		123	1	
The horse responds calmly to ot stimuli e.g. wind, vehicles, dogs,				
The horse is suitable for travellir passengers (where appropriate)		N		
The horse stands calmly while the gets off and while the harness/erremoved.				
Contractor comments re Suita	bility:			
Assessor comments re Suitab	ility:			
Horse Educator 1 verification:			Date:	
Horse Educator 2 verification:			Date:	

Activity	N/A	Not Satisfactory	Satisfactory
The horse stands calmly while a range of floating protection equipment is fitted (<i>floating boots, bell boots, poll guard, tail bandage</i>).			
The horse loads calmly onto a transport vehicle (float and truck).		4	
The horse unloads calmly from a transport vehicle (float and truck).	-		
The horse calmly moves forward at the walk to a range of leading stimulus (tail rope, whip on rump).	Desi		
The horse calmly stands on a transport vehicle (float and truck).			
Contractor comments re Suitability:			
Assessor comments re Suitability:			
Horse Educator 1 verification:		Date:	
Horse Educator 2 verification:		Date:	

Only relevant experienced staff should conduct this part of the assessment.

Activity	N/A	Not Satisfactory	Satisfactory
The horse behaves calmly when the handler is taking (measuring) vitals including temperature, heart rate, hydration, respiratory rate and circulation.			
The horse behaves calmly when being orally drenched.		1	
The horse behaves calmly when intramuscular injections are being administered.	Test		
The welfare of the animal must be considered e.g. incorporation of 3Rs.			
The horse behaves calmly when having its shoes removed and a basic trim applied.	2 10		
Contractor comments re Suitability:			
Assessor comments re Suitability:			
Horse Educator 1 verification:		Date:	
Horse Educator 2 verification:		Date:	

Activity	Not applicable	Suitable for rider /driver /handler	NOT Suitable for rider /driver /handler
Catch and lead			
Secure (tie up)			
Restrain		1	
Groom			
Clean feet – front and hind		20	
Fit working (exercise) gear			
Mount and dismount			
Ride in enclosed space – basic riding			
Ride in enclosed space – more advanced riding (novice level dressage)			
Ride in open space		Who is	
Ride in company	3	700.	
Floating (transport)	C. Dalla	. 77	
Trimming and clipping	100	-3 1	
Lungeing			
Pull mane			
Hose/wash		20.20	
Take vitals		988	
Vaccinate – intra muscular injection	N 70 M		
Orally drench		. 400	
Basic farriery – remove shoe			
Dental examination			\
Lunge wearing advanced lunge equipment			
Lead with another horse (lead two horses)			
Driving	A William		. 1
Appropriate to the size/weight of studen	t Mary		
If NOT Suitable is ticked above for any		ride reasons:	
Assessor Evaluation and Comments:			
Horse Educator 1 verification:			Pate:
Horse Educator 2 verification:			Date:

(Con	nplete each day for three days leading ι	up to the activity)
PART B		
Horse Name:		
To be undertaken by th horses via an Expressi	ne contractor as part of supplying infion of Interest.	ormation for the tendering of
	at the horse has been in good health last 3 days before this activity (clinica	
Date	Temperature Recording	Respiration Rate
1		
		F 1
		2 1
Comments:		

Vaccination history (please provide records)

I further agree that:

- the information contained in this Biosecurity Declaration is true and correct to the best of my knowledge
- I own the horse and am directly responsible for its welfare
- the horse is in good health and has current vaccinations
- the horse, to the best of my knowledge, has not been in contact with any horses suspected of a notifiable disease, such as strangles, during the past 4 weeks.

In the event I am awarded a contract for the supply for this horse:

- I give permission for the campus to engage a veterinarian on my behalf and furthermore I understand that I am responsible for any veterinary expenses incurred by my horse
- I acknowledge that I may be required to carry out quarantine, decontamination and disinfection procedures.

• I acknowledge that there is a possibility that horses might become infected with disease agents as a result of any movements (to, from and on campus). Horses and premises will be quarantined in accordance with any legislation covering such occurrences including policies and procedures in effect at that time. [Insert the name of the organisation] is not in any way liable for any cost, expense, loss, damage, claim, action, proceeding or other liability incurred by or made against me as a result of any movement of horses.

NOTE: If shortlisted and offered to present the horse to undertake a Horse Suitability Assessment by [Insert the name of the organisation] this Biosecurity Declaration and clinical signs for past 72 hours WILL need to be repeated three days prior to presenting the Horse. If a high temperature (>38°C) for the said horse has been recorded during the past 72hrs the contractor MUST notify (insert Institute) Institute to cancel the audit and reschedule.

Owner Name:	
Owner Signature:	
Date:	M - 1 /

Note: Contractor must be the owner and be over the age of 18 years.

This Standard Operating Procedure (SOP) provides a summary of an activity involving the use of animals. Your Educator will provide instructions based on this SOP which you **must** follow.

Alert: Educators must refer to the *Procedures for the Delivery of Horse Industry Training* for further detail in relation to practical activities requiring the use of horses

Purpose

To ride horses in a controlled manner in a variety of industry specific situations e.g. yards, arenas, tracks, open spaces

Alternatives

- Mechanical simulator horse
- Video.

Preferred Location

Premises with appropriate horses and horse handling and riding facilities.

Workplace Health and Safety

Specific issues to be aware of for this activity include:

- wearing appropriate personal protective equipment
- participants not to carry mobile phones or other distractions
- selecting horse(s) with appropriate education and behaviour for the task
- awareness of horse's expected behaviour and reaction to the riding environment
- ensuring rider has an appropriate level of physical fitness
- awareness of manual handling e.g. hay bales, saddles
- maintaining awareness of other horses in the immediate vicinity and a safe distance at all times
- awareness of potential distractions and hazards in the immediate vicinity and knowing what action to take in response
- ensuring equipment being used is appropriate and in a safe and serviceable condition
- ensuring work environment provides appropriate control and safe working surface
- ensuring a first aid kit and appropriately trained first aider are at hand at all times
- ensuring communication devices are available for use in an emergency e.g. spot device, EPIRB
- Understanding that horse riding is dangerous and carries with it the risk of minor or serious injury or death.
 - (See the document 'Safety with Horses' for further details.)

Animal Safety

Specific issues to be aware of for this activity include:

- selecting a horse fit for the purpose and free of illness or injury
- monitoring horse behaviour and adjusting activity accordingly
- ensuring duration of work matches horse and rider fitness levels
- ensuring gear and equipment fits the horse correctly, are in good condition and do not breach animal welfare guidelines
- ensuring work environment provides appropriate control and safe working surface. (See the document 'Safety with Horses' for further details.)

Preparation

- conduct risk assessment for the riding area and implement control measures
- locate and check first aid equipment, including resuscitation mask
- identify horse to be ridden
- assess suitability of horse for the riding activity
- · assess suitability of horse for the rider's ability. seek assistance where required
- select appropriate equipment
- · catch, lead and secure horse
- groom horse
- · tack horse up for riding.

In Open Spaces

- plan for emergency situations
- ensure first aid equipment, trained first aiders, and communication devices are at hand
- · check weather conditions prior to riding
- dress appropriately for foreseeable weather conditions.

Procedure

- · lead horse to designated riding area
- · check gear before mounting
- · mount horse
- acquire appropriate body position to effect balance
- use appropriate rein techniques to control the horses direction and forward movement, and to stop the horse
- apply appropriate independent leg aids to effect sideways and forward movement of the horse
- use a range of natural aids to maintain control and direction.

In Open Spaces

- ride in formations appropriate to the terrain and conditions
- maintain safe distance between horses at all times
- maintain communication with other riders and follow instructions from lead rider/instructor
- · dismount at designated area as indicated by the lead rider/instructor.

Post Procedure

- secure horse
- remove tack
- · inspect horse for injury or signs of stress
- cool horse down using technique appropriate to the environmental conditions
- · return horse to enclosure
- return all equipment to the tack room and check for wear
- · wash hands/clean up.

Underpinning SOPs

Examples:

Catch, Lead, Secure and Release Horses Fit Bridle and Saddle or Roller Groom Horses Identify Horses Monitor the Behaviour of Horses. This document should be used in conjunction with Standard Operating Procedures (SOPs) related to horses. It provides general principles that apply to any activity involving horses

Alert: Educators must refer to the *Procedures for the Delivery of Horse Industry Training* for further detail in relation to practical activities requiring the use of horses.

1. Instructions

At all times follow the instructions of the Educator. If you are unclear about any instructions or not confident to perform what is being asked, tell the Educator BEFORE the activity starts. If at any time during the activity you lose confidence, become unsure of yourself, or lose control of the horse, cease the activity and seek immediate assistance from the Educator.

2. Animal Behaviour - Critical Aspects

- collect information on the age and education of a horse prior to beginning any activity
- observe the behaviour of animals you are going to work with before commencing the activity
- monitor horse behaviour constantly and adjust activities accordingly
- there is considerable variation in temperament between different horses, and responses to stimuli can be unpredictable (e.g. weather, noise, equipment, changes in routine)
- ensure horses are aware of your presence before commencing any activity, and maintain a correct, safe body position at all times to avoid being kicked, bitten or struck
- consider the fight/flight response in horses at all times; a horse that feels threatened may act aggressively towards a handler
- in situations where an animal is excessively nervous, frightened or unsettled, do not commence the activity until the animal is calm; consider the suitability of the horses for the proposed activity
- horses are herd animals; be aware of herd hierarchy and the behaviour of horses in herds whenever your activity involves more than one horse
- if in doubt about the behaviour of a horse, consult your Educator.

3. Animal Welfare

Animal welfare is essential for the animals you work with but also important to help ensure your own safety. The following points will help in maximising the welfare of horses.

- correctly identify the horses for the activity
- except in health care situations, always select horses fit for the purpose and free of illness or injury
- · monitor horse behaviour and adjust activities accordingly
- ensure medications for treatment are compliant with industry regulations and animal welfare codes
- use appropriate equipment
- use appropriate restraints that avoid injury or undue stress
- · organise veterinary assistance if required
- keep comprehensive horse records
- ensure the work environment provides appropriate control and safe working surfaces
- where possible, horses should not be handled in extremes of temperature or weather conditions
- minimise stress wherever possible e.g. reduce numbers of people, noise, distractions. ensure pregnant, sick and young horses are given particular consideration
- minimise the amount of time a horse is restrained e.g. in yards, crush or tied up
- return animals to their usual environment as soon as an activity concludes
- avoid isolating horses, and consider herd hierarchy implications when moving horses into new groups, especially where space is limited e.g. yards.

4. Safety Procedures

- ensure familiarity with the Procedures For The Delivery Of Horse Industry Training
- · conduct risk assessments prior to any activity
- identify and familiarise yourself with relevant material safety data sheets (MSDS) and organisational policies and procedures relating to use of chemicals and treatments.
- wash hands before and after procedures to minimise the risk of contracting a zoonotic disease
- do not work alone if you are not confident to do so; seek assistance immediately
- horses are large animals and can potentially cause serious injury or death; always be aware of your limitations, and seek assistance if necessary
- never sit or kneel when working around horses
- be aware of possible allergic reactions to horses and their environments
- ensure all equipment is working and fully maintained before commencing a procedure.

5. Equipment

Appropriate clothing must be worn at all times. This may include:

- footwear closed toe leather work boots for handling, avoid steel capped boots; smooth soled boots for riding
- · coveralls or jeans/long work pants; make sure leg length is not too long or flared
- long-sleeved shirt
- avoiding jewellery
- wearing a shade hat and sunscreen
- PPE as required for particular procedures e.g. gloves, helmet, back protector.

6. Handling and Restraint

- assess each animal individually before deciding on appropriate restraint
- start with less invasive forms of restraint e.g. halter and lead, before progressing to more invasive restraints e.g. twitch, if needed
- remain alert when handling, to observe changes in demeanour that might indicate a sudden change in behaviour
- always remain in the safety zone and be aware of the limitations to a horse's vision directly in front of and behind their body
- remain calm and quiet around animal to minimise its stress and potential injury to yourself or other people
- if you are not directly assisting in a procedure or restraining the animal, remain at an appropriate distance.

7. Veterinary Procedures

- do not touch needles directly; to minimise needle stick injuries and accidental self-injection
 of a drug, place needles in a sharps container immediately following the procedure. if no
 sharps container is available, carefully recap the needle until it can be disposed of
 appropriately
- avoid skin contact with drugs or other solutions. certain individuals may have an adverse or anaphylactic reaction to these substances
- always dispose of waste in the appropriate containers e.g. sharps (needles and scalpels) and syringes into designated sharps containers, empty drug containers into designated contaminated waste containers, contaminated materials e.g. blood covered tissue, into designated contaminated waste containers, general rubbish into rubbish containers
- secure all leftover drugs or medications in an appropriate location.

8. Emergencies

Notify your Educator immediately if there is an emergency.

These guidelines focus on animal use activities involving horses. They provide advice for Educators and can be used by Managers in the development of individual Organisation horse related policies and procedures. Educators must follow relevant Organisation policies at all times

Alert: Educators must refer to the *Procedures for the Delivery of Horse Industry Training* for further detail in relation to practical activities requiring the use of horses.

1. Animal Welfare Policies

Educators using horses in programs must be aware of the organisation's policies relating to animal welfare. You must also be aware of and follow relevant policies of your organisation at all times.

2. Ethics

Ethical decisions need to be made when evaluating the use of horses in a horse-related activity or program. Use the following checklist to help you consider the ethics of using horses in programs and make decisions.

- is the use of horses justified taking into consideration the educational benefits and the potential effects on the welfare of the animals?
- are there suitable alternatives for achieving your educational objectives?
- have you incorporated the 3Rs replacement, reduction or refinement in the activity?
- have you discussed the activity and the ethics involved with the Head Educator and colleagues e.g. to confirm your plans, to get ideas?
- are you prepared for ethical, social or scientific issues raised by participants?
- · has the activity been approved by your organisation/Head Educator?
- are you familiar with the SOPs associated with the activity?
- do you have a contingency plan if the animals become distressed or the welfare of the animals is put at risk during the activity?

3. The Three Rs

The three Rs are a critical component in making ethical decisions involving horses used in training programs.

<u>Replacement</u> – techniques that totally or partially replace the use of animals. These should be sought and used wherever possible. Examples with horses include the use of mannequins, simulators, mechanical horses, videos, DVD's and books.

<u>Reduction</u> – in the number of animals used. Activities must involve no more than the minimum number of animals required to reach the educational/training objectives. This should, however, not be implemented at the expense of the welfare of individual animals. Horses being used should be rotated to ensure they receive sufficient time away from program activities.

<u>Refinement</u> – of techniques to reduce the adverse impact on animals. Program activities must take into account the behavioural and biological needs of the animals used. Activities should be planned to avoid pain and distress. Other refinements include using animals suited to the activity (e.g. biological characteristics, health status, behaviour), allowing horses regular uninterrupted rest breaks during activities (these can be scheduled around program breaks), and utilising species-specific housing, transport and handling. Examples with horses include using older horses that are accustomed to certain procedures. Practising on mannequins and simulators prior to real horses, use video footage to demonstrate techniques.

4. Standard Operating Procedures

Standard Operating Procedures (SOPs) are available for a range of training activities involving horses. Each SOP provides a description of an activity that includes information on alternatives, safety, preparation, the procedure itself, the post procedure and any underpinning skills. The following points should be noted:

- · Educators must follow SOPs where available
- Educators must provide participants with access to the relevant SOPs for the activity being undertaken as well as the 'Safety with Horses' document
- Educators should expand on the SOPs during program delivery e.g. explain terminology, discuss why actions are required, explain safety and animal welfare issues involved, demonstrate skills, allow participants to practise and assess participants' competency. It is important to contextualise the SOP for local requirements.

5. Safety

Educators are responsible for the safety of all participants and animals involved in horse-related activities. You must follow the relevant policies of your Organisation at all times.

a. Handling

Strategies to ensure safe horse handling may include:

- undertake a risk assessment prior to using horses and determine control measures
- ensure you are working in a contained area, with no open gates or opportunity for the horse to escape; facilities must allow for easy egress by participant or Educator
- ensure all persons participating in horse activities wear suitable PPE
- ensure access to a fully stocked first aid kit including resuscitation mask
- supply participants with a copy of the relevant MSDS prior to undertaking chemical use activities
- ensure gear used is appropriate and in good repair
- match participants with suitable horse according to their handling experience and history of the horse's behaviour
- lunge difficult horses or those that have not been worked for long periods of time prior to
 use to assess if their behaviour is suitable for horse program activities; Educators to
 observe and/or ride the horse prior to participant use
- minimise the use of horses that don't interact well with others, e.g. kick or bite
- inform participants of animal welfare issues prior to handling horses
- ensure participants are in an appropriate state of physical fitness and mental awareness.

b. Riding

Strategies to ensure safe riding should build on the handling strategies shown in 5a and may include:

- use a ratio of one Educator to every six participants for riding classes, with a minimum of two Educators (or an Educator and assistant) per group
- ensure the riding area is safe e.g. good footings, closed gates, hazards removed
- assess suitability of horses for the riding group prior to the commencement of a riding program e.g. soundness, health, behaviour, level of education
- establish the riding ability of each participant prior to a riding program
- match horses to participants e.g. the size of the participant, riding experience, horse's temperament and level of education
- use a mounting block for beginner riders to save the horse's back, the instructor's health and to assist the rider to mount
- hold the horse for a beginner rider, check stirrup lengths and width
- use a progression of riding skills to ensure participants ride to their ability e.g. begin in small yard with basic skills until participants are competent to extend themselves into larger yards/arenas and more open spaces
- provide clear instructions to participants at all times
- ensure participants are aware of terminology used and can hear the Educator commands; a microphone with speakers or use of other technology may be required in some situations.

- ensure participants have read and understand local riding rules e.g. allowable space between horses, pass left hand to left hand, slower pace to the inside of the riding area, no stopping on the track, all riders to halt immediately if someone falls off
- ensure spectators are outside the riding arena and do not interfere with, or affect the riding activity in any way.

c. Riding in Open Spaces

Strategies to ensure safe riding in open spaces should build on the handling and riding strategies shown in 5a and 5b and may include:

- use a minimum of two Educators (or Educator and an assistant) per group
- ensure first aid equipment and trained first aider are at hand
- obtain information about the riding history of the horses to be used; assess horses by having an Educator or experienced industry representative ride each horse that is to be used (if applicable); the person testing the horse should simulate an unbalanced/beginner rider
- ensure participants have the required skills to handle and ride horses in open spaces prior to the commencement of the activity
- choose horses suitable to be ridden by participants in the designated open space
- undertake hazard identification, risk assessment and determine control measures on the
 day of the activity; in particular analyse presence of stock, presence of people, weather
 conditions, other activities occurring and the suitability of gear to update the information
 possibly gathered at an earlier time e.g. size of paddock, terrain, fences and gates,
 proximity of medical assistance
- develop a plan to cater for emergencies
- ensure telephone/radio access to Emergency Services (to dial 000 or 112)
- ensure participants wear appropriate PPE at all times
- ensure participants are dressed appropriately for the foreseeable weather conditions
- provide participants with clear instructions about the activities required and what to do if problems or an accident arise
- ride in formations appropriate to the terrain and conditions
- have participants dismount at an appropriate place at the conclusion of the activity (as determined by the risk assessment).

Further Information:

Procedures for the Delivery of Horse Industry Training

Australian Horse Industry Council - Code of Practice for the Horse Industry (2009).

6. Legislation

Legal requirements must be adhered to when working with horses. Laws will vary from state to state. Relevant requirements may be found in Acts relating to:

- Livestock/ Stock Diseases
- Stock Medicines
- Rural Land Protection Act
- Prevention of Cruelty to Animals
- Stock Artificial Breeding
- Veterinary Surgeons
- Animal Research
- Australian code of practice for the welfare of animals cattle
- Australian code of practice for the care and use of animals for scientific purposes
- Work, Health and Safety
- Dangerous Goods
- · Emergency Management.