**RED PARK EQUESTRIAN CENTRE**

**Code of Conduct**

October 2018

1. **This Code of Conduct is generic and applies to all employees, volunteers, livery clients and clients of the riding centre. For specific rules relating to your area, see:**

* **Appendix 1 Livery Agreement**
* **Appendix 2 BHS Rider Registration/Code**
* **Appendix 3 APC Code for employees/volunteers**

1. Horse riding and participation in equestrian activities is a risk sport. All participants accept this risk and will make every effort to follow yard policies to ensure safety of themselves and others, and the welfare of al horses and ponies. All participants will only handle/ride horses with specific permission and appropriate supervision.
2. If in doubt of any practice, the yard Owner/Manager must be notified immediately, or in her absence, the appointed yard manager, in person or by telephone (numbers clearly displayed on the yard).
3. All accidents must be recorded in writing on the appropriate forms available in the main office; RIDDOR guidelines to be followed by employees if appropriate.
4. A registered First Aider (BHS or approved equivalent) is available at all times on the yard between the hours of 8am and 6pm. Access to human and equine first aid kits to be available 24/7 and clearly signposted.
5. **The following generic yard rules must be followed at all times:**

6.1 No running on the yard

6.2 No smoking anywhere on the premises

6.3 No alcohol consumption on the yard

6.4 No use of illegal drugs anywhere on the premises

6.5 Driving limit of 5mph on the premises and leave all gates as you find them, park with respect for others and the safety of people and animals

6.6 No children under 12 to be left unattended at any time

6.7 All dogs to be kept on leads at all times on the yard

6.8 Any suspicious or inappropriate behaviour of any kind to be reported immediately to the Owner/Manager, who reserves the right to inform the local authorities and ask the individual(s) to leave the premises

6.9 Treat all people and all animals with respect and kindness

**7.0 Generic PPE Policy**

7.1 ALL must wear a current standard riding hat at ALL times when mounted. Body protectors are advised. Red Park Equestrian Centre hats and body protectors are all of current standard and undergo regular checks by qualified employees.

7.2 All under 18s MUST wear an approved riding hat and BETA body protector when in the fields with horses; loading; catching; lungeing and leading horses. Gloves are advised. It is also strongly advised that adults follow this rule. In addition, it is advised that this PPE is adhered to whenever in contact with horses.

7.3 Appropriate leg and footwear is essential. Yard boots, wellies or riding boots with close fitting leg wear is mandatory on the yard. Trainers and wellies must not be worn in the saddle. Jackets and coats must be done up. Vest tops/sleeveless tops must not be worn when mounted.

7.4 Long hair must be tied up securely, plaited or in a hairnet

7.5 Jewellery is not advised when in contact with horses and must be removed before riding

**8.0 When Riding On the Premises**

8.1 Adhere to all PPE rules

8.2 Check tack, girth and stirrups prior to mounting. Employees will support livery clients and riding centre clients with this

8.3 Mount in the designated area when safe to do so. Check stirrups and girth immediately

8.4 Receive verbal permission to enter or leave the arena by the coach or in the case of liveries, those in the arena

8.5 When riding in the arena, past left to left and walk on the inside track if others are at a faster pace. Give way to lateral work. If riding in a group, leave one horse’s distance between yourself and the one in front. Listen to all instruction from the coach or if riding with liveries, ensure clear verbal communication is ongoing

8.6 Do NOT jump or ride over poles unless you are specifically told to do so by the coach, or if riding with liveries, with verbal consent of other riders

8.7 Never lunge a horse when others are riding

8.8 If a rider falls off, halt your own horse and call for assistance from the yard staff. Do not dismount and try to catch a loose horse.

**9.0 When Riding Off the Premises**

9.1 Adhere to all PPE rules with the addition of human and equine high viz clothing

9.2 Follow 8.2 and 8.3

9.3 Carry a mobile phone (charged) with emergency numbers programmed in, including the Yard Owner/Manager

9.4 Inform someone of your route and expected time back at the yard

9.5 Try to avoid riding alone

9.6 Learn basic horse and rider first aid and carry a safe hoof pick (folded)

9.7 Do not ride at dawn/dusk and avoid rush hour traffic

9.8 Public Liability insurance is strongly advised, as is gaining the BHS Ride Safe qualification

9.9 Familiarise yourself with the Highway Code and treat other road users with respect

**10. Leading, catching and turning out horses/ponies**

10.1 Follow PPE rules (section 7) for all

10.2 Under 18s, including liveries, must be accompanied by an adult if turning out/catching

10.3 Lead horses from the near side in a headcollar and lead rope, or a bridle/chiffney if advised. If using a bridle, take the reins over the head and remove any martingales/breastplates

10.4 Take a mobile phone with you when turning out/catching and ask for assistance if required (fellow employees or staff member if a client)

10.5 Lead only one horse at a time unless you are an experienced and qualified employee

10.6 Turning Out Procedure: enter field; close gate; walk a short distance from gate; turn horse to face you with your back to the gate; take off headcollar; move away but do not turn your back to horse; if applicable let go of multiple horses at the same time; never take feed buckets or treats to the field; report damage to fencing/troughs to an employee

10.7 Catching Procedure: Enter field, close gate (do not take feed buckets or treats); speak to the horse(s); approach from the front left shoulder; place lead rope over horse’s neck and secure headcollar; lead horse through gate and secure behind you. Do not attend to other horses and report any issues to an employee. If other horses try to follow you at the gate, call for employee assistance (or if an employee, a colleague).

**Appendix 1: Livery Client Agreement**

In addition to the main Code of Conduct Items 1.0 to 10.7, please see:

1. All customers entering into a livery agreement for services at Red Park Equestrian Centre must complete a Livery Record and sign an agreement of livery specific Terms and Conditions
2. The ‘Agreement’ stands as a legally binding contract of limitations of liability and warranties, and sets out specific rules applicable to livery clients that are to be followed **in addition** to the Code set out in this document
3. If you have any queries, please contact the Yard Owner/Manager immediately

**Appendix 2: BHS Rider Registration/Code (For Riding Centre Clients)**

In addition to the main Code of Conduct Items 1.0 to 10.7, please see:

1. When you register with Red Park Equestrian Centre, you will be asked to complete a Rider Registration Form and Rider Conduct Form.
2. The forms set out specific rules applicable to riding clients that are to be followed **in addition** to the Code set out in this document
3. If you have any queries, please contact the Yard Owner/Manager immediately

**Appendix 3: BHS APC Code (for employees and volunteers)**

In addition to the main Code of Conduct Items 1.0 to 10.7, please see:

1. All members of Red Park Equestrian Centre staff, both employed and self- employed, are required to follow the BHS Accredited Professional Coach’s Code of Conduct, available online and at the centre office.
2. The APC Code of Conduct sets out specific rules applicable to riding centre staff that are to be followed **in addition** to the Code set out in this document
3. ALL employees and volunteers are required to complete specific training, CPD and assessment appropriate to their role and responsibilities
4. In addition, ALL employees and volunteers are required to sign an inventory of safe Systems of Work (SSoW) and training completed BEFORE any employment can commence. Training in SSoW is provided through the Yard Manager/Owner
5. If you have any queries, please contact the Yard Owner/Manager immediately