

# LEATHERHEAD RDA HEALTH AND SAFETY POLICY



## THIS POLICY SHOULD BE READ IN CONJUNCTION WITH ALL RELEVANT ACTIVITY POLICIES AND GUIDELINES

1. Leatherhead RDA trustees note that there is a direct link between Health & Safety and RDA insurance arrangements.
2. Please note that an "approved RDA activity" for the purposes of insurance cover is any RDA activity which conforms to and complies with these guidelines and which has been approved by RDA. If in doubt, please refer to RDA National Office.
3. **WHO IS RESPONSIBLE?**
  - a. **Leatherhead RDA Trustees** - are ultimately responsible (where reasonably practicable) for everything that goes on in their group including Health & Safety.
  - b. **Leatherhead RDA Trustees** - are responsible for recruiting coaches, volunteers and helpers and providing appropriate training. They are responsible for keeping available and/or distributing all relevant papers received from RDA National Office, Region or County. They are also responsible for keeping up to date information and records that are essential for compliance with RDA standards.
  - c. **Leatherhead RDA Group Coaches** - are responsible for delivering safe sessions and safe riding procedures in venues approved by County/Regional Coaches or other regionally appointed assessor.

The Health & Safety Policy requires written records and coaches are responsible for making sure that these are kept. Leatherhead RDA will ensure that their coaches' qualifications conform to RDA UK requirements.

The advice of an RDA physiotherapist will be sought whenever the coach feels it would be helpful to the Health and Safety of riders or volunteers.

The advice of a County or Regional RDA Coach will be sought whenever the group feels it would be helpful to the Health and Safety of riders or volunteers.

## 4. WHAT ARE THEY RESPONSIBLE FOR?

- a. **VENUE.** All relevant aspects of the venue used by Leatherhead RDA, should be approved by the Regional/County Coach or other nominated person. A Venue Risk Assessment for RDA Activities should be completed initially, updated as necessary and checked with copies kept in group records. Also refer to COSHH (Control of Substances Hazardous to Health) e.g. chemical, medical and veterinary supplies, where applicable.
- b. **EQUINES.** Should not be used until they have been fully assessed by a Group Coach and passed as of good temperament, sound, in good condition and suitable for Leatherhead RDA purposes. They must be a minimum of 5 years old. Only suitably trained helpers should be allowed to handle them.

- c. **TACK.** All tack/harness and special equipment should be inspected on a regular basis to ensure that it has been maintained, is in good condition and that it fits the equine on which it is being used. All coaches must check condition and fit before every RDA session.
- d. **COACHES.** All coaches should hold an up to date Coaching Passport and should have completed the review process in accordance with the requirements of RDA UK. Newly recruited coaches should undertake all necessary training and assessments as outlined in the RDA UK Coaching Pathway. It is the responsibility of the coaches and their trustees to ensure they have their reviews within their review periods.
- e. **HELPERS (volunteers).** All helpers must fill in a new volunteer form before joining a group. They must provide two references which should be checked and complete an enhanced disclosure application (if aged 16 or over) within the first month of joining the group. All helpers should be given induction training when they first join the group, which must be recorded on their Volunteer Training Record Card (Green Card). They should be capable, competent and trained for all duties they are asked to perform and should be briefed by the coach at the beginning of each riding session.
- f. **RIDERS.** No person may be allowed to ride with Leatherhead RDA until a fully completed application form has been made which has been reviewed by a coach.

All participants should be assessed by a coach, ideally with a physiotherapist where appropriate, before they are allowed to ride. If more medical information is needed to enable an assessment to be made, or if there are any doubts, the group can request a medical professional's input using the letter available on the RDA website (Running your group/new participants). Participants can only be accepted if they can be accommodated safely by the group. If this is not possible, their application should be rejected, using the Participant Rejection Form.

Application forms should be renewed every 3 years, or sooner if it is felt there are changes in the participant's condition that could impact on their ability to ride.

- g. **HATS.**
  - (1) All riders must wear proper protective headwear which conforms to the current standards - PAS015 (1998 or 2011) with BSI Kitemark; ASTM F1163 with SEI stamp; SNELL E2001/E2016 and VG1.
  - (2) In some cases, where a standard hat is not suitable, alternative headwear can be worn providing RDA's alternative hat wear rules are followed as detailed below:
    - a) Non-standard hats (including specially made, by a reputable manufacturer, riding hats, other kite marked helmets e.g. ski, cycle, skateboard), can be assessed by a Regional or County Coach, or someone who has been approved by the Regional Coach. Anyone assessing hat suitability MUST have been on a BETA hat checking workshop.
    - b) Consent signed on the "Alternative Hat Assessment Form" by the Participant/Parent/Guardian/Carer, confirming they understand that it is a non-standard hat.

- c) Participant and hat to be re-assessed annually.
  - d) The hat must not be used by another participant without an assessment.
- (3) Under no circumstances can riders take part in Leatherhead RDA sessions without wearing an approved hat.
- (4) Children or adults of the Sikh religion are exempted from any hat ruling while they are wearing a turban.
- (5) Non-riding activities which involve participants coming into contact with equines must be risk assessed in order for the coach to ascertain if it would be safer for the participant to wear protective headwear.
- h. **CLOTHING AND FOOTWEAR.** Participants and helpers should wear comfortable and suitable clothing (long trousers and long-sleeved tops are to be preferred except in very hot weather). Jackets and anoraks, if worn, must be fastened. It is recommended that jewellery is removed, and that long hair should be tied back. Gloves are recommended. The footwear of all participants must be checked before they are allowed to take part. If shoes or boots without heels, or lighter types of footwear are worn then stirrups with toe caps must be used. Helpers should wear sturdy shoes or boots.

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

i. **FIRST AID**

- (1) No RDA activity may take place without the presence of a person holding an up to date First Aid Certificate (Emergency First Aid at Work or equivalent). Appointed First Aiders should be identified at the start of each session – where possible, this should be someone other than the coach taking the session. There must be a First Aid Box readily available for each RDA session, and a list of those holding First Aid qualifications. (see separate First Aid Policy)
- (2) It is recommended that if a participant is being taken out for a hack or endurance ride, a small first aid pack should be carried with details of the post code, grid reference and emergency contacts. Any medication that may be needed during the session brought by the school or centre for a particular participant should be carried by the teacher, escort or carer. A mobile telephone must be carried during the hack or endurance ride.

j. **RIDING ON PUBLIC ROADS**

- (1) Wherever possible riding should not take place on public roads. It is however accepted that sometimes there may be a need to use a road to access premises, fields, tracks and bridleways. If Leatherhead RDA needs to go on a public road, they must provide adequate helpers and leaders and ensure the time on the road is kept to a minimum. Riders/drivers and helpers MUST all wear fluorescent tabards when crossing and using roads.
- (2) Participants and helpers must be briefed on the hazards of using the roads if riding on the roads cannot be avoided. A strict safety routine needs to be followed at all times and included in the risk assessment.

- k. **FIRE DRILL.** Everyone working at or attending the group on a regular basis must be instructed on procedures in case of fire. This is to include the location of fire points, fire alarm method, evacuation plan for both humans and animals and telephone location. Regular (every 6 months) practices must take place.

l. **ACCIDENT & INCIDENT BOOK**

Accident – an event that results in injury or ill health

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

All accidents and incidents must be recorded immediately in an Accident and Incident Book and signed as required. This is an important document and must be retained in group files, even if it has been replaced by a new book.

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

It is important that all accidents that may give rise to a claim are reported as soon as possible after the event. The accident must be reported to the RDA insurance brokers, Howden Group, on 0121 698 8043 or at <http://www.rda-insurance-centre.com/claims>. This includes all accidents that involve:

- A fatal incident
- An injury involving either a referral to or actual hospital treatment.  
An injury, as defined for insurance, is: any head injury that requires medical treatment, a fracture (other than fingers or toes), amputation, dislocation, loss of sight, resuscitation, loss of consciousness or hospitalisation for more than 24 hours.

m. **GROUP RECORDS & UP-TO-DATE INFORMATION**

- (1) The group should have all up to date information and completed participant application forms available for reference. All relevant information received from County, Region or RDA National Office should be passed on to appropriate members of the group, especially trustees, coaches and group organisers.

(2) Group Coaches should keep their Coaching Passports up to date. Participant profiles and reports should be kept securely in group files and any changes should be recorded. Pre-session Risk Assessments (see Coaching Passport) should be made and the attention of all group members drawn to them. On-going risk assessment by the Group Coaches should be maintained throughout every session.

(3) Up to date weight charts for all horses and ponies should be kept, regularly reviewed and adhered to. Weight Chart and Guidance Notes are available to order from National Office via the Group Order Form.

- n. **MOUNTING & DISMOUNTING.** All mounting equipment should comply with current guidelines or regulations. All mounting and dismounting teams should be familiar with the procedures used in mounting and dismounting (see separate guidelines).

If belts are used to aide mounting, they must be removed before riding commences and must NOT be used to help keep the rider on the horse.

- o. **DOGS.** It is preferable to keep dogs separate from all RDA activities. If in the vicinity of any RDA sessions, dogs should be kept under close control at all times.
- p. **ELECTRICAL EQUIPMENT.** All electrical equipment should only be used in accordance with manufacturers' recommendations and should be checked for safety on a regular basis. These checks should be recorded.
- q. **EVENTS/SHOWS.** Helpers for events and shows, who are not registered members of a group, should have their names listed in the Risk Assessment file for the event, with a note of who has vouched for them and a statement that they have been instructed in our health and safety requirements in regard to that event.

Leatherhead RDA will not engage in showjumping, vaulting, carriage driving, use of a hoist/hydraulic platform, back riding or hippotherapy without a review of these Health and Safety Guidelines in accordance with RDA UK policies.