



RDA HEALTH & SAFETY POLICY

**PLEASE BE AWARE IN YOUR OWN
ENVIRONMENT THAT
HEALTH AND SAFETY IS
99% COMMON SENSE AND
1% APPLICATION**

**FOR CARRIAGE DRIVING GROUPS, THESE GUIDELINES
SHOULD BE READ IN CONJUNCTION WITH THE CARRIAGE
DRIVING SAFETY CODE**

1. Group trustees are asked to 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. **GROUP TRUSTEES** - are ultimately responsible for everything that goes on in their group including Health & Safety.
- b. **RDA MEMBER GROUPS** - are responsible for recruiting coaches, volunteers and helpers. They are responsible for keeping available and/or distributing all relevant papers received from RDA National Office, Region or County. Up to date information and records are essential for compliance with RDA standards.
- c. **GROUP COACHES** - Group coaches (all disciplines) are responsible for delivering safe sessions and safe riding/ carriage driving 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. Groups should make sure that their coach's qualifications conform to RDA UK requirements.

- d. **GROUP PHYSIOTHERAPISTS** - Group physiotherapists work as part of a team under the overall leadership of the Group Coach, but are responsible for their own professional input.

If in doubt, contact your County or Regional Coach/Chairman or Regional Carriage Driving Representative.

4. **WHAT ARE THEY RESPONSIBLE FOR?**

- a. **VENUE.** All aspects of the venue used by RDA, including the riding, vaulting and carriage driving area, should have been approved by the Regional/County Coach, Regional Driving Representative or other nominated person, when a group is set up. A Risk Assessment Tick Form for RDA Activities (see website) should be completed initially, updated as necessary and checked with copies kept in group records. Please also refer to COSHH (Control of Substances Hazardous to Health) eg: chemical, medical and veterinary supplies, where applicable.
- b. **EQUINES.** Should not be used until they have been fully assessed by the Group Coach/Carriage Driving Assessor and passed as of good temperament, sound, in good condition and suitable for 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 (RIDING, VAULTING AND DRIVING).** All coaches should hold an up to date Log Book and should have completed the review process in accordance with the requirements of RDA UK. Newly recruited coaches will be issued with Log Books. At this point the new coach should be advised on the contents and use of the Log Book and also on the RDA Health & Safety Policy. A programme of training should be discussed and planned, appropriate to the new coach's experience and qualification. An Assessment Form should be added to the Coach's Log Book when completed by the Regional/County Coach, Vaulting Assessor or Carriage Driving Rep/Assessor. Following a review, the coach review form should be added to his/her Log Book. All groups are responsible for safe riding, vaulting and driving in safe places and should keep up to date records.
- e. **HELPERS.** 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) before getting involved in sessions. 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, vaulting or carriage driving session.
- f. **PARTICIPANTS (RIDERS, VAULTERS AND CARRIAGE DRIVERS).** No person may be allowed to ride, vault or drive with RDA until they have produced a fully completed application form 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, vault or carriage drive. 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, vault or drive.

- g. **HATS.**
 - (1) All participants must wear proper protective headwear which conforms to the current standards - PAS015 (1998 or 2011) with BSI Kitemark; ASTM F1163 with SEI kitemark; SNELL E2001 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 fitting 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 or vaulters take part in RDA sessions without wearing an approved hat.
- (3) There may be exceptional circumstances when a carriage driver has to drive without a hat. Before this can happen the "No Hat Form" must be completed and sent to the Carriage Driving Co-ordinator at National Office, along with a written request stating why the driver needs to drive without a hat. This request will then go to the Carriage Driving Committee for approval, before any driver without a hat can drive.
- (4) Children or adults of the Sikh religion are exempted from any hat ruling while they are wearing a turban.

- h. **CLOTHING AND FOOTWEAR.** Participants and helpers should wear comfortable and suitable clothing (long trousers and long sleeved tops). 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. Shoes or boots without heels, or lighter types of footwear are not acceptable for riding, unless toe caps are 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. broach, 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.

i. **BACK RIDING & HIPPOThERAPY.**

- (1) Back riding must only be carried out under the overall supervision of a physiotherapist or occupational therapist who has:

Either: successfully completed the current CPTRH hippotherapy training course.

Or: successfully completed Part 2 of the old APTRH Horse in Rehabilitation course (pre 2009)

Or: is in the process of completing the CPTRH hippotherapy training course and is under the supervision of a physiotherapist or occupational therapist qualified as a hippotherapist.

- (2) The Regional/County Coach must approve the use of back riding within a group. The requirements for safe practice are: a trained horse – sound and able to carry the extra weight, a competent rider with an independent seat, a trained leader, two side walkers and an enclosed venue.
- (3) Back riding should only be used where it is seen as the best option to gain balance and head control prior to developing riding skills.
- (4) Hippotherapy must only be undertaken by a physiotherapist or occupational therapist who has:-

Either: successfully completed the current CPTRH hippotherapy training course

Or: successfully completed Part 3 of the old APTRH Horse in Rehabilitation course (pre 2009)

Or: is in the process of completing the current CPTRH hippotherapy training course and is under the supervision of a Physiotherapist or Occupational Therapist qualified as a hippotherapist.

The Physiotherapist or Occupational Therapist is responsible for the hippotherapy session, including their insurance.

j. **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, with 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 and also 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, and organisers should know the post code or grid reference.

k. **RIDING / CARRIAGE DRIVING ON PUBLIC ROADS**

- (1) Wherever possible riding/ carriage driving 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 groups need 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 or driving on the roads cannot be avoided. A strict safety routine needs to be followed at all times and included in the risk assessment.

- l. **FIRE DRILL** Everyone working 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, use of different types of fire extinguishers, fire alarm method, evacuation plan for both humans and animals, location of master switch, water stop tap and telephone. Regular (every 6 months) practices must take place.

m. **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. These are available from many retailers. 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, Perkins Slade on 0121 698 8043 or at www.rda-insurance-centre.com/make-a-claim. This includes all accidents that involve:-

A fatal incident

An injury involving either a referral to or actual hospital treatment

An injury is defined for insurance isany 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.

n. **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 Log Books up to date. Important information is regularly added to Log Books. Participant profiles and reports should be kept securely in group files and any changes should be recorded. Pre-session Risk Assessments (see Log Book) 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.

o. USE OF HOISTS & HYDRAULIC PLATFORMS

Everyone must be properly trained before using a hoist/ hydraulic platform with refresher training at least every 3 years. The horses must also have been trained until they are familiar with the noise and movement of the hoist/ platform and are safe to use with this method of mounting/dismounting. A list of current trained personnel and equines must be displayed, along with a "safe working load".

Coaches must conform to the hoist/hydraulic platform's maximum load and have a risk assessment for each participant being lifted. Hoist slings need to be checked before each use for compatibility and maintenance.

Advice should be sought from the RDA Special Equipment Advisor before a hoist /hydraulic platform is purchased.

To meet the requirements of "Lifting Operations and Lifting Equipment Regulations" 1998 (LOLER), Section 9, Groups are required that all lifts/hoists/platforms, when in use, should be thoroughly examined:

- after substantial and significant changes have been made;
- at least every six months if the lift is used at any time to carry people, and
- following 'exceptional circumstances' such as damage to, or failure of, the lift, long periods out of use or a major change in operating conditions which is likely to affect the integrity of the equipment.

The examination needs to be undertaken by a "competent" person. This would normally be the installer but others could be used if they have a LOLER certificate.

This "competent" person is legally required to send you a written and signed report as soon as practicable. This should normally be within 8 days, but if there is a serious defect which needs to be addressed you should expect to receive the report much sooner.

Groups need to maintain a schedule of maintenance examinations along with the reports received and clearly display the date of the last and next scheduled visit on the hoist/platform.

RDA UK accepts no responsibility for, and gives no warranties or guarantees in respect of any equipment, either in terms of its suitability or safety and no supplier holds either exclusive or preferred supplier status.

- p. **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.

- q. **DOGS** It is preferable to keep dogs separate from all RDA activities. If in the vicinity of any RDA sessions, dogs should be kept on leads and under control at all times.

- r. **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.

- s. **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.

- t. **CAMPS & HOLIDAYS** Refer to the Holidays Co-ordinator or Holidays Committee through RDA National Office.

- u. **CARRIAGE DRIVING** These Guidelines also apply to Carriage Driving. Carriage Driving Groups are asked, in addition, to note the Carriage Driving Safety Code.

- v. **VAULTING** These Guidelines also apply to Vaulting. Vaulting Groups are asked in addition to note the specific guidance provided for running vaulting sessions.

- w. **SHOWJUMPING** These Guidelines also apply to Showjumping. Groups holding showjumping sessions are asked in addition to note the specific guidance provided for showjumping.

- x. **RISK ASSESSMENTS** For help with making risk assessments refer to the separate guidance note on Risk Assessments. A free booklet entitled Five Steps to Risk Assessment is also available from your local authority, HSE office or via the internet at www.hse.gov.uk/risk/fivesteps.htm