



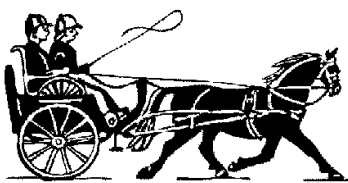
RDA HEALTH & SAFETY GUIDELINES

**FOR CARRIAGE DRIVING GROUPS, THESE GUIDELINES SHOULD
BE READ IN CONJUNCTION WITH THE CARRIAGE DRIVING
SAFETY CODE IN SECTION 2(d) OF THE MEMBERSHIP MANUAL**

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

**HOW DOES HEALTH AND SAFETY
AFFECT US?
PLEASE READ THESE GUIDELINES**

**Revised and Reissued March 2005
All previous copies of these Guidelines
should now be destroyed**



REMEMBER

! ALWAYS BE AWARE !

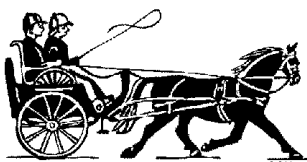
EVERYONE CONCERNED SHOULD LEARN HOW TO
WORK SAFELY

ASK IF YOU DON'T UNDERSTAND

AND

**REPORT ANYTHING THAT SEEMS
DAMAGED, UNSAFE, DANGEROUS
OR FAULTY**

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Norfolk House
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(Reviewed March 2005)



March 2005



2b(2) HEALTH & SAFETY GUIDELINES

1. Group Trustees are asked to note the 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. (*Membership Manual Section 3b*).
 - b. **RDA MEMBER GROUPS** - are responsible for recruiting instructors, 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 to Training Committee requirements. Any Group with more than 5 employees must have a written Risk Assessment/Health & Safety policy document. (*Membership Manual Section 3l*).
 - c. **GROUP INSTRUCTORS** - Group Instructors/Carriage Driving Session Organisers are responsible for safe riding/ carriage driving procedures in venues approved by County/Regional Instructors, or other Regionally nominated/appointed assessor. Health & Safety Guidelines require written records and Instructors are responsible for making sure that these are kept. Groups should make sure that their instructors'/ AB Whips' qualifications conform with Training/Carriage Driving Committees' requirements. (*Membership Manual Sections 2a(1) and 2d*).
 - d. **GROUP PHYSIOTHERAPISTS** - Group Physiotherapists work as part of a team under the overall leadership of the Group Instructor, but are responsible for their own professional input. (*Membership Manual Section 2a(14)*).

If in doubt, contact County or Regional Instructor/Chairman or County/Regional Carriage Driving Representative. They in turn can contact the Training/Carriage Driving Committees through RDA National Office.

4. **WHAT ARE THEY RESPONSIBLE FOR? (See a., b. & c. above)**
 - a. **VENUE.** All aspects of the venue used by RDA, including the riding/ carriage driving area, should have been approved by the Regional/County Instructor, Regional Driving Representative or other person nominated by the Region, when a Group is set up. An RDA Venue/Premises Health & Safety Tick Form (see Log Book) should be completed initially, updated as necessary and checked with copies kept in Group records and Instructors' Log Books. Please also refer to COSHH (Control of Substances Hazardous to Health) eg: chemical, medical and veterinary supplies.

b. **HORSES/PONIES/DONKEYS.** Should not be used until they have been fully assessed by the Group Instructor/Carriage Driving Inspector 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 trained helpers should be allowed to handle them. (*Membership Manual Sections 2c(1) and 2c(2)*).

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. Group Instructors/AB Whips to check condition and fit before every RDA session.

d. **INSTRUCTORS/AB WHIPS.**

(1) **INSTRUCTORS.** All Instructors should hold an up to date Log Book and should have completed the review process in accordance with the requirements of RDA National. Newly recruited Instructors will be issued with Log Books in person by a Regional Instructor, a County Instructor or a person appointed by the Regional Instructor. At this point the new Instructor should be advised on the contents and use of the Log Book and also on the RDA Health & Safety Guidelines. A programme of training should be discussed and planned appropriate to the new Instructor's experience and qualification. An Assessment/Appraisal Form should be added to the Instructor's Log Book when completed by the Regional/County Instructor. Following a Group Review, the Instructors Review form should be added to his/her Log Book. All Instructors are responsible for safe riding in safe places and should keep up to date records. (*Membership Manual Section 2a(1)*).

(2) **AB WHIPS.** All AB Whips should hold an up to date Log Book and should be assessed in accordance with the requirements of RDA National. Newly recruited AB Whips will be issued with Log Books in person by a Regional Chairman or Regional Carriage Driving Representative. At this point the new AB Whip should be advised on the contents and use of the Log Book and also on the RDA Health & Safety Guidelines. A programme of training should be discussed and planned appropriate to the new AB Whip's experience and qualification. An Assessment / Appraisal Form for the AB Whip Log Book should be completed by the Regional Carriage Driving Representative at all visits. All AB Whips are responsible for safe carriage 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 be vouched for or provide references which should be checked. 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 and trained for all duties they are asked to perform and should be briefed by the Instructor/AB Whip at the beginning of each riding/carriage driving session. (*Membership Manual Sections 2a and 2d*).

f. **RIDERS/CARRIAGE DRIVERS.** No disabled person may be allowed to ride or carriage drive with RDA until they have produced a fully completed Application Form which has been seen by their instructor. Application Forms should be renewed every 3-5 years. (*Membership Manual Section 2a*) All riders/carriage drivers should be assessed by the instructor, ideally with a physiotherapist where appropriate, before they are allowed to ride or carriage drive. Riders/carriage drivers can only be accepted if they can be accommodated safely by the Group. If this is not possible, their application should be rejected. (*Membership Manual Section 2a(9)(b)*)

g. **HATS.**

(1) All riders and carriage drivers must wear proper protective headwear which conforms to the current standards - PAS 015, (BS) EN 1384 or ASTM F1163 (Troxe)

(2) In some cases a physiotherapist, with ACPTR Horse in Rehabilitation Part 2 or 3 qualification, may consider that wearing a hat is not appropriate for a rider /carriage driver because of the nature of the disability. This is a clinical judgement and is acceptable providing the following has been carried out:

(a) A full and appropriate written assessment has been carried out.

(b) A written statement is signed by the Physiotherapist and is kept in Group records together with written permission from the parent or guardian.

(c) The rider has a leader and at least one side walker at all times and rides in a safe enclosed area.

(d) Under no circumstances may a rider without a hat ride on a road.

(e) Alternative headwear should be used where possible.

h. **CLOTHING AND FOOTWEAR.** Riders, carriage drivers and helpers should wear comfortable and suitable clothing. Jackets and anoraks, if worn, should be fastened. It is recommended that jewellery is removed and that long hair should be tied back. Gloves are recommended. The footwear of all riders must be checked before they are allowed to ride. Shoes or boots without heels, or lighter types of footwear are not acceptable. Riders wearing these must use special equipment for safety or ride without stirrups. Helpers should wear stout shoes or boots.

i. **BACK RIDING & HIPPO THERAPY.**

(1) Back riding must only be carried out under the overall supervision of a physiotherapist who has successfully completed Part 2 of the ACPTR Horse in Rehabilitation Course and who has experience in this field.

(2) The Regional/County Instructor 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, 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 who has successfully completed Part 3 of the Horse in Rehabilitation Course, or Part 2 with overall approval of a Part 3 qualified physiotherapist. The physiotherapist is responsible for the hippotherapy session. (*Membership Manual Section 2a(14)*)

j. **FIRST AID**

(1) No RDA activity may take place without the presence of a person holding an up to date First Aid Certificate. Appointed First Aiders should be identified at the start of each session. There must be a First Aid Box readily available for each RDA session, with a list of those holding First Aid qualifications. (*Membership Manual Section 2b(8)*)

(2) It is recommended that if a ride / carriage drive is being taken out for a hack, 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 rider should be carried by the teacher, escort or carer. A mobile telephone should be carried.

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

(1) Wherever possible riding/ carriage driving should not take place on public roads. Groups must provide adequate helpers and leaders. It is preferable to wear fluorescent tabards when crossing roads for short road work and for those "holding" traffic.

(2) Riding/Carriage drivers and Helpers must be briefed on the hazards of using the roads if riding on the roads cannot be avoided. A strict safety routine to be followed at all times.

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.

m. **ACCIDENT & INCIDENT BOOK** All accidents and incidents must be recorded immediately in the 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 *Manual Section 3q* Serious accidents must be reported in accordance with RIDDOR (*Membership Manual Section 2b(4)*) and if a doctor or vet is involved the accident must be reported to RDA National Office.

n. **GROUP RECORDS & UP TO DATE INFORMATION**

(1) The Group should have all up to date information and completed Rider/ Carriage Driver and Helper 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 Instructors/AB Whips.

(2) Group Instructors should keep their Log Books up to date. Important information is regularly added to Log Books. Rider/Carriage Driver profiles and rider/ carriage driver reports should be kept regularly 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. Ongoing risk assessment by the Group Instructors should be maintained throughout every session in line with ('aide memoire') on front of Log Book

(3) Up to date weight charts for all horses and ponies should be kept and adhered to. (*Membership Manual Section 2c(3)*)

o. **USE OF HOISTS & HYDRAULIC PLATFORMS**

(1) Only those who have been properly trained may be allowed to use a hoist/ hydraulic platform. The horses must also have been trained until they are familiar with the noise and movement of the hoist and are safe to use with this method of mounting/dismounting. Instructors must conform to the hoist/hydraulic platform's maximum load. Advice should be sought from the RDA Training Committee before a hoist/hydraulic platform is purchased.

(2) Hoists/hydraulic platforms must be serviced according to the maker's recommendations. This should be recorded in a Service Record Book or on the hoist itself by way of a sticker giving proof of the date of the last service.

(3) RDA National 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. (*Membership Manual Section 2a(15)*)

q. **LADDERS** A copy of the Ladder User's Handbook produced by the Consumer Safety Unit is available from the Local Environmental Health Office. Particular attention should be paid to the manufacturers' recommendations. If in doubt refer to RDA National Office.

r. **DOGS** It is preferable to keep dogs separate from all RDA activities. If in the vicinity of Riding/ Carriage Driving sessions dogs should be kept on leads at all times.

s. **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.

- t. **EVENTS/SHOWS/HELPERS** (*Membership Manual Section 2a(17)*) 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.
- u. **CAMPS & HOLIDAYS** Refer to County/Regional Holiday Representatives or Holidays Committee through RDA National Office. (*Membership Manual Section 2f*).
- v. **CARRIAGE DRIVING** These Guidelines also apply to Carriage Driving. Carriage Driving Groups are asked, in addition, to note (*Membership Manual Section 2d*).
- w. **VAULTING** (*Membership Manual Section 2a(13)*).
- x. **POLO** (*Membership Manual Section 2a(13)*).
- y. **RISK ASSESSMENTS** For help with making risk assessments refer to the Membership Manual Section 2b(5). 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/pubns/indg163.pdf.